



# **NEW MEXICO STATE UNIVERSITY**

**SCHOOL OF NURSING**

**STUDENT HANDBOOK**

**For the**

**MSN Graduate Program**

**2011-2013**

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## **FOREWORD**

Welcome to the School of Nursing in the College of Health and Social Services (CHSS) of New Mexico State University (NMSU). It is our sincere wish that you find personal and career satisfaction in your graduate studies.

The School of Nursing *Student Handbook for the Graduate Program*, available at (<http://www.nmsu.edu/~nursing/student-handbooks.html>), is a guide to facilitate your progression in the graduate program. It should be used in conjunction with the *NMSU Student Handbook* (available at the Corbett Center Information Desk) and the *Graduate Catalog* (available from the Graduate School and on-line at <http://gradschool.nmsu.edu/>). The information that is provided in this handbook is to assist students in their 1) academic program planning and 2) meeting the requirements of the School of Nursing and the Graduate School for completing the Master's of Science in Nursing degree (MSN). This information is intended to clarify and to supplement, not replace, the information in the NMSU Graduate Catalog. Each student should read the graduate Catalog thoroughly and comply fully with all requirements in the School of Nursing and the Graduate School.

Do not hesitate to consult the Associate Director for Graduate Programs (646-4387) or the program coordinator for the Administration specialty and Roadrunner to MSN if further clarification and information is needed. The faculty and staff are here to help you attain your goals.

## **SCHOOL OVERVIEW**

The graduate program in nursing at New Mexico State University provides students with knowledge and skills that enable them to fill a variety of emerging roles in health care delivery. Accredited by the Commission on Collegiate Nursing Education (CCNE), the course of study prepares nurses to earn the Master of Science in Nursing (M.S.N.) degree with a general M.S.N. or with a focus of Nursing Administration.

## **MSN PROGRAM DESCRIPTION**

The program of study culminates in the award of a Master of Science in Nursing degree (MSN). The MSN program prepares nurses for a general MSN or in the specialty area of Nursing Administration. The curriculum is designed to provide students with the knowledge and experience to assume leadership positions in overall health care delivery and fulfill the fundamental requirements necessary to teach in basic nursing programs, engage in clinical practice, and secure middle and top-level administrative positions in health care agencies.

The program is rigorous, as it requires not only the completion of academic course work, but also successful completion of a practice component. Clinical and field practice experiences are woven throughout the curriculum. All students take a minimum of three field work credits (NURS 595) which equates to twelve contact hours a week. These clinical hours are closely supervised by qualified preceptors and field supervisors in the clinical setting who are recognized leaders in their area.

All MSN students in Administration may attend classes on a full-time or part time basis. **Those students who are in the Roadrunner program must complete the sequence as outlined in their plan of study.**

## **PROGRAM STRUCTURE**

The curriculum is based on theory, research, policy and practice in nursing and related disciplines and provides the appropriate foundation for doctoral study (PhD and DNP) in nursing and for continued professional development. A Comprehensive Master's examination at the completion or near completion of coursework provides the opportunity for students to synthesize and integrate concepts from nursing and non-nursing courses into his or her own professional role.

## **NURSING ADMINISTRATION**

Graduates of the nursing administration track are prepared to assume mid- and top-level management positions and to function as nurse administrators. The degree plan provides the MSN graduate with a broad knowledge of administration drawn from a variety of administrative disciplines and applied to nursing. Students may choose to take additional courses to obtain a minor approved by the NMSU Graduate School or to complete a focus area with the approval of their MSN faculty advisor.

## MSN: GENERAL (ROADRUNNER)

Graduates of the Roadrunner to MSN will obtain a generic Master's degree in Nursing (MSN). Graduates with the general MSN will be prepared to assume positions of leadership in a wide variety of health care service areas including acute care, clinical education, research, health promotion, disease management, case management and rehabilitation and outpatient services.

### FOCUS AREAS

#### Teaching

The teaching focus prepares students to teach both theory and clinical courses in basic nursing education programs and those that are associated with staff development and patient/client/community education. Course content addresses teaching, evaluation, and use of technology in the delivery of educational content.

#### Alcohol and Drug Counseling

Six NMSU Schools, including nursing, have developed an interdisciplinary minor in alcohol and drug counseling for their graduate students. Students enrolled in this focal area develop the knowledge and skills needed to work with substance-affected individuals, families, and groups. They also learn to design strategies for organizational and community interventions.

## **SCHOOL OF NURSING MISSION STATEMENT**

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through nursing education, research, practice, and public service recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the undergraduate BSN, and graduate MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

Revised by the faculty

04/04/2011

## **SCHOOL OF NURSING GOALS**

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

\*\* Approved 5/2010

## **PROGRAM OUTCOME COMPETENCIES**

Upon completion of the MSN program in Nursing, the graduate is prepared to:

1. Incorporate advanced knowledge and theoretical frameworks from the biophysical, psychosocial, and nursing sciences to promote and maintain human health through advanced specialty practice, education, or administration.
2. Demonstrate competence and critical thinking in the advanced roles of nurse generalist or nurse administrator.
3. Identify researchable problems, participate in the development of evidenced-based practice and research utilization.
4. Collaborate in the use of therapeutic nursing strategies and interventions in health promotion, disease prevention, and illness care of individuals, families, groups, and communities in multi-cultural settings.
5. Assume leadership positions and develop collaborative relationships that identify policy issues that address access to economically responsible, quality health care.
6. Demonstrate cultural, ethical, legal, and professional competence in advanced-nursing roles.
7. Demonstrate communication competence using effective written, verbal, nonverbal, and electronic modalities in advanced nursing roles.
8. Demonstrate knowledge and competence in the use of technological resources related to health care, which includes but is not limited to, electronic resources, computer use, and web research skills.

## **RESOURCES FOR UNIVERSITY AND PROGRAM POLICIES**

Every student is responsible for adhering to the university policies and procedures that are contained in New Mexico State University *Graduate Catalog* <http://gradschool.nmsu.edu/> and the *NMSU Student Handbook*, <http://provost.nmsu.edu/resources/for-students/student-handbook/>

Useful information includes:

- Admission Requirements
- Application for Graduation
- Classification of Graduate Students
- Final Examination
- Grading Policy
- Graduate Assistantships
- Graduate Student Appeals Board
- Graduate Student Council
- Registration
- Research Facilities
- Requirements for Higher Degrees
- Student Services
- Time Limit

**Policies and procedures specific to the M.S.N. program are outlined in the NMSU School of Nursing *Student Handbook for the Graduate Program*. Students are responsible for abiding by these policies and procedures.**

Forms required by the Graduate School are available at <http://prospective.nmsu.edu/graduate/forms/index.html> on the web.

These include:

- Request for Transfer of Graduate Credit
- Application for Admission to Candidacy for Master's Degree
- Committee for Final Examination

Other items available from this web site include:

- New Mexico State University Graduate Catalog*
- Financial Aid Information
- Graduate School Student Handbook*
- Graduate School Calendar
- Registration for classes
- Regulations and procedures

A Checklist for Master's Degree Candidates is also available from the Graduate School . <http://gradschool.nmsu.edu/mb/DegreeChecklist.pdf>

## **ACADEMIC POLICIES AND PROCEDURES**

### **ADMISSION: Nursing Administration**

All applicants must meet the general requirements for admission to the NMSU Graduate School. In addition to these requirements, the school of nursing requires the following for admission to the MSN program:

- B.S.N. from an accredited college or university;
- A graduate level (inferential) statistics course completed within five years prior to the date of expected admission.
- three professional letters of recommendation;
- letter stating personal goals for graduate education and intended specialty area;
- resume identifying clinical practice experience;
- proof of unencumbered RN licensure or eligibility for licensure as a Registered Nurse in any of the 50 United States, the District of Columbia or U.S. territories.
- Proof of Professional liability insurance
- Current CPR (1 year) certification
- Official transcripts (sent directly to Graduate School from school of attendance and NOT from applicant)
- Copy of acceptance letter from the Graduate School

Application for admission should be sent to the Graduate School. *Letters of reference, personal goals, resume, and proof of licensure should be sent directly to the School of Nursing.* On an individual basis, applicants who are registered nurses without a bachelor's degree in nursing, but with a bachelor's degree in another discipline may be considered for admission. To be considered, individuals must complete the full application process and if granted conditional admission by the School of Nursing Graduate Committee must successfully complete required bridge coursework prior to taking any graduate nursing courses.

