



Minnesota State University Moorhead

**GRADUATE NURSING STUDENT
HANDBOOK & POLICY MANUAL**

2024-2025

(Updated May 2024)

Table of Contents

Disclaimer	3
Graduate Nursing Leadership	3
Mission Statements	4
Philosophy of the MSUM Nursing Programs	5
Graduate Nursing Application of the SNHL Nursing Philosophy	5
Graduate Nursing Program Overview	6
Graduate Nursing Guiding Frameworks	6
Master of Science with Major in Nursing Program Student Outcomes (PSOs)	8
NAOSL Program Description and Student Learning Goals	9
NAOSL Post-Baccalaureate Graduate Certificate Description and Outcomes	9
Nurse Educator Emphasis-Specific Program Description and Student Learning Outcomes	10
Nurse Educator Post-Baccalaureate Graduate Certificate Description and Outcomes	10
IEPMS Post-Baccalaureate Graduate Certificate Description and Outcomes	11
Certification Information	11
Course Registration/Descriptions	12
Graduate Forms and Degree Completion	12
Interprofessional Courses	12
Oral Examination Process	12
MSUM Graduate Nursing Program Oral Examination Evaluation Rubric	13
MSUM Graduate Nursing Program Options	15
MSN Emphasis: Nurse Educator Sample Progression Plan: Full-Time Track	16
MSN Emphasis: Nurse Educator Sample Progression Plan: Part-Time Track	17
Bachelor's Graduate Certificate Nurse Educator Sample Progression Plan	18
MSN Emphasis: NASOL Sample Progression Plan: Full-Time Track	19
MSN Emphasis: NAOSL Sample Progression Plan: Part-Time Track	20
Post Bachelor's Certificate NAOSL Sample Progression Plan	21
Post Bachelor's Certificate IEPMS Sample Progression Plan	22
Dual Degree MHA & MSN: Emphasis NAOSL Sample Progression Plan	23
Dual Degree MHA & MSN: Emphasis NED Sample Progression Plan	24
Computer Requirements	25
Significant Infectious Diseases	25
Lanyards	25
Library Use	25
Writing Style Expectations	26
Student Conduct Policy	27
Academic Scholarship, Rigor, Integrity, and Honesty Policy	28
Admission Requirements Policy	29
Admission Requirements Procedure	30
Advisement Policy	32
Alcohol & Illegal Substances Policy	33
Attendance Policy	34
Civility Statement Policy	35
Committee Membership-University Requirements Policy	36
Committee Membership-Graduate Nursing Plan B Portfolio/Project Policy	37
Practicum Policy & Procedure	38
Graduate Nursing Program Verifications Policy	40
Email Accounts and Electronic Mailing Lists Policy	42
Graduate Nursing Grading Scale Policy	43
Practicum Hour Completion Policy	45
Post-Admission Requirements Policy	46
Progression and Degree/Graduation Requirements Policy	47
Statistics Requirement Policy	48
Student Advisory Policy	49
Student Appeals Policy	50
Student Complaints Policy	51

Disclaimer

The MSUM graduate nursing program has made every effort to provide accurate and timely information in this handbook and policy manual. However, MSUM and the program reserve the right to change rules, regulations, procedures, curricula, courses, programs, course content, prerequisites, calendars, and fees at any time. The most current information can be found on the program website:

<https://www.mnstate.edu/graduate/nursing/>

Students must also consult the [MSUM Graduate Bulletin](#) and the [MSUM Student Handbook](#) for specific guidance.

Graduate Nursing Leadership

Jill Holmstrom, EdD, MSN, RN, COS, CNE-cl

Professor

Co-Chair of School of Nursing and Healthcare Leadership

Tel: (701) 799-9977

Email: jill.holmstrom@mnstate.edu

Jitendra Singh, DHSC, MHA, BDS

Professor

Co-Chair of School of Nursing and Healthcare Leadership

Tel: (218) 477-2693

Email: jitendra.singh@mnstate.edu

Alicia Swanson, EdD, MSN, RN, PHN

Professor, Graduate Faculty

Coordinator of the Graduate Nursing Program

Tel: (218) 477-2418

Email: swansoal@mnstate.edu

Kevin Bray, M.S.

Program Experiences & Assessment Coordinator

School of Nursing & Healthcare Leadership

Tel: (218) 496-7915

Email: kevin.bray@mnstate.edu

Nursing Administrative Assistant

Tel: (218) 477-2693

Email: nursing@mnstate.edu

Fax: 218-477-5990

Mailing Address:

School of Nursing and Healthcare Leadership

Hagen Hall 213

1104 7th Ave S

Moorhead, MN 56563

Mission Statements

Minnesota State: Minnesota State Colleges and Universities provide accessible high quality, future-oriented education, and community service through technical, pre-baccalaureate, baccalaureate, master's, occupational and continuing education programs.

Minnesota State University Moorhead: Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

College of Science, Health & the Environment: The College of Science, Health, and the Environment prepares students to engage in scientific inquiry, make informed decisions, pursue career opportunities, and benefit the community.

School of Nursing & Healthcare Leadership: The School of Nursing and Healthcare Leadership (SNHL) prepares undergraduate and graduate students in nursing and/or healthcare administration for life-long learning, caring service, leadership, and global citizenship.

MSUM Nursing Guiding Statements

MSUM Nursing Mission

The Minnesota State University Moorhead (MSUM) nursing programs are committed to preparing professional nurses for lifelong learning, holistic interdisciplinary care delivery, and leadership to advance the well-being of the global community.