### **ROADRUNNER to MSN**

The Roadrunner to MSN program applicants must meet the following criteria. Please note that students are admitted to this program in the summer only and all students must be enrolled full-time. There are no part-time options available for this program.

- Prerequisites/Admission requirements are:
- Admission to the NMSU Graduate School
  - Bachelor's degree from an accredited university
  - Minimum GPA of 3.0 in prior bachelor's degree
  - Anatomy and Physiology; or A & P I and A & P II (completed)
  - One additional, 3-credit hour completed course in physical science such as Chemistry, Biology, Microbiology or Physics.
  - Human Pathophysiology: Foundation for Nursing
  - Approved statistics course

- 3 letters of recommendation
- Completion of HESI admission assessment test with a score of 78% or better. The HESI must be completed and score available by application deadline
- Pharmacology (3-4 credits)
- Current American Heart Association CPR for Health Care Providers (2 year) certification
- Official transcripts (sent directly to Graduate School from school of attendance and NOT from applicant)
- Professional liability for N595 course in last year
- All clinical clearances and background checks (see application packet)
- Proof of Personal health insurance
- Copy of acceptance letter from the Graduate School

### ADVISING

Academic advising is initially provided by the Administration Specialty Program Coordinator and the coordinator for the Roadrunner to MSN. These individuals (1) give procedural information, (2) provide advising contact for new students, and (3) refer students to specific faculty members and other resources as appropriate. After completing core courses the student will choose a chairperson for their graduate committee. This committee chairperson may or may not be their faculty advisor. The committee chairperson will function as chair of the final examination and/or thesis committee.

### PROGRESSION ISSUES

Some courses in the M.S.N. program are not sequenced. In general, core courses are taken first (NURS 505, Theory; NURS 506, Health Policy; NURS 507, Research; and NURS 530, Health Promotion. Students are encouraged to take advantage of specialty courses when they are offered. Not every major is offered at all times, and students need to work closely with their academic advisor to develop a plan that will take advantage of the courses that are being taught to ensure a timely graduation. **NOTE:** For Nursing Administration students and RR to MSN students, NURS 595 must be taken in the final semester of their course work.

Roadrunner students must take courses as sequenced in the Roadrunner MENP degree plan (see Course Plan, page 27). Roadrunner students who cannot successfully complete courses as scheduled must withdraw from the NMSU SON, MSN program and petition to join the undergraduate BSN program to complete the undergraduate portion of the degree. Entry to the BSN program is on a space available basis. Students accepted will be able to attempt completion of the BSN although no further MSN courses may be taken. Students considering this possible scenario should consult with their MSN advisor regarding progression management.

Students are urged to work with faculty in designing clinical experiences that are creative and challenging. Written guidelines are provided in this handbook to assist with clinical planning. Clinical courses have a 1:4 ratio: one (1) credit hour is equivalent to four (4) hours of clinical practice. The clinical objectives are developed with faculty, and times and locations are by arrangement. It is essential that students complete a clinical log and a

verification of clinical/field placement hours form which will be filed in their School of Nursing academic file. *Graduate students must receive clinical clearance from the NMSU School of Nursing and follow agency policies for nursing state licensure prior to enrolling in a graduate clinical course* (see Student Health Form, Appendix G).

The Application for Admission to Candidacy for Master's Degree should be filed with the Graduate School Office as soon as the student has completed the 12 credits of graduate work (see *Graduate Catalog*). Deadlines for filing the Application for Degree are specified by the Academic Calendar. All Graduate School forms are available on-line at <http://prospective.nmsu.edu/graduate/forms/index.html>. During the last semester of work, the student and faculty advisor must schedule the final written examination.

During the final semester of study, all students must successfully complete a comprehensive examination. The format for the written comprehensive examination requires the student to answer 3 questions provided to the student by his/her committee via the committee chair. Written guidelines are provided in this handbook. The composition of the committee is described later in this handbook.

## GRADING

### RECOMMENDED SCHOOL OF NURSING GRADING SCALE for GRADUATE PROGRAMS: \*\*\*

A	--	Excellent	=	90 - 100
B	--	Above Average	=	80 - 89
C	--	Average	=	70- 79
D	--	Below Average	=	60 - 69
F	--	Failing	=	below 60

Plus signs (+) may be assigned to the two highest numerical grades in each section, while minus signs (-) may be assigned to the two lowest numerical grades (i.e., 99 & 100 = A+, 91 & 92 = A-). Each course syllabus contains specific information about how course grades are computed. The student must earn an average grade of "B" or higher in all course work leading to the M.S.N. degree. A grade of "B" or higher is required in all clinical and specialty courses.

\*\*\* Please note that in the event that a Roadrunner to MSN student is enrolled in a course with Traditional BSN students, the Roadrunner student will be graded according to the criteria of that course as listed in the traditional program curriculum and course syllabus.

### **C, D, and F Grades**

Although C grades earned at New Mexico State University may be counted toward the requirements for an advanced degree, this is not considered acceptable graduate-level performance.

Courses in which a student earns only a D or F may never be counted

toward a graduate degree, although such grades are calculated in determining the grade-point average. Therefore, any grades of D or F must be compensated for by the necessary hours of A if the student is to have the 3.0 grade-point average required before awarding of the degree. A graduate nursing course with a D or F grade must be repeated one time. If the student does not earn a grade of C or higher in the repeat of the course, they are dropped from progression in the chosen program of study.

### **Incomplete Grade**

The grade of Incomplete is given for passable work that could not be completed due to circumstances beyond the student's control (illness, death in the family, etc.). The following regulations apply to removing or changing an Incomplete grade:

1. Instructors may assign an Incomplete grade only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for being assigned an Incomplete. In no case is an Incomplete to be used to avoid the assigning of D, F, or Unsatisfactory grades for marginal or failing work.
2. To assign an *I* grade, the instructor must complete the *I* Grade Information Form and have the form delivered to the Associate Director for the graduate Programs who will reaffirm the need and forward it on the Director and Dean's office for approval. This form must be accompanied by the instructor's grade sheets for the semester. The instructor will state in writing on the *I* Grade Information Form the steps necessary to complete the remaining course work or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the *I* grade will not be removed). The student must sign this document. In addition to the dean's office, a copy goes in the student's file.
3. The student is entitled to have the incomplete grade removed from their transcript only if the student completes the remaining course work as specified on the "I Grade Information Form," in a manner satisfactory to the instructor. The work must be completed within 12 months after the Incomplete is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the "I Grade Information Form." If the student fails to complete the course work, the instructor may change the Incomplete grade to any appropriate grade (including D, F, or Unsatisfactory). The instructor must state the grade repercussion for non-completion on the I form.
4. Incomplete grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the Incomplete or prior to the student's graduation, whichever comes first. To remove an Incomplete, the instructor must complete a "Change of Grade Form" and file the form with the Office of the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or Unsatisfactory. An Incomplete not changed by the assigning instructor within 12 months and prior to graduation shall remain an Incomplete grade thereafter (unless indicated as a repercussion on the I form by the instructor).