MSUM Nursing Vision

MSUM's nursing programs prepare professional nurses to engage in holistic health promotion and well-being while leading complex and innovative care in an ever-changing healthcare environment.

MSUM Nursing Core Values Statement:

MSUM's nursing programs are dedicated to achieving our mission and vision in a manner consistent with our values of:

- Pursuit of Excellence
 - Innovation, Leadership, Scholarship
- Collaboration
 - Partnership, Communication
- Authenticity
 - Accountability, Integrity
- Civility
 - Mutual Respect, Collegiality, Compassion
- Diversity
 - Equity, Inclusiveness, Person-Centered
- Holistic Well-being
 - Balance, Self-care, Resilience

Philosophy of the MSUM Nursing Programs

The Minnesota State University Moorhead (MSUM) nursing programs utilize evidence-based, holistic care concepts to help persons set goals for optimal wellbeing of body-mind-spirit, with high regard for diversity. We believe that this whole health approach serves as a catalyst for relationship-based, person-centered nursing and education. We believe:

- Nurses holistically care for the person, which includes individuals, families, societal groups, communities, and populations. Each person is unique and multidimensional, interacting with self and the environment in dynamic relationships. Nursing supports each person in pursuit of their desired state of health and overall wellbeing.
- Health is an ever-evolving state encompassing physical, mental, social, and/or spiritual wellbeing and functioning across the continuum of life. As nurses, we strive to assist clients to achieve a higher level of health that is consistent with their belief & value system. In addition, the pursuit of wellbeing is the right and responsibility of each person and is to be respected and supported.
- The environment encompasses the internal and external circumstances and surroundings of the person. These include real and perceived physiological, psychological, cultural, spiritual, economic, social, and technological influences. We believe that the person is in constant interaction with the environment and that nurses are a vital part of this environment.
- The profession of nursing is both an art and a science, which serves to protect, promote, and optimize health and ability, prevent illness and injury, facilitate healing, and alleviate suffering (American Nurses Association, 2017).

MSUM nursing faculty and students synergistically provide an innovative curriculum ensuring "real world" experiences to challenge adult learners. Students expand their knowledge through individual and interprofessional collaborative experiences through progressive use of advanced teaching methodologies. Our embraced teaching/learning process fosters intellectual and personal growth; stimulates inquiry, critical thinking, and synthesis of knowledge; and helps the individual value and pursue life-long learning. We advocate for professional career and degree advancement tailored to the unique needs of each person. We connect with students as colleagues and assume the role of facilitator of learning. We foster relationships that are caring, nurturing, guiding, and supportive while maintaining high expectations, applying evidence-based concepts, ensuring quality education, and upholding integrity. We believe that students excel when they feel cared about and accepted in an environment that fosters respect, trust, autonomy, and embraces diverse ways of being, knowing, and learning.

Graduate Nursing Application of the SNHL Nursing Philosophy

The philosophy of the SNHL Nursing Program embodies a set of beliefs that provide the context in which the mission is realized. As a discipline, nursing encompasses the components of nursing science, the art of nursing, personal knowledge, and ethics. The discipline continues to evolve from the interrelationships among nursing theory, research, and practice. This evolution involves an expanding body of nursing knowledge that blends with the arts, sciences, and humanities to form a framework for nursing practice.

Through the graduate nursing program, the nurse is prepared to perform multiple roles in diverse settings and is responsive to the changing health care needs of society. The nurse is accountable and responsible for actions taken within these roles. We believe that:

- Professional nurses participate in activities that contribute to the ongoing development of the body of knowledge of the nursing discipline.
- Learning is a process evidenced by changes in cognitive, affective, and psychomotor behavior. Student learning is best facilitated in an environment of acceptance and freedom of expression that fosters critical thinking, self-understanding, caring, and creativity. Faculty provide opportunities for learning through experiences designed to integrate theory with practice,

promote a spirit of inquiry, and model/provide opportunities for students to develop critical thinking abilities. Preparation of professional nurses is achieved through collaborative partnerships in which both the teacher and learner are actively involved and accountable.

- Caring, integral to professional nursing practice, encompasses the nurse's empathy for and connection with the client. Caring is demonstrated in compassionate, sensitive, and appropriate nursing care that preserves human dignity and nurtures the human spirit.

Graduate Nursing Program Overview

The graduate nursing program offers master's level preparation in one of two emphases: (a) Nurse Educator and (b) Nursing Administration and Organizational Systems Leadership. Post-baccalaureate certificates are available in: (a) Nurse Educator and (b) Nursing Administration and Organizational Systems Leadership, and (c) Informatics, Evidence-based Practice, and Project Management/Strategy.

The master's curricula includes graduate nursing core courses, emphasis-specific courses, and clinical practica. A culminating professional portfolio is required for those seeking a MS degree. Students collaborate with their advisors to select practica that fit their areas or populations of interest. Clinical practica may take place in the student's home area, if appropriate.

Accreditation

The master's degree in nursing at Minnesota State University Moorhead is accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org>). MSUM is accredited by the Higher Learning commission of the North Central Association of Colleges and Schools at the Master's degree level.