5. A student may re-enroll and receive credit for any course for which an Incomplete grade was previously received, but retaking the course will not result in removal of the Incomplete grade from the student's transcript. The effect of removing an Incomplete grade on a student's academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the Incomplete is included in the grade-point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled. Students may appeal an unsatisfactory grade through the procedure described in the "Disciplinary Issues for Graduate Students" section of the NMSU graduate catalog.

### **Academic Probation and Suspension**

Academic records of all graduate students are reviewed at the end of each semester. A student whose cumulative grade-point average at the end of any semester is less than 3.0 will be so informed by the Graduate School and the Associate Director for Graduate Programs and will be placed on probation. If, during the next enrollment period, a student fails to achieve a cumulative grade point average of 3.0 or to show substantial improvement in the quality of work (as determined by the Associate Director in consultation with the student's advisor), the student will be suspended for one semester from the Graduate School. Students on suspension are barred from enrolling in graduate level courses at NMSU. Students on suspension who wish to continue Graduate School after suspension must re-apply to the Graduate School and the department of interest. Subsequent suspensions will be for one calendar year and the student must petition the Graduate dean for re-admission. No NMSU graduate level course credit will be granted for courses taken at NMSU or other institutions while under suspension from NMSU.

### **INDEPENDENT STUDY COURSES IN NURSING**

On occasion it may be necessary and/or appropriate for a student to seek nursing credits *via* independent study. Each student must confer with his/her advisor concerning this option and then contract with a specific faculty member to study specific content under that faculty member's direction. The request to register for Independent Study must be processed as follows:

1. A Special Studies Permit form for an independent study course must be signed by the School of Nursing faculty member involved as faculty of record for the course.
2. A copy of the college's Independent Study/Readings Agreement completed in its entirety, including the specification of requirements and evaluation standards, ***must accompany #1 above, and both must be signed by the School of Nursing Director*** prior to taking the forms to CHSS Dean and Graduate Dean for course registration.

A copy of the Independent Study/Readings Agreement form can be found in Appendix H of this handbook.

## **GUIDELINES FOR COMPREHENSIVE EXAM**

The Final Comprehensive Exam is the culmination of MSN work and represents a capstone exemplar of student learning outcomes. The expectation is that this final work will demonstrate scholarship worthy of the Master's degree in Nursing. During the final semester of study all students must successfully complete a comprehensive written examination. The written examination will cover the breadth and depth of the student's course of study, supported by an annotated bibliography evidence-table. This written exam requires the student to address three questions provided to the student by their Committee via the Committee Chair. The questions will address theory, research, policy and practice. Students are expected to submit written professional literature-based (research, policy and theory) and adhere to current APA format guidelines. The format for the written exam will be as follows:

1. The committee develops the questions.
2. The student meets with the Chair of the Committee to discuss expectations, requirements, and dates and time periods for completion of the exam.
3. The exam is conducted through the N595 online website. Students will receive their questions at the beginning of the specified exam period. The student will have two weeks to complete the exam and return it via the N595 website at the agreed upon date and time.
4. Faculty will have 14 working days to review the exam responses and make comments. Faculty will return comments to the Chair who will notify students of the results.
5. Students will receive a "Pass" or "Fail" on the exam.
  - 5.1. A student may "pass" with no revisions needed or may "pass" with needed revisions. If this is the case, a student will have 48 hours to revise and resubmit the exam responses. A student may also "fail" the exam and have the opportunity to rewrite parts of the exam in order to achieve a "pass". This is done in conjunction with the advice and guidance from the committee chair and members. A student will have 48 hours to rewrite and complete the exam. If the student does not pass the rewrite, see below (5.2)
  - 5.2. In cases of a clear "no pass" without rewrite or a no pass on the rewrite of parts of the exam, a student must wait one semester before retaking the written examination with new and different questions.

## **The Committee**

The Committee must have at least 3 members, one of which are School of Nursing graduate faculty and one Dean's Representative who has Graduate status. The second nursing faculty does not have to have graduate status. One of the SON faculty members must represent the specialty concentration

### MINOR AREA OF STUDY FOR M.S.N. STUDENTS WITH EARNED MASTER'S DEGREES IN RELATED AREAS

An M.S.N. student with an earned M.S. or M.A. from an accredited institution may use this body of work to substitute for the 6 – 9 credit minor / focus required by the School of Nursing.

### GRIEVANCE

Students who wish to appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the *NMSU Student Handbook* (free copy available at the Corbett Center Information Desk [2<sup>nd</sup> Floor]) and the *Graduate Catalog*.

### STUDENTS WITH DISABILITIES

If you have, or believe you have a disability, you may contact the Student Accessibility Services (SAS) Office located in Corbett Center, Room 244, 575-646-6840, or email [sas@nmsu.edu](mailto:sas@nmsu.edu). Appropriate accommodations may then be provided for you. All medical information will be treated confidentially. If you have a condition which may affect your ability to exit safely from the premises in an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the Director of University Disability Services/ADA Coordinator, Diana Quintana, at the SAS Office. Questions regarding the Americans with Disabilities Act (ADA) and/or the American with Disabilities Amendment Act should be directed to the SAS Office.

Questions regarding NMSU's Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635.

## POLICIES CONCERNING WRITTEN ASSIGNMENTS

All assigned papers and projects will be typed or word-processed and double-spaced.

All students are expected to use the most current edition of the *Publication Manual of the American Psychological Association (APA)* for ALL papers submitted as part of their assigned coursework and the written comprehensive exam.

Any assigned papers and projects will be considered late if they have not been presented to the course professor at the announced time and date due. Any late papers may have a penalty attached. Students with extenuating circumstances are expected to solve these problems with the respective faculty member on an individual basis and prior to the established due date and time.

Students may use editors for their papers with prior approval of the course professor. Editing of student work by others is limited to assistance with grammar, punctuation, and style only; the substance of the paper must be the student's original work. If an editor is used, the student must provide the course professor with the draft of the paper at the point it is given to the editor when the final paper is submitted.

### PLAGIARISM<sup>1</sup>

Plagiarism is defined as the intentional use of someone else's words (e.g., direct quotes), thoughts (e.g., paraphrased quotes), ideas (e.g., charts, data), or internet materials in your own writings/presentations as if you had come up with them on your own. Plagiarism is the theft of intellectual property and is not unlike stealing from a commercial business. A special case of plagiarism is the unacceptable practice of "self plagiarism" in which an author will use segments of his/her own published material (e.g., methods section of a scientific paper) in a new publication without reference.

For further information you may refer to the *NMSU Student Handbook* and *Guidelines for Nurse Authors and Editors, IMAGE: Journal of Nursing Scholarship, 25(4), 358-359, (1997)*.

Please know that instructors have a way to determine whether all or parts of a paper have been plagiarized. If you have questions as to whether or not parts of your paper may be considered as plagiarized, please contact your instructor before submitting your assignment.

<sup>1</sup> (*Office of Research Education & Training, University of Miami School of Medicine, Definition: Plagiarism, downloaded from <http://researchedu.med.miami.edu> on 6 July 2005*)

## ETHICS

All students in nursing, graduate or undergraduate, have a special concern with ethical standards because of the unique demands of nursing practice. To guide the student along the path of ethical nursing practice, the American Nurses Association Code for Nurses<sup>2</sup> follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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<sup>1</sup>American Nurses Association *Code of Ethics* -- 2001

## SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International (STT) is the International Nursing Honor Society. STT exists to improve the health of people by increasing the scientific base of nursing research and scholarship. It is the second-largest nursing organization in the world with approximately 125,000 active members. We encourage all Graduate students to explore the benefits of STT and to seek membership when offered and to especially join the Pi Omega chapter at NMSU.

To be eligible for membership in *Sigma Theta Tau International*, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership are graduate students in a master or post-master program who have achieved a grade point average of at least 3.5 on a 4.0 scale and have completed one half (½) of the MSN program requirements. Eligible students are recommended by nursing faculty. The student then must apply and be selected for membership in the Honor Society. New members are selected and inducted annually.

### EVALUATION

The School strives to continuously improve the quality of nursing education, scholarly research, and effectiveness in community service within the School. Student input is crucial to this process. Students are included in the ongoing process through School committees and semester course/faculty evaluations. Students are expected to participate in this evaluation and the process toward improvement on an ongoing basis. The graduates are encouraged to participate in Alumni Surveys and to keep the nursing School informed of certification status.

### STUDENT REPRESENTATION

Student representatives to the School of Nursing committees afford students the opportunity to influence School and Program policies. The faculty strongly encourage any student presented with the opportunity to serve on a committee to accept the position. Student members of School committees must be in good academic standing. Student members may vote but may not serve as Committee Chair or Secretary. The committees on which student members may serve are the Graduate Program Committee and the Student Affairs Committee.

### GRADUATE STUDENT ORIENTATION

A graduate student convocation and orientation are held during or prior to the fall semester for new and returning M.S.N. students. It provides students an update of School of Nursing events and the opportunity for open discussion of School policies, procedures, and any items of interest to students.

## GRADUATE STUDENT FACILITIES

You may check your e-mail and gain network access on the computers in the CHSS Building Room 219. It is expected that students check their NMSU E-mail and the MSN support site in Blackboard. Information concerning e-mail and Blackboard problems can be addressed by calling the "Help Desk" at Computing and Networking at 646-4433 or 646-1840.

## GRADUATE ASSISTANTSHIPS

Occasionally, the School has funding for graduate assistantships. Eligibility for an assistantship includes acceptance as a nursing graduate student and a 3.0 GPA. Duties involved normally require about 10 - 20 hours per week, and the student is obliged to enroll as a full-time (9 credits) graduate student. Students interested in applying for an assistantship should contact the Associate Director for Graduate Programs in Nursing.

## GRADUATE TRAINEESHIPS

The School often has funding for HRSA traineeships. These are available to full-time graduate students (minimum 9 graduate credits) or to part time students within twelve months of graduation in all M.S.N. specialties. Preference is given to students who agree to work in a medically underserved area.

## GRADUATE SECRETARY AND PROGRAM CHAIR

The secretary for the graduate academic programs is Betty Adaime. Her office is Room #110, CHSS Building, her e-mail is [adaime@nmsu.edu](mailto:adaime@nmsu.edu), and her phone number is 646-2041. Inquiries related to the graduate program should be directed to her office.

## E-MAIL

All enrolled graduate students are required to establish an NMSU E-mail account when they enroll in order to access the campus-wide network, Blackboard, and the internet. In order to obtain your login and password, please go to <https://myaccount.nmsu.edu/accounts/activation/index.php> to activate your NMSU account. This account will grant you access to both your online courses within Blackboard, NMSU email account, and Banner registration. Students are expected to read their NMSU E-mail on a regular basis, as important information is distributed in this fashion and there are a number of postings that are of interest to students. (see Appendix K.5 for technology requirements for Blackboard)

## PHONE CALLS AND MESSAGES

Only emergency calls and messages will be accepted for students in the School of Nursing Administrative office.

## USE OF CELLULAR PHONES

Students should not make or receive cellular phone calls during classes or laboratory times except in emergency situations. If a student's cellular phone needs to be left on due to such a situation, the student is responsible to clear it with the involved course instructor prior to the beginning of the session.

## CHILDREN IN THE ACADEMIC WORKPLACE

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.<sup>3</sup>

- A. Children visiting campus must be closely supervised by an adult at all times.
- B. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
- C. Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
- D. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
- E. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

## WRITING CENTER

Students are encouraged to use the Writing Center to improve their writing skills and the quality of their papers (located in Room 102, English Building; phone 646-5297 or visit <http://www.nmsu.edu/~english/resources/writingcenter.html> for hours of operation).

## CLINICAL EXPERIENCE POLICIES

### REQUIREMENTS

All graduate students participating in course work with a clinical component must be licensed as a Registered Nurse in one of the US States or territories or in the Roadrunner to MSN program). Different clinical settings may have different requirements and/or mandate an orientation prior to any clinical experience. Students are responsible for clarifying these expectations and providing the appropriate documentation for meeting them. For example, students whose clinical experiences are with Memorial Medical Center (MMC) in Las Cruces are required to obtain a student identification badge (even if they have an employee one) in order to be covered by NMSU risk management. These students also are required to attend an MMC orientation for new staff. Non-New Mexico and Texas -licensed students must clarify licensure requirements with their advisor.

### CLINICAL CLEARANCE

All students must complete the School of Nursing Student Health form and meet its requirements upon admission to the program. Proof of all-level (adult and child) CPR certification and current R.N. licensure must also be submitted. No student may participate in any clinical contact with patients and/or clients before fulfilling these requirements. The completed health form (with appropriate documentation if not signed by a health-care provider) must be returned to Betty Adaime (Room 110, CHSS Building; 575-646-2041). A current CPR card must also be presented for copying, and for Nursing Administration students, a proof of R.N. licensure in one of the US States or territories is required. Non-New Mexico or Texas licensed- students must clarify licensure requirements with their advisor. Background screening is required for all students.

### LIABILITY INSURANCE

Nursing students are covered by the Risk Management Division of the State of New Mexico with comprehensive liability insurance in their normal scope of duties. This has been defined as anything required, requested, or authorized by the University. Students are not covered by the University when they are not within their normal scope of duties. Thus, there is no liability coverage when performing duties in a non-student role. **Note that some clinical agencies may require additional liability insurance at the student's own expense.**

### CONFIDENTIALITY

It is the responsibility of every student to safeguard the patient's or client's right to confidentiality in all aspects of care. It is the patient's or client's right to determine the degree of self-disclosure and to whom. Revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

Elements of patient or client information are to be discussed only within the realm of the appropriate clinical/educational setting; e.g., planning conferences, post-clinical conferences, classroom seminars. It is a serious breach of confidentiality to discuss information outside of clinical conferences, seminars, client-centered conferences with agency staff, and appropriate classes. Any student who breaches confidentiality is subject to probation or dismissal from the program. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives. A breach of confidentiality is grounds for dismissal.

Students *may not* photocopy/duplicate any patient/client record from any clinical agency utilized by NMSU. Some clinical agencies where students participate may require each student to sign a confidentiality statement prior to participating in agency activities.

### PATIENT/CLIENT SAFETY

The safety and well-being of the patients and clients with whom students work while in the graduate program are of utmost importance and concern to faculty, the program, and the School. The following are guidelines to assist students in ensuring the safety and well-being of patients/clients in the students' clinical experiences. Violation of these guidelines may be grounds for corrective action or dismissal from the program.