The Minnesota State University Moorhead Master's Degree in Nursing Program (delivered via distance education) holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

Graduate Nursing Guiding Frameworks

The Master's core curriculum and emphasis-specific content are derived from the program's mission and philosophy and are guided by the professional standards and guidelines delineated in these documents:

- Master's Core:
 - American Association of Colleges of Nursing (AACN) (2011). [Essentials of Master's Education in Nursing](#)
 - Commission on Collegiate Nursing Education (CCNE) (2018). [Standards for Accreditation of Baccalaureate and Graduate Nursing Programs](#)
 - American Nurses Association (2015). [Code of Ethics with Interpretive Statements](#)
 - Minnesota Board of Nursing [Rules](#) and [Nurse Practice Act](#)
 - North Dakota Board of Nursing [Rules](#) and [Nurse Practice Act](#)
 - AACN [Graduate Level QSEN Competences Knowledge, Skills Attitudes Quality and Safety Education for Nurses \(QSEN\)](#)
- Emphasis-Specific: Nurse Educator
 - National League for Nursing (NLN). NLN Scope of Practice for Academic Nurse Educators with Core Competencies
 - NLN (2020). [Certified Nurse Educator \(CNE\) Candidate Handbook](#)
- Emphasis-Specific: Nursing Administration and Organizational Systems Leadership
 - American Organization for Nursing Leadership (AONL) [Nurse Executive Competencies](#)
 - American Organization for Nursing Leadership (AONL). [Nurse Manager Competencies](#).

- AONL [Nurse Leader Competencies](#)
- AONL [CNML Certification Preparation](#)

**Master of Science with Major in Nursing Program Student Outcomes (PSOs)
(With Associated AACN Essentials of Master's Education in Nursing)**

Upon completion of the Master of Science (MS) nursing curriculum, all graduates will be able to:

1. Incorporate current and emerging evidence from nursing and related sciences into the delivery of nursing care to continuously improve healthcare outcomes (Essential I: Background for Practice from Sciences and Humanities).
2. Utilize a systems approach as an organizational leader to effectively plan resource use, guide ethical decision-making, role-model critical reasoning, build relationships, promote evidence-based practice to improve systems, and assure safe, high quality nursing care outcomes (Essential II: Organizational and Systems Leadership).
3. Apply safety and quality principles, methods, performance measures, and standards to transparently and continually improve health outcomes across the continuum of care (Essential III: Quality Improvement and Safety).
4. Integrate research, evidence, theory, clinical reasoning, and patient values to positively impact patient and population health outcomes (Essential IV: Translating and Integrating Scholarship into Practice).
5. Analyze, incorporate, promote, and evaluate current/emerging patient care, informatics, and communication technologies to deliver and enhance healthcare outcomes (Essential V: Informatics and Healthcare Technologies).
6. Evaluate, advocate for, and support organizational/governmental policy to improve nursing, health care delivery, and population health outcomes (Essential VI: Health Policy and Advocacy).
7. Collaborate as a leader/member of interprofessional teams to optimize care management and coordination (Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes).
8. Plan, implement, and evaluate evidence-based clinical prevention, health promotion, and population-based care appropriate for diverse individuals, families, communities, and aggregates (Essential VIII: Clinical Prevention and Population Health for Improving Health).
9. Integrate the advanced art and science of nursing in role-specific competencies to influence outcomes at the individual, family, population, and systems levels (Essential IX: Master's-Level Nursing Practice).

NAOSL Program Description and Student Learning Goals

The Nursing Administration and Organizational Systems Leadership (NAOSL) program prepares early career and current nurse leaders for graduate level nursing and healthcare leadership. Advanced education in nursing administration and organizational systems leadership addresses the growing need for system-wide leadership within the healthcare industry. The program emphasizes increased depth of understanding of the complex systems and issues involved. Graduate outcomes are based upon the American Association of Colleges of Nursing Master's Essentials and incorporates the competencies put forth by the American Organization for Nursing Leadership (AONL), American Association of Critical-Care Nurses, and Essentials of Nurse Manager Orientation.

In addition to the Master of Science with Major in Nursing Program core Program Student Outcomes (PSOs), upon completion of the Nursing Administration and Organizational Systems Leadership Emphasis, graduates are expected to:

- NAOSL-E Goal A: Apply knowledge of effective communication, shared decision-making, and relationship management (AONL Nurse Exec Comp I; AONL Nurse Manager Comp 2; MS PSO 5, 7, 9).
- NAOSL-E Goal B: Analyze the impact of economics, policy, regulatory agencies, and patient care models on risk, quality, and safety in the healthcare environment (AONL Nurse Exec Comp II; AONL Nurse Manager Comp 1; MS PSO 1, 3, 4, 6, 8, 9).
- NAOSL-E Goal C: Utilize systems thinking in leadership and change management (AONL Nurse Exec Comp III; AONL Nurse Manager Comp 1, 3; MS PSO 2, 3, 7, 9).
- NAOSL-E Goal D: Pursue continuous, personal, and professional growth as well as accountability in the nurse leadership role (AONL Nurse Exec Comp IV; AONL Nurse Manager Comp 3; MS PSO 2, 9).
- NAOSL-E Goal E: Develop human, fiscal, and informatics resources for operational management and strategic planning (AONL Nurse Exec Comp V; AONL Nurse Manager Comp 1, 2; MS PSO 2, 5, 6, 9).

NAOSL Post-Baccalaureate Graduate Certificate Description and Outcomes

The Nursing Administration and Organizational Systems Leadership (NAOSL) Post-Baccalaureate Graduate Certificate prepares early career and current nurse leaders in the areas of nursing and healthcare leadership. The certificate program emphasizes the key areas of leadership essential to successfully navigating complex healthcare systems while in a leadership role. Credits earned can be applied toward the Master of Science with Major in Nursing, NAOSL Emphasis for students who would like to earn a graduate degree.