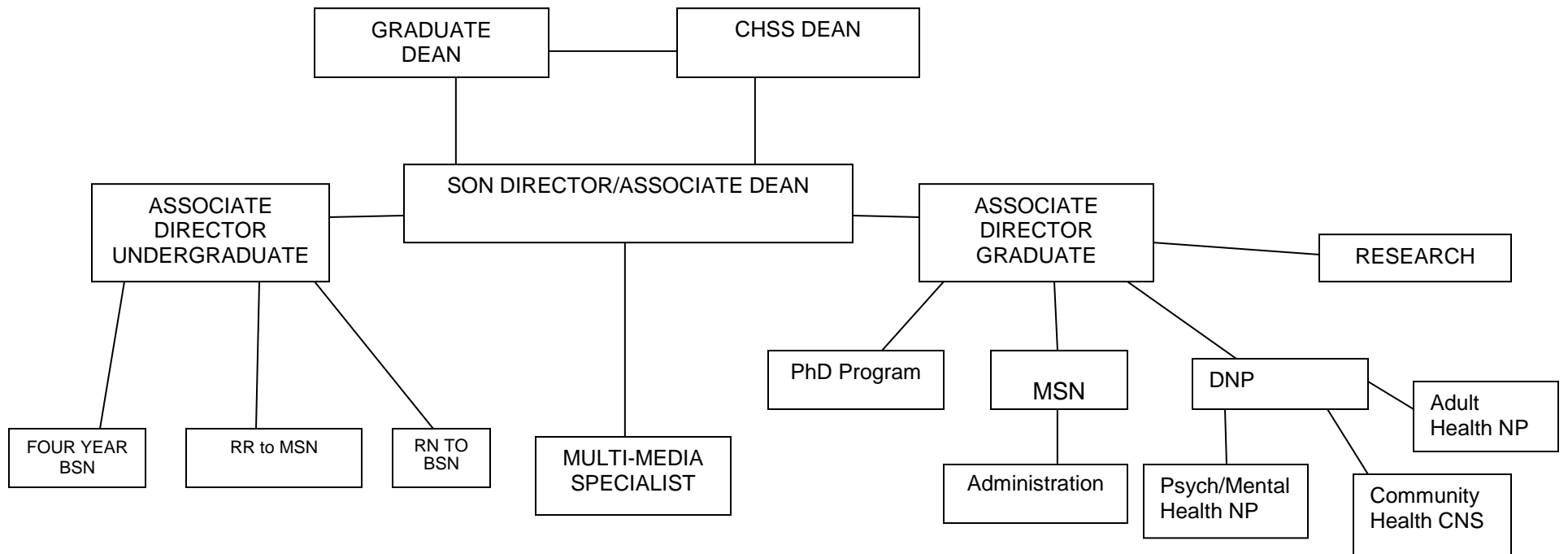
Unsafe and/or inappropriate clinical practice includes, but is not limited to, situations where the student:

1. Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client.
2. Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance.
3. Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
4. Fails to interact effectively with other members of the health care team.
5. Fails to function in a legal manner as defined by the nurse practice act of the state or territory in which the student is licensed as a registered nurse.
6. Fails to function in an ethical manner as identified in the ANA Code of Ethics.
7. Fails to function within the scope of practice for the advanced practice nurse as defined in the New Mexico Nurse Practice Act. The expected level of proficiency within that scope of practice will be determined for each student depending on previous experience and progress within the program.

## APPENDIX A

### NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING

#### ORGANIZATIONAL CHART



Revised 06/02/2011

## **APPENDIX B**

### **FACULTY AND STAFF**

<b><u>Faculty</u></b>	<b><u>Rank</u></b>	<b><u>Specialty, Research Interests</u></b>
**Wanda Borges, PhD., APRN-BC, CNS Room 129, 646-2111.	Associate Professor	Medical-Surgical Nursing; diabetes, self-care
Cynthia Bostick, PhD, RN Distance Ed., 646-4386	College Assistant Professor	Psychiatric / Mental Health
Barbara Gilmore, MSN, PMHNPBC, PMHCNSBC Room 137, 646-2320	College Assistant Professor	Psychiatric/Mental Health Nursing
**Mary M. Hoke, PhD, APRN-BC Room 110-D, 646-7449	Professor	Community Health Nursing, Nursing Education
**Kathleen Huttlinger, PhD Room 132 F, 646-4387	Professor Associate Director, Graduate	Culture and Health, Health Disparities, Native American Health, Community Health
**Becky Keele, PhD, APRN-BC Room 109, 646-2029	Associate Professor	Community Health Nursing Nursing Research
**Teresa Keller, PhD, RN Room 231, 646-2605	Associate Professor Associate Director, Undergraduate	Nursing Administration
Marilyn Pase, MSN, RN Room 107, 646-2527	Associate Professor	Medical-Surgical Nursing, Pharmacology Clinical Practice Protocols, Stress, Pathophysiology, Critical Care
**Iris Mullins, PhD, RN Room 127, 646-2822	Assistant Professor	Medical-Surgical Nursing
** Anita Reinhardt, PhD, RN Room 135, 646-1919	Assistant Professor	Administration; critical care, leadership
Geri Schmotzer, PhD, RN Room 235, 646-8169	Assistant Professor	Community Health; cancer
**Pamela Schultz, PhD, RN Room 133, 646-2208	Professor Director, SON	Psycho-oncology, Violence Against Women, Cancer Survivorship, Chronic Illness
Mary Sizemore, EdD, RN Room 135, 646-2330	Associate Professor RN-BSN Program Manager	Medical-Surgical Nursing Border Health; Teaching Strategies

\*\* Graduate Faculty Member

### **MSN Staff**

Karen Pech	MSN Program Advisor
Betty Adaime	MSN Program Secretary
Miriam Maske	Instructional Multi-Media Specialist

## APPENDIX C

### MASTER OF SCIENCE IN NURSING PROGRAM CURRICULA

#### NURSING CORE COURSE REQUIREMENTS

In addition to specific courses within the specialty, all students take core courses in nursing theory, policy, research, professional roles, and issues relevant to the dynamic environment in which health care is provided.

NURS 505	Theoretical Foundations of Advanced Nursing .....	3
NURS 506	Environment of Professional Nursing Practice .....	3
NURS 507	Research in Nursing .....	3
NURS 530	Promoting Health Behavior .....	3

#### NURSING ADMINISTRATION

NURS 562	Nursing in Health Care Organizations .....	3
NURS 563	Human Resource Management in Nursing .....	3
NURS 564	Nursing Fiscal Management .....	3
NURS 565	Professional Leadership in Nursing Administration.....	3
NURS 566	Seminar in Nursing Administration-Roles.....	3
NURS 567	Nursing Informatics.....	3
NURS 595	Advanced Field Work in Nursing.....	1 -6 (4+24P)
Elective.....		3

#### THESIS OPTION

NURS 598	Thesis Seminar .....	1
NURS 599	Graduate Thesis .....	minimum 4
A ST 505	Statistical Inference I .....	4

#### NON-THESIS TRACK

Minor or Focus Area — Related Area or Second Area of Nursing .....	6-9
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#### SPECIALTY-RELATED NURSING ELECTIVES

NURS 513	Diagnostics and Applied Clinical Pharmacology for Advanced Practice Nurses.....	3
NURS 572	Pharmacology of Addiction.....	3
NURS 550	Curriculum and Teaching In Nursing.....	3

NURS 551	Measurement and Evaluation in Nursing Education.....	3
NURS 552	Computer Technologies for Nurse Educators .....	3
NURS 537	Principles of School Nursing.....	3
NURS 538	Nursing Leadership in School Health Programs .....	3
NURS 539	Pediatric Health Assessment for School Nurses .....	3

## APPENDIX D

### TYPICAL FULL-TIME DEGREE PLAN

#### Nursing Administration

Fall	Spring	Summer
N530 – Promoting Health Behavior N567 - Informatics N507 - Research	N505 – Theory N506 – Health Policy N563 – HR Management	N565 Leadership Practicum
N564 – Nursing Fiscal Management N562 – HC orgs Elective	N595 – Field Placement N566 - Roles	

### MSN PART-TIME SAMPLE DEGREE PLAN

#### Nursing Administration

Fall	Spring	Summer
N530 – Promoting Health Behavior	N505 – Theory N563 – HR Management in Nursing	N 565 Leadership
N507 – Research in Nursing N567 - Informatics	N506 – Health Policy elective	
N564 – Fiscal Management N562 HC orgs	N566 – Roles N595 – Adv Field Work in Nursing	

### ROADRUNNER: MASTERS ENTRY INTO NURSING PRACTICE (MENP)

#### Masters Entry into Nursing Practice

Summer		Fall		Spring		Summer		Fall		Spring		Summer		Fall	
N300 Prin N302HA	7 3	N372 ADI	8	N373 Psych N416 Gero	5 2	N410 ADII	6	N415	8	N472 CHN  N470 MGT	6 3	N479 CC	8	N490 Strategies For Success	3
		N507 Research N567 Infmtics	3 3	N505 Theory N511 Adv Patho	3 3	N565 Prof Lsrshp	3	N530H Promo N597 Specialty Topic: Onco	3 3	N506 Policy N597 Specialty Topic: CV Renal	3 3			N5XX Roles N595 Fieldwork	3 3
<b>Total Hours</b>	<b>10</b>		<b>14</b>		<b>13</b>		<b>9</b>		<b>14</b>		<b>15</b>		<b>8</b>		<b>9</b>

**APPENDIX E**  
**New Mexico State University – Graduate Nursing Program**  
**Nursing Administration Focus**

Name: \_\_\_\_\_

Date Admitted: \_\_\_\_\_

SS# \_\_\_\_\_ Banner # \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Course #	Course Title	Cl. Hrs.	Credits.	Semester Intended	Actual	Grade
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*Nursing Core*

NURS 505	Theory		3	_____	_____	_____
NURS 506	Health Policy & Environment		3	_____	_____	_____
NURS 507	Research		3	_____	_____	_____
NURS 530	Health Behavior		3	_____	_____	_____
	Credits:		<b>12</b>			

*Administration Core*

NURS 562	HC Organizations		3	_____	_____	_____
NURS 563	Human Resource Management		3	_____	_____	_____
NURS 564	Fiscal Management		3	_____	_____	_____
NURS 565	Leadership		3	_____	_____	_____
NURS 566	Admin-Roles		3	_____	_____	_____
NURS 567	Informatics		3	_____	_____	_____
NURS 595	Adv Field Work	192	3	_____	_____	_____
	Credits:		<b>21</b>			

*Elective/Minor*

Elective			3	_____	_____	_____
	Credits:		<b>3</b>			

**Total Credits:** \_\_\_\_\_ (36 credits: 33 Didactic credits; 3 Clinical credits)

**Total Clinical Hours:** \_\_\_\_\_ (192 Minimum)

X \_\_\_\_\_  
 Student's Signature Date

X \_\_\_\_\_  
 Advisor's Signature Date

## **APPENDIX F**

### **M.S.N. ADVISING QUICK FACTS**

#### **TRANSFER OF CREDITS**

- There is no limit on number of transfer credits; however, 50% of work required by degree must be taken at NMSU, and transfer credits must not be over 7 years old at the time of graduation.
- The student must submit forms to obtain official permission from the School head and graduate dean to transfer graduate-level course work (including courses taken in non-degree status).

#### **SCHOOL OF NURSING ADVISING PROCESS**

- Students are introduced to Nursing School faculty at orientation and encouraged to talk with them about mutual research interests.
- Application for Admission to Candidacy for Master's Degree should be filed after student has completed 12 credits of graduate work (available on-line at <http://gradschool.nmsu.edu/>).
- All students must participate in advising each semester with their assigned advisor.

#### **ROLE OF ACADEMIC ADVISOR**

- The student's advisor may assist student in selection of committee chairperson.
- Academic advising forms are located in the students' academic folders.

#### **ROLE OF COMMITTEE CHAIRPERSON**

- Chairs student's committee for comprehensive examination
- Works with student to prepare for the comprehensive examination
- Assists with schedules of other committee members
- Completes required administrative forms.

## APPENDIX G

Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

NEW MEXICO STATE UNIVERSITY  
School of Nursing

### STUDENT HEALTH FORM

*Nurses play a vital role in eliminating or reducing the spread of diseases. Nurses must protect themselves and others from the spread of communicable diseases. Health care providers are at increased risk for some of the diseases; therefore, specific immunizations and procedures are required for your entrance into the School of Nursing. Local health Schools have immunization clinics, or you may wish to consult the NMSU Student Health Center or your private physician. You must provide verification of this information on the first day of school.*

.....

Tuberculosis (Testing must be recent -- within the past year)

PPD (Mantoux) test: Date: \_\_\_/\_\_\_/\_\_\_ Positive \_\_\_\_\_ Negative \_\_\_\_\_  
-If- PPD positive\* Chest x-ray required: Date: \_\_\_/\_\_\_/\_\_\_  
Chest x-ray results: Positive \_\_\_\_\_ Negative \_\_\_\_\_

-Or-  
BCG vaccine\*: Chest x-ray required: Date: \_\_\_/\_\_\_/\_\_\_  
Chest x-ray results: Positive \_\_\_\_\_ Negative \_\_\_\_\_

\* Students requiring Chest x-rays must complete a yearly questionnaire regarding symptomatology.

Measles, Mumps, and Rubella (MMR) inoculation: MMR 1: \_\_\_/\_\_\_/\_\_\_ MMR 2: \_\_\_/\_\_\_/\_\_\_  
Born after 1980; Date: \_\_\_/\_\_\_/\_\_\_

-Or- Born between 1957-1980; Date: \_\_\_/\_\_\_/\_\_\_

Measles (Rubeola)

Disease confirmed by office record

Born before 1957 and considered immune

Report of immune titer: Date of titer \_\_\_/\_\_\_/\_\_\_ Results: \_\_\_\_\_

Immunized with vaccine 12 months after birth or later: Date: \_\_\_/\_\_\_/\_\_\_

Rubella

Report of immune titer: Date of titer \_\_\_/\_\_\_/\_\_\_ Results: \_\_\_\_\_

Immunized with vaccine 12 months after birth or later: Date: \_\_\_/\_\_\_/\_\_\_

Mumps

Disease confirmed by office record

Immunized with vaccine 12 months after birth or later: Date: \_\_\_/\_\_\_/\_\_\_

Polio

Completed primary series of polio immunization: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of vaccine: Oral \_\_\_\_\_ Inactivated \_\_\_\_\_ E-IPV \_\_\_\_\_

Last booster: Date: \_\_\_/\_\_\_/\_\_\_

Tetanus-Diphtheria

Completed primary series of immunizations: Date: \_\_\_/\_\_\_/\_\_\_

Received booster within the last ten years: Date: \_\_\_/\_\_\_/\_\_\_

Hepatitis B

Completed: Dose 1: Date: \_\_\_/\_\_\_/\_\_\_ Titer Date: \_\_\_/\_\_\_/\_\_\_

Dose 2: Date: \_\_\_/\_\_\_/\_\_\_ Titer Result: \_\_\_\_\_

Dose 3: Date: \_\_\_/\_\_\_/\_\_\_

Varicella Status: Check statement below that applies and complete appropriate blanks:

I had varicella/chickenpox Date: \_\_\_/\_\_\_/\_\_\_

I have not had varicella/chickenpox Titer date: \_\_\_/\_\_\_/\_\_\_

I don't know if I had varicella/chickenpox Titer results: \_\_\_/\_\_\_/\_\_\_

I have had varicella vaccine Date: \_\_\_/\_\_\_/\_\_\_

CPR Expiration Date: \_\_\_\_\_ (Copy must be provided)

Emergency Contact Person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Care Provider: Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX H**  
**NEW MEXICO STATE UNIVERSITY**  
**SCHOOL OF NURSING**  
**ANNUAL TB HEALTH QUESTIONNAIRE**

All students/employees with positive TB skin tests must complete and sign this questionnaire annually. The questions relate to signs and symptoms of Tuberculosis.