Upon completion of the Nursing Administration and Organizational Systems Leadership post-baccalaureate certificate program, graduates are expected to:

- NAOSLC1: Incorporate theoretical contributions and scientific knowledge of the discipline into nursing practice, nursing administration, and nursing leadership.
- NAOSLC2: Collaborate in scholarly activities of inquiry related nursing practice, nursing administration, and nursing leadership.
- NAOSLC3: Contribute to the improvement of health policy, delivery of health services, and the financing of health care.
- NAOSLC4: Demonstrate competency in the specialized role of nurse administrator and/or leader within the context of independent and collaborative nursing practice.

Nurse Educator Emphasis-Specific Program Description and Student Learning Outcomes

The Nurse Educator (NED) emphasis prepares registered nurses holding a Baccalaureate Degree in Nursing at the Master of Science level in nursing education within academic and clinical arenas. The emphasis is built upon the art and science of nursing education within the changing contexts of health care, nursing, higher education, and evidence-based practice. Within the broader Graduate Nursing program outcomes, the NED emphasis adapts to provide students with understanding and evidence-based application of the faculty role; teaching-learning processes; curriculum development, management and evaluation; program and student evaluation; and modalities to accomplish education within the various settings. Students receive experiential practica in academic and healthcare settings. Didactic work is delivered in an online format. The curriculum is based upon the American Association of Colleges of Nursing Master's Essentials and the National League for Nursing Certified Nurse Educator (CNE) competencies.

In addition to the Master of Science with Major in Nursing Program core Program Student Outcomes (PSOs), upon completion of the Nurse Educator Emphasis, graduates are also expected to:

- NED Goal A: Facilitate learning using theories of education, best evidence, technological innovation, and reflective practice (NLN NED Competency I; MS PSO 1, 2, 4, 5, 8, 9).
- NED Goal B: Create learner-centered experiences that fully embrace theories of teaching-learning and socialization (NLN NED Competency II; MS PSO 1, 2, 6, 7, 9).
- NED Goal C: Incorporate best evidence to create assessment and evaluation strategies to measure student learning (NLN NED Competency III; MS PSO 2, 4, 5, 6, 8, 9).
- NED Goal D: Participate effectively in program, curricular, and course design and evaluation to support practice responsive to contemporary health care trends (NLN NED Competency IV; MS PSO 1, 3, 5, 6, 8, 9).
- NED Goal E: Pursue continuous quality improvement and professional growth in the nurse educator role (NLN NED Competency V; MS PSO 1, 2, 3, 4, 5, 6, 8, 9).
- NED Goal F: Engage in scholarship, service, and leadership as a nurse educator to foster development of learners, colleagues, self, and the educational milieu (NLN NED Competency VI; MS PSO 1, 2, 3, 4, 5, 6, 7, 8, 9).
- NED Goal G: Understand advanced concepts of holistic health assessment, pathophysiology, and pharmacology to develop an informed knowledge base for educating students, clients, and/or caregivers (Master's Essentials Direct-Care Core; MS PSO 1, 8, 9).

Nurse Educator Post-Baccalaureate Graduate Certificate Description and Outcomes

The Nurse Educator (NED) Post-Baccalaureate Graduate Certificate prepares registered nurses holding a Baccalaureate Degree in Nursing at the certificate level in nursing education within the academic and clinical arenas. The certificate is built upon the art and science of nursing education within the changing contexts of health care, nursing, higher education, and evidence-based practice. The certificate provides students with a basic understanding and evidence-based application of the nurse educator role. Credits earned can be applied toward the Master of Science with Major in Nursing, NED Emphasis for students who would like to earn a graduate degree.

Upon completion of the Nurse Educator Certificate, graduates are expected to:

- NEC1: Incorporate theoretical contributions and scientific knowledge of the discipline into nursing practice and education.
- NEC2: Collaborate in scholarly activities of inquiry related to nursing practice and education.
- NEC3: Develop, implement, and modify programs or plans of care for diverse client populations.
- NEC4: Demonstrate competency in the specialized role of nurse educator within the context of independent and collaborative nursing practice.

IEPMS Post-Baccalaureate Graduate Certificate Description and Outcomes

The Informatics, Evidence-Based Practice, and Project Management/Strategy (IEPMS) Post-Baccalaureate Graduate Certificate prepares students to implement and lead healthcare practice projects in a strategic manner using quality indicators, dashboards, informatics-based data, national guidelines, and other forms of evidence. Credits earned can be applied toward the Master of Science with Major in Nursing or Master of Healthcare Administration for students who would like to earn a master's degree.

Upon completion of the Informatics, Evidence-Based Practice, and Project Management/Strategy (IEPMS) post-baccalaureate graduate certificate program, graduates are expected to:

IEPMS C1: Analyze current/emerging patient care, informatics, and communication technologies to deliver and enhance healthcare outcomes.

IEPMS C2: Apply safety and quality principles, methods, performance measures, and standards to transparently improve healthcare outcomes across the continuum of care.

IEPMS C3: Integrate research, evidence, theory, clinical reasoning, and patient values to positively impact patient and population healthcare outcomes.

IEPMS C4: Utilize a systems approach as an organizational leader to effectively plan resource use, promote evidence-based practice to improve systems, and assure safe, high quality healthcare outcomes.

IEPMS C5: Incorporate concepts, issues, and techniques for effectively managing projects.

Certification Information

Students are encouraged to seek certification in their specialty area. Certification establishes credibility, provides access to relevant scholarly resources, gains access to continuing education opportunities, builds networks of mentors/peers, and demonstrates professionalism. For more information on certifications requirements (licensure, education, experience) please visit the following websites. Graduating from the MSUM program alone will not ensure qualification to take the exam. The student must also meet experiential and licensure requirements.