Please check "yes" or "no" to each symptom. If you check "yes" to any item, in the comment section below, **describe the symptom, including when it started.**

Should you have questions, contact the Nursing Office at 646-3812, Monday - Friday.

Thank you for your cooperation.

SYMPTOM	YES	NO
1. Fatigue		
2. Loss of appetite		
3. Unexplained weight loss		
4. Low grade fever		
5. Coughing up blood		
6. Night sweats		
7. Cough lasting more than three (3) weeks		
8. Cough combined with fever, chills, sweating and weakness (not responsive to treatment)		
9. Shortness of breath		
10. Dull aching or tightness in chest		

**COMMENTS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, printed or typed

## APPENDIX I

### INDEPENDENT STUDY/READINGS AGREEMENT COLLEGE OF HEALTH AND SOCIAL SERVICES

School of Nursing: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Course/No.: \_\_\_\_\_

Student's Banner ID: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Semester & Year in which course is to be completed: \_\_\_\_\_

Please list your cumulative Grade Point Average (if known): \_\_\_\_\_

Academic Major: \_\_\_\_\_ No. Course Credits Applied For: \_\_\_\_\_

Reason for Requesting to Complete an Independent Study: \_\_\_\_\_

**Note: Independent studies are not to be used as a substitute for a required course without approval of a course substitution/waiver form signed by your advisor, School head, and with the approval of the CHSS Dean's Office. This must be documented on the student's Application for Admission to Candidacy Form.**

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Requirements to be Fulfilled:

Sample List of Readings\*/Objectives

Specific Requirements, Projects, etc.

\* Not necessarily inclusive

#### **METHOD OF EVALUATION (be as specific as possible):**

1.

2.

3.

4.

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Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Academic School Head \_\_\_\_\_ Date \_\_\_\_\_

Distribution: \_\_\_\_\_ Student's School File \_\_\_\_\_ Instructor \_\_\_\_\_ CHSS Dean's Office Copy

06/23/10 revised

## **APPENDIX J**

### **NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM**

#### **FIELD PLACEMENT**

- J.1. General Guidelines for Field Placement Experience: Nsg Admin**
- J.2. Plan for Field Placement Form**
- J.3. Field Supervisor Biographical Data Form**
- J.4. Field Placement Log Form**
- J.5. Verification of Clinical/Field Placement Hours Form**
- J.6. Evaluation of Field Placement Form**

## APPENDIX J..1

### NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING-GRADUATE PROGRAM

#### GENERAL GUIDELINES FOR THE NURS 595 - FIELD PLACEMENT EXPERIENCE NURSING ADMINISTRATION

All Administration students are required to complete at least three (3) credits of NURS 595 which are clinical/field practice in a the specialty area of study. Each credit is equivalent to 4 hours per week or 64 hours per semester.

Students work with an assigned course faculty in designing clinical or field experiences that are creative and challenging. Together, the faculty and student collaborate in identification of objectives for the practicum, selection of field or clinical sites, and arranging for a field supervisor or clinical preceptors. The faculty member is responsible for monitoring a student's progress toward achievement of the clinical objectives on a weekly basis. The faculty member will also maintain communication with the field supervisor or clinical preceptor on a periodic basis. Periodic site visits will be made by the faculty for the purpose of evaluation. The preceptor will complete an evaluation of the students' progress which will be shared with the student and advisor and filed in the student's academic file.

The student must complete the Plan for Field Placement form (G.3) and submit the plan to the advisor for review within the first two weeks of class. Objectives should be specific enough to direct the student's experience and broad enough to document progress in critical thinking, communication, and competence in therapeutic nursing interventions. Revisions to the plan can be made any time during the experience, if necessary, and attached to the original document.

The following activities will be incorporated into the student's list of activities for achieving the objectives of field placement:

- Attending weekly supervision conferences or arrange weekly communication with a faculty advisor.
- Keeping a Field Placement Log (G.7) of activities which will be filed in the student's academic file along with a Verification of Clinical Hours form (G.8) and a Preceptor/Field Supervisor Biographical Data form (G.4).
- Keeping a clinical or field placement journal which should be given to the instructor prior to the weekly meeting. The contents of the journal will include field placement notes, analyses, and documentation of progress toward achievement of objectives.
- Reading current literature on relevant topics.
- At the end of the semester, the Evaluation of Field Placement Form (G.9) will be completed before the final grade (S/U) is given.

The following completed forms should be in the student's academic file at the end of the course:

- Plan for Field Placement.

**GENERAL GUIDELINES FOR THE  
FIELD PLACEMENT EXPERIENCE (Continued)**

- Field Placement Log of Activities and Clinical Hours.
- Verification of Clinical Hours form.
- Preceptor/Field Supervisor Biographical Data Form.
- Evaluation of Field Placement form.
- Preceptor Evaluation of MSN student during field placement/clinical experience form (forms are specific to specialty track)

These forms are available from the specialty track coordinator or the Associate Director of Graduate Studies as well as the MSN Student site in which they can be downloaded.

Syllabi for specific specialties will be given to the student by the advisor and are kept on file by the graduate secretary. Additional requirements may be included according to the specialty area.

## APPENDIX J.2

### NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

#### PLAN FOR FIELD PLACEMENT

1 Credit = 64 contact hours in field

Students Name: \_\_\_\_\_

Credit Hours enrolled for current semester: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Instructor \_\_\_\_\_

Preceptor/Field Supervisor(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Location of field experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Plan:\***

Objectives:

(To include objectives related to therapeutic nursing intervention, critical thinking, & communication)

Plan of Action:

Student Signature: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: \_\_\_\_\_ Student \_\_\_\_\_ Faculty Advisor \_\_\_\_\_ Academic File

\* Student may adapt form to Word Processor and increase length of document as needed.

### APPENDIX J.3

#### NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

#### PRECEPTOR/FIELD SUPERVISOR BIOGRAPHICAL DATA FORM

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Preceptor/Field Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Preceptor/Field Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Present Position (Title and Description) \_\_\_\_\_

Education: (include post-secondary through highest degree held)

Degree	Institution	Major Area of Study	Year Awarded
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

In the space below, briefly describe your professional experiences, other credentials, preceptor training, or any activity that contributes to your area of expertise.

Are you Board Certified Yes \_\_\_\_\_ No \_\_\_\_\_

If yes what is your Board Certified Specialty? \_\_\_\_\_

What are your Credentials and Specialty area? \_\_\_\_\_

**Instructions:** Preceptor, please complete and return to student. Students must return form to graduate secretary before beginning clinical experience. File in student's academic file.

School of Nursing MSN Program  
New Mexico State University  
P. O. Box 30001, MSC 3185  
Las Cruces, New Mexico 88003-8001  
Telephone: (575) 646-8170  
FAX: (575) 646-2167





**APPENDIX J.6.**

**NEW MEXICO STATE UNIVERSITY  
SCHOOL OF NURSING – GRADUATE PROGRAM**

**EVALUATION OF FIELD PLACEMENT (NURS 595)**

Student Name: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Credit Hours enrolled this semester : \_\_\_\_\_ Clinical Contact Hours Completed this semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

Preceptor/Field Supervisor(s): \_\_\_\_\_

Location of field experiences: \_\_\_\_\_

**EVALUATION:**

Student Summary Evaluation of Clinical Outcomes:

Advisor Summary Evaluation of Outcomes:

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: \_\_\_\_ Student \_\_\_\_ Specialty Coordinator Lead \_\_\_\_ Student File

## APPENDIX K

### NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

#### CHECKLIST FOR GRADUATION

Time table and check list for development of oral presentation and other graduation requirements and activities to be turned in to the Specialty Track Lead by the first week of the student's final semester.