- Certified Nurse Educator (CNE)
 - Agency: National League for Nursing
 - Eligibility (licensure, Master's Degree education, experience):
<https://www.nln.org/awards-recognition/cne/Certification-for-Nurse-Educators/cne-eligibility>
 - Exam Prep/Review Course (strongly encouraged)
- Certified in Executive Nursing Practice (CENP)
 - Agency: American Organization for Nursing Leadership (AONL) Credentialing Center
 - Information including Eligibility (licensure, education, experience):
<https://www.aonl.org/initiatives/cenp-faq>
 - Exam Prep/Review Course (strongly encouraged)
- Certified Nurse Manager and Leader (CNML)
 - Agency: American Organization for Nursing Leadership (AONL) Credentialing Center
 - Information including Eligibility (licensure, education, experience):
<https://www.aonl.org/initiatives/cnml-faq>
 - Exam Prep/Review Course (strongly encouraged)

Course Registration/Descriptions

Please check with the Graduate Nursing Coordinator or an advisor for guidance in program planning. A composite list of course offerings for each semester is found on eServices:

<https://eservices.mnstate.edu/registration/search/basic.html?campusid=072>

Electronic registration is used for courses offered at MSUM. Graduate students do not need an advisor access code to register for classes. Students are encouraged to register in a timely manner. Registration windows can be found at <https://www.mnstate.edu/registrar/registration/window/>

Course descriptions, credits, and pre-requisites can be found at:

<https://www.mnstate.edu/academics/requirements/course-descriptions/>

Graduate Forms and Degree Completion

All graduate forms need to be completed by the student on the Graduate Dashboard at <https://my.mnstate.edu/gradstudies/students>. Log-in to the site at the beginning of the program and check regularly to update forms, especially the last two semesters prior to your anticipated graduation.

Interprofessional Courses

Students will be enrolled in courses with other disciplines/professions to promote interdisciplinary collaboration (see course progression plans).

Oral Examination Process

The oral examination process gives the MS degree candidate the opportunity to present the findings of their self-reflection in the Professional Portfolio, demonstrate mastery of the Program Student Outcomes of their plan of study and readiness for specialty role in nursing, and demonstrate alignment of academic accomplishments with emphasis-specific goals.

- To schedule the oral examination, a student must be enrolled in or have completed at least 75% of the total credits required for the degree.
- The oral examination follows the completion of and precedes the acceptance/approval of the culminating scholarly work (portfolio).
- The examination is conducted by the student's Examining Committee.
- The examination is approximately 60 minutes in length.
- The committee then decides if the student's written work is accepted with or without revision and if the student passes or fails the examination. Please refer to the Graduate Nursing Program Oral Examination Evaluation Rubric.
 - Failure on the examination signifies a failure to proceed in the degree candidacy process. A student may repeat the examination only by appealing to the School of Nursing and Healthcare Leadership.
- The committee completes the paperwork necessary for the student to proceed in the degree candidacy process or notifies the appropriate office of the student's failure.

MSUM Graduate Nursing Program Oral Examination Evaluation Rubric

Student Name: _____ Type of Capstone: Portfolio
 Committee Chair: _____ Committee Member(s): _____ Date: _____

Directions: Rate each of the Program Learning Outcomes and Emphasis-Specific Goals using the rating descriptors provided below.

Ratings	Rating Narrative Descriptions	Consistent demonstration/use of:						
		Synthesis of Evidence	Integration of Evidence	Multiple Sources of Evidence	Clarity	Organization	Scholarly Writing/Presentation	Critical Thinking/Analysis
Superb	Addresses questions accurately and provides clear, scholarly, evidence-based discussion demonstrating knowledge synthesis. Demonstrates a high level of critical thinking and analysis.	X	X	X	X	X	X	X
Above Average	Addresses questions accurately and clearly with knowledgeable, evidence-based discussions that demonstrated advanced knowledge. Demonstrates above average critical thinking and synthesis.		X	X	X	X	X	X
Average	Addresses questions accurately with knowledgeable and clear responses, incorporating multiple resources. Demonstrates average critical thinking and analysis.			X	X	X	X	X
Below Average	Addresses questions accurately with knowledgeable responses, does not incorporate adequate evidence. Demonstrates limited thinking and analysis. Clarity is lacking.					X		X
Poor	Addresses issues and questions at a superficial level, some inaccuracies. Demonstrates lack of, or weak knowledge integration. Minimal demonstration of analysis or synthesis in answers. Clarity is lacking.							

Examination Results:

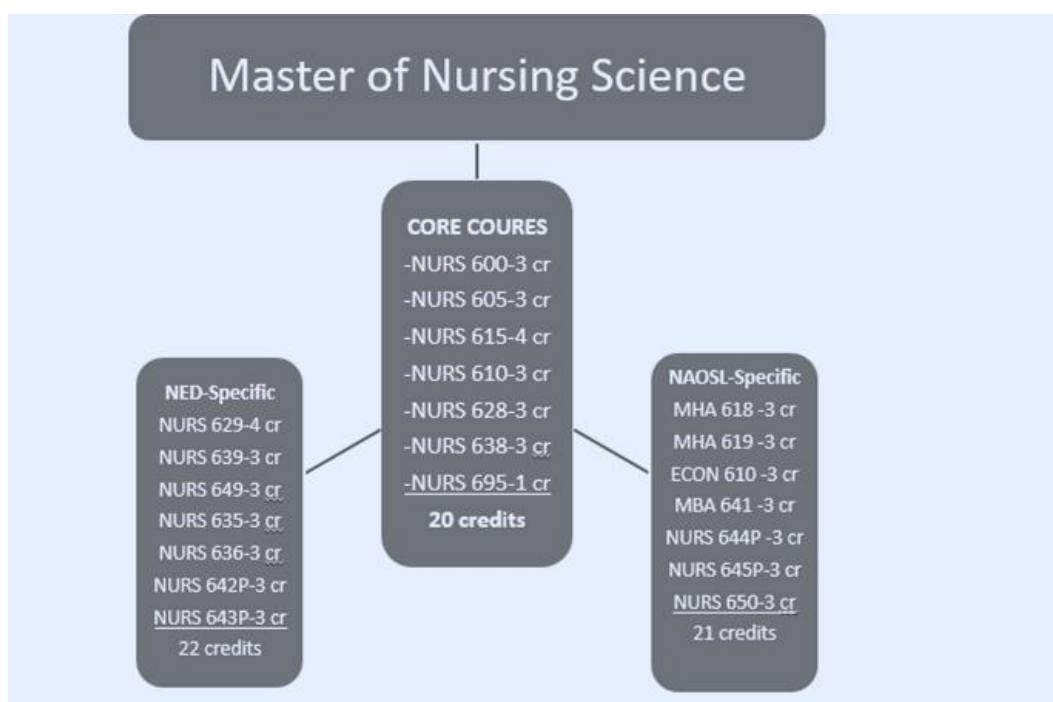
Master of Nursing Science Program Student Outcomes (PSO)		Superb (5)	Above Average (4)	Average (3)	Below Average (2)	Poor (1)
1.	Incorporates current and emerging evidence from nursing and related sciences into the delivery of nursing care to continuously improve healthcare outcomes.					
2.	Utilizes a systems approach as an organizational leader to effectively plan resource use, guide ethical decision-making, role model critical reasoning, build relationships, promote evidence-based practice to improve systems, and assure safe, high quality nursing care outcomes.					
3.	Applies safety and quality principles, methods, performance measures, and standards to transparently and continually improve health outcomes across the continuum of care.					
4.	Integrates research, evidence, theory, clinical reasoning, and patient values to positively impact patient and population health outcomes.					
5.	Analyzes, incorporates, promotes, and evaluates current/emerging patient care, informatics, and communication technologies to deliver and enhance healthcare outcomes.					
6.	Evaluates, advocates for, and supports organizational/governmental policy to improve nursing, health care delivery, and population health outcomes.					
7.	Collaborates as leader/member of inter-professional teams to optimize care management and coordination.					
8.	Plans, implements, and evaluates evidence-based clinical prevention, health promotion, and population-based care appropriate for diverse individuals, families, communities, and aggregates.					
9.	Integrates the advanced art and science of nursing in role-specific competencies to influence outcomes at the individual, family, population, and systems levels.					
Emphasis-Specific Goals						
10.	Demonstrates competency in emphasis-specific role (refer to and address each emphasis specific goal from handbook).					
Total Score						

_____ Passed (No more than two “below average” and/or “poor” areas) Comments (if applicable):

_____ Failed (Greater than two “below average” and/or “poor” areas) Comments (if applicable):

MSUM Graduate Nursing Program Options

Program	Focus	Credits	Modality
Degree: Master of Science with Major in Nursing Emphasis: Nurse Educator (NED)	Populations/ Aggregates	20 cr Core Nursing <u>22 cr NED Specific</u> 42 cr	Online
Degree: Master of Science with Major in Nursing Emphasis: Nursing Administration and Organizational Systems Leadership (NAOSL)	Aggregates/ Systems/ Organizations	20 cr Core Nursing <u>21 cr NAOSL Specific</u> 41 cr	Online
Graduate Certificate: Nurse Educator (NED)	Populations/ Aggregates	16 cr	Online
Graduate Certificate: Nursing Administration and Organizational Systems Leadership (NAOSL)	Aggregates/ Systems/ Organizations	15 cr	Online
Graduate Certificate: Informatics, Evidence-based Practice, and Project Management/Strategy (IEPMS)	Aggregates/ Systems/ Organizations	19 cr	Online
Dual Degree Master of Science with Major in Nursing: NAOSL Emphasis AND Master of Healthcare Administration	Aggregates/ Systems/ Organizations	NAOSL only 14 cr MHA only 16 cr <u>Shared 26/27 cr</u> 56/57 cr	Online
Dual Degree Master of Science with Major in Nursing: NED Emphasis AND Master of Healthcare Administration	Aggregates/ Systems/ Organizations	NED only 29 cr MHA only 31 cr <u>Shared 12/13 cr</u> 72/73 cr	Online