	<u>Projected Date</u>	<u>Date Complete</u>
<input type="checkbox"/> Meet with Committee Chair to discuss time-line, receive questions, etc.	_____	_____
<input type="checkbox"/> Review the School of Nursing MSN Comprehensive Exam Guidelines Standard Questions	_____	_____
<input type="checkbox"/> Meet with Committee Chair to discuss time-line, receive questions, etc.	_____	_____
<input type="checkbox"/> Submit written responses to required questions to committee chairperson	_____	_____
<input type="checkbox"/> Complete Orals	_____	_____

#### CRITICAL DATES AND DEADLINES FOR GRADUATION

	<u>Requirements</u>	<u>Date/Deadline</u>
<input type="checkbox"/> Filing of degree application	_____	_____
<input type="checkbox"/> Submit Committee for Final Examination form to Graduate School	_____	_____
<input type="checkbox"/> Date for your oral examination	_____	_____
<b>The following must be completed before grades released:</b>		
<input type="checkbox"/> Complete field placement / practicum evaluation	_____	_____
<input type="checkbox"/> Complete M.S.N. Graduate Program Evaluation form (Appendix J.1)	_____	_____

*Student's Signature* \_\_\_\_\_ *Exam Chair* \_\_\_\_\_ *Date* \_\_\_\_\_

*Advisor Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Last day of class \_\_\_\_\_ Commencement \_\_\_\_\_

## **APPENDIX L**

### **NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM**

#### **OTHER FORMS**

- L.1 M.S.N. Program Evaluation Form**
- L.2 M.S.N. Program Committee Evaluation of Oral Exam**
- L.3 Clinical Affiliation Documentation**
- L.4 Sample Title Page for Papers**
- L.5 Computers for Students Use and Availability at CHSS**

**APPENDIX L.1**

**NEW MEXICO STATE UNIVERSITY  
SCHOOL OF NURSING – GRADUATE PROGRAM**

**M.S.N. PROGRAM EVALUATION FORM**

**Form to be completed at written examination and placed in sealed envelope and delivered to school of nursing administrative office for delivery to the Associate Director of Graduate Studies.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Specialty:  Administration  
 Roadrunner to MSN

Minor/Focus:  Education  A.O.D.  
 None or Other:

M.S.N. Program Strengths:

M.S.N. Program Weaknesses:

Suggestions:

\_\_\_\_\_  
Student's Signature

Place completed form in Student's Academic File after review by Associated Director of Graduate Studies.

Revised: 08/05

**APPENDIX L.2**  
**NEW MEXICO STATE UNIVERSITY**  
**SCHOOL OF NURSING - GRADUATE PROGRAM**

**Committee Evaluation Written Exam**

<i>Listed below are Standard Written Competency Question for MSN Candidates. Please check the response that most closely corresponds to your evaluation of the student's response</i>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Fails to meet Expectations</b>	<b>Unable to Evaluate</b>
<b>Research:</b> Describes the basic elements of research; understands the research process				
<b>Theory:</b> Illustrates and uses nursing and other theories in an appropriate manner.				
Is able to articulate how theory has influenced the interpretation of a described clinical scenario.				
<b>Roles:</b> Is able to identify a nursing role and analyze the impact that this role might have in health care.				
Is able to describe how their view of their role as a master's prepared nurse.				
<b>Health Policy &amp; Environment:</b> Can describe a scenario on how policy change on the state and/or federal level would improve patient care?				
Is able to identify a major environmental situation in health care delivery and discusses the most important factors and strategies that might be necessary to address the situation.				
<b>Health Promotion:</b> Is able to describe how key health promotion concepts will influence their advanced nursing practice role. (Impact SES on health disparities, role of social capital on health promotion, example of Pender's HPM with clinical practice, examples of lessons learned about HP in 20 <sup>th</sup> Century on 21 <sup>st</sup> Century.)				
<b>General:</b> Student was prepared to write about specific questions concerning his/her specialty track.				
<b>Presentation:</b> Please rate quality of student's presentation				
<b>Comments:</b>				
<b>Student's Name:</b>		<b>Exam Date:</b>		

*All Committee Members, please circle below the role you have on this committee (may circle more than one):*

School of Nursing  
 Dean's Representative  
 Minor/focus Area Representative

Revised 06/02/2011

**APPENDIX L.3**

**NEW MEXICO STATE UNIVERSITY  
SCHOOL OF NURSING  
CLINICAL AFFILIATION DOCUMENTATION**

Sponsor's Legal Name is: \_\_\_\_\_

Legal Signatory's Name & Title is: \_\_\_\_\_

Starting & Ending Dates of the agreement are:  
\_\_\_\_\_ to \_\_\_\_\_

Verified Sponsor's mailing address as:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor's contact information (if other than signatory) is:

Name \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Mailing Address (if different from Sponsor's)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Mailing Instructions

PI's Name is: \_\_\_\_\_

---

**\*\*\*For OGC Use Only\*\*\***

Institutional #:

College #:

OGC Reviewer (initial & date):

**APPENDIX L.4**

(SAMPLE)

Nursing Paper 1

Running head: NURSING PAPER TITLE

Nursing Paper Title

Robert Brown (student name)

Presented to

Dr. Florence Nightingale (course faculty)

In partial fulfillment of the requirements of

Nursing 597 (course number)

School of Nursing

New Mexico State University

## APPENDIX L.5

### COMPUTERS FOR STUDENT USE AND AVAILABILITY AT CHSS:

The College of Health and Social Services (CHSS) houses a student computer lab located on the second floor in room 219. Hours vary per semester and students are encouraged to check availability and lab hours by visiting ICT Student Computing Services at <http://ict.nmsu.edu/scs/labs/labs.html>. These computers run on Windows 07, OS and are updated with Microsoft Office 2010 applications. All campus computers use Microsoft Office 2007 or 2010. Students are advised to upgrade to this newer version of Microsoft Office to stay compatible with faculty and the labs on campus.

NMSU utilizes Blackboard CE8 as their online course management system. Blackboard allows students to participate in course assignments via the internet. You must have a computer with internet access to be able to access your courses within Blackboard. The following are system requirements for running Blackboard on your PC or Mac:

#### SYSTEM REQUIREMENTS:

Please perform a Browser Check at:

<https://learn.nmsu.edu/webct/entryPageIns.dowebct> click on the **Check Browser** link in the upper right corner.

#### **Windows XP, Windows 7**

##### **Supported Internet Browsers:**

Internet Explorer 6.0 & 7.0 & 8.0

Firefox 2.0 & 3.0, 3.5 3.6

#### **Windows Vista**

##### **Supported Internet Browsers:**

Internet Explorer 7.0

Firefox 2.0

#### **MAC OS 10.4, 10.5**

##### **Supported Internet Browsers:**

Safari 3.0, 3.1

Firefox 2.0

Firefox 3.6 (certified)

#### **Additional Notes:**

Safari 2.0 is compatible with Mac OS 10.3

**For updated info go to <http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>**

You can also visit the Blackboard Student Support site at: <http://ict.nmsu.edu/~training/bb/student.html> for tutorials and technical support with Blackboard. If you encounter problems within your online course, please contact the course instructor first. For computer and technical assistance, contact the Help Desk at 575-646-4433 or 646-1840, or via email at [help@nmsu.edu](mailto:help@nmsu.edu) for assistance. Once you are able to log into your Blackboard account, you will have access to the MSN Student Support site. Within this site you will find useful technology information as well as tutorials. Please contact the support site administrator with technology questions via the email tool to this course. The NMSU Blackboard log in page can be accessed at <https://learn.nmsu.edu/>. You must have an NMSU user account established in order to gain access to your Blackboard courses. Please refer to the Email section of this handbook (Pg.19) for more information on how to acquire an account.