MSN Emphasis: Nurse Educator Sample Progression Plan: Full-Time Track

YEAR 1	
Summer	
<ul style="list-style-type: none"> • NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr) (must take this course within the first year of enrollment) • NURS 610 Health Promotion & Disease Prevention (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> • NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) • NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) • *NURS 629 Educational Foundations and Teaching Strategies (4 cr) 	<ul style="list-style-type: none"> • NURS 615 Research and Evidence-Based Practice (4 cr) (^pre-req stats) • *NURS 639 Curriculum/Course Design & Evaluation (3 cr) • NURS 638 Health Information Systems (3 cr)
YEAR 2	
Summer	
<ul style="list-style-type: none"> • Optional: NURS 637 Practicum Early Start (2 cr) • *NURS 649 Healthcare Education Assessment, Testing, and Evaluation Strategies (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> • *NURS 635 Pathophysiology, Pharmacology, & Physical Assessment for Health Professions I (3 cr) • *NURS 642P Adv. Nurse Educator Practicum Capstone I (3 cr) <ul style="list-style-type: none"> ○ 100 nurse educator hrs. ○ Focus: academic setting ○ Pre-req: NURS 600, 605, 629, 639, 649 	<ul style="list-style-type: none"> • *NURS 636 Pathophysiology, Pharmacology, & Physical Assessment for Health Professions II (3 cr) <ul style="list-style-type: none"> ○ Pre-req NURS 635 • *NURS 643P Adv. Nurse Educator Practicum Capstone II (3 cr) <ul style="list-style-type: none"> ○ 100 nurse educator hrs ○ Focus: academic or healthcare setting ○ Pre-req: NURS 600, 605, 629, 639, 649 • NURS 695 Portfolio (Plan B) (1 cr) <ul style="list-style-type: none"> ○ Pre-req NURS 642P OR 644P ○ NURS 695 is taken repeatedly until completion of portfolio and oral exam
TOTAL: 20 credits Core Nursing <u>*22 credits NED-Specific</u> 42 credits required	

^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

MSN Emphasis: Nurse Educator Sample Progression Plan: Part-Time Track

YEAR 1	
Summer	
<ul style="list-style-type: none"> NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr) (must take this course within the first year of enrollment) 	
Fall	Spring
<ul style="list-style-type: none"> NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) *NURS 629 Educational Foundations and Teaching Strategies (4 cr) 	<ul style="list-style-type: none"> NURS 639 Curriculum/Course Design & Evaluation (3 cr) NURS 638 Health Information Systems (3 cr)
YEAR 2	
Summer	
<ul style="list-style-type: none"> NURS 610 Health Promotion & Disease Prevention (3 cr) *NURS 649 Healthcare Education Assessment, Testing, and Evaluation Strategies (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) *NURS 635 Pathophysiology, Pharmacology, & Physical Assessment for Health Professions I (3 cr) 	<ul style="list-style-type: none"> NURS 615 Research and Evidence-Based Practice (4 cr) (^pre-req stats) <ul style="list-style-type: none"> Pre-req: stats *NURS 636 Pathophysiology, Pharmacology, & Physical Assessment for Health Professions II (3 cr) <ul style="list-style-type: none"> Pre-req NURS 635
YEAR 3	
Summer	
<ul style="list-style-type: none"> Optional: NURS 637 Practicum Early Start (2 cr) 	
Fall	Spring
<ul style="list-style-type: none"> *NURS 642P Adv. Nurse Educator Practicum Capstone I (3 cr) <ul style="list-style-type: none"> 100 nurse educator hrs Focus: academic setting Pre-req: NURS 600, 605, 629, 639, 649 	<ul style="list-style-type: none"> *NURS 643P Adv. Nurse Educator Practicum Capstone II (3 cr) <ul style="list-style-type: none"> 100 nurse educator hrs Focus: academic or healthcare setting Pre-req: NURS 600, 605, 629, 639, 649 NURS 695 Portfolio (Plan B) (1 cr) <ul style="list-style-type: none"> Pre-req: NURS 642P OR 644P NURS 695 is taken repeatedly until completion of portfolio and oral exam
TOTAL: 20 credits Core Nursing <u>22 credits* NED-Specific</u> 42 credits required	

^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

Bachelor's Graduate Certificate Nurse Educator Sample Progression Plan

YEAR 1	
Summer	
<ul style="list-style-type: none"> NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr.) (must take this course within the first year of enrollment) 	
Fall	Spring
<ul style="list-style-type: none"> *NURS 629 Educational Foundations and Teaching Strategies (4 cr.) 	<ul style="list-style-type: none"> *NURS 639 Curriculum/Course Design & Evaluation (3 cr.)
YEAR 2	
Summer	
<ul style="list-style-type: none"> *NURS 649 Healthcare Education Assessment, Testing, and Evaluation Strategies (3 cr.) 	
<ul style="list-style-type: none"> Restricted Elective (3 credits - choose one course) 	
<ul style="list-style-type: none"> NURS 610 Health Promotion & Disease Prevention (3 cr.) NURS 635 Patho, Pharm, & Physical Assessment for Health Professionals I (3 cr.) NURS 636 Patho, Pharm, & Physical Assessment for Health Professionals II (3 cr.) NURS 642P Advanced Nurse Educator Practicum Capstone I (3 cr.) NURS 643P Advanced Nursing Educator Practicum Capstone II (3 cr.) 	
TOTAL: 16 credits	

MSN Emphasis: NASOL Sample Progression Plan: Full-Time Track

YEAR 1	
Summer	
<ul style="list-style-type: none"> NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr) (must take this course within the first year of enrollment) #NURS 650 Organizational Strategy and Systems Leadership (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) #MHA 618 Healthcare Law and Ethical Decision-Making (3 cr) 	<ul style="list-style-type: none"> NURS 615 Research and Evidence-Based Practice (4 cr) (^pre-req stats) <ul style="list-style-type: none"> Pre-req: Stats NURS 638 Health Information Systems (3 cr) #MHA 619 Applied Health Care Financial Management (3 cr)
YEAR 2	
Summer	
<ul style="list-style-type: none"> #ECON 610 Healthcare Economics (3 cr) NURS 610 Health Promotion & Disease Prevention (3 cr) Optional: NURS 637 Practicum Early Start (2 cr) 	
Fall	Spring
<ul style="list-style-type: none"> #NURS 644P Nursing Adm. & Org Systems Leadership Practicum Capstone I (3 cr) <ul style="list-style-type: none"> 100 leadership hrs Focus: Nursing leadership in healthcare setting Pre-req: NURS 605, 628, 638, 650 	<ul style="list-style-type: none"> #MBA 641 Human Resources Management (3 cr) #NURS 645P Nursing Adm. & Org Systems Leadership Practicum Capstone II (3 cr) <ul style="list-style-type: none"> 100 leadership hrs Focus: Nursing leadership in healthcare support industries, healthcare settings, or academic settings Pre-req: NURS 650, 628, 638, 650 NURS 695 Portfolio (Plan B) (1 cr) <ul style="list-style-type: none"> Pre-req: NURS 642P OR 644P NURS 695 is taken repeatedly until completion of portfolio and oral exam
<p>TOTAL: 20 credits Nursing Core <u>21 credits #NAOSL Emphasis-Specific</u> 41 credits</p>	

^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

MSN Emphasis: NAOSL Sample Progression Plan: Part-Time Track

YEAR 1	
Summer	
<ul style="list-style-type: none"> NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr) (must take this course within the first year of enrollment) 	
Fall	Spring
<ul style="list-style-type: none"> NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) 	<ul style="list-style-type: none"> NURS 615 Research and Evidence-Based Practice (4 cr) (^pre-req stats) <ul style="list-style-type: none"> Pre-req: Stats NURS 638 Health Information Systems (3 cr)
YEAR 2	
Summer	
<ul style="list-style-type: none"> #NURS 650 Organizational Strategy and Systems Leadership (3 cr) NURS 610 Health Promotion & Disease Prevention (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> #MHA 618 Healthcare Law and Ethical Decision-Making (3 cr) 	<ul style="list-style-type: none"> #MBA 641 Human Resources Management (3 cr) #MHA 619 Applied Health Care Financial Management (3 cr)
YEAR 3	
Summer	
<ul style="list-style-type: none"> #ECON 610 Healthcare Economics (3 cr) Optional: NURS 637 Practicum Early Start (2 cr) 	
Fall	Spring
<ul style="list-style-type: none"> #NURS 644P Nursing Adm. & Org Systems Leadership Practicum Capstone I (3 cr) <ul style="list-style-type: none"> 100 leadership hrs Focus: Nursing leadership in healthcare setting Pre-req: NURS 605, 628, 638, 650 	<ul style="list-style-type: none"> #NURS 645P Nursing Adm. & Org Systems Leadership Practicum Capstone II (3 cr) <ul style="list-style-type: none"> 100 leadership hrs Focus: Nursing leadership in healthcare support industries, healthcare settings, or academic settings Pre-req NURS 650, 628, 638, 650 NURS 695 Portfolio (Plan B) (1 cr) <ul style="list-style-type: none"> Pre-req: NURS 642P OR 644P NURS 695 is taken repeatedly until completion of portfolio and oral exam
<p>TOTAL: 20 credits Nursing Core <u>21 credits #NAOSL Emphasis-Specific</u> 41 credits total</p>	

^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

Post Bachelor's Certificate NAOSL Sample Progression Plan

YEAR 1	
Summer	
<ul style="list-style-type: none"> #NURS 650 Organizational Strategy and Systems Leadership (3 cr.) 	
Fall	Spring
<ul style="list-style-type: none"> NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr.) NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr.) 	<ul style="list-style-type: none"> NURS 638 Health Information Systems (3 cr.)
YEAR 2	
Restricted Elective (3 credits – choose one course)	
<ul style="list-style-type: none"> MHA 619 Applied Financial Management (3 cr.) MHA 618 Healthcare Law and Ethical Decision-Making (3 cr.) ECON 610 Healthcare Economics (3 cr.) NURS 644P Nursing Adm. & Org Systems Leadership Practicum Capstone I (3 cr.) NURS 645P Nursing Adm. & Org Systems Leadership Practicum Capstone II (3 cr.) 	
TOTAL: 15 credits	

Post Bachelor's Certificate IEPMS Sample Progression Plan

*indicates electives – only one elective course is required to complete the certificate

YEAR 1	
Summer	
<ul style="list-style-type: none"> • NURS 650 Organizational Strategy and Systems Leadership (3 cr) • *NURS 600 Nursing Science, Ethical, and Transcultural Theories (3 cr) 	
Fall	Spring
<ul style="list-style-type: none"> • NURS 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) • *NURS 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) • *MHA 618 Healthcare Law and Ethical Decision-Making (3 cr) 	<ul style="list-style-type: none"> • NURS 638 Health Information Systems (3 cr) • NURS 615 Research and Evidence-Based Practice (4 cr) (^pre-req stats)
YEAR 2	
Summer	
<ul style="list-style-type: none"> • MBA 685 Project Management (3 cr) • *MHA 651 Healthcare Operations Management (3 cr) 	
TOTAL: 19 credits	

^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

Dual Degree MHA & MSN: Emphasis NAOSL Sample Progression Plan

Key:

Blue represents NAOSL only (14 credits)

Purple represents MHA only (16 credits)

*Black represents courses that are required for both degrees (26/27 credits)

YEAR 1	
Summer (9 credits)	
<ul style="list-style-type: none"> • NURS 600 Nursing Science, Ethical, and Transcultural Theories (must take this course within the first year of enrollment) (3 cr) • *NURS/MHA 650 Organizational Strategy and Systems Leadership (3 cr) • MHA 625 Health Program Planning and Evaluation (3 cr) 	
Fall (9 credits)	Spring (9/10 credits)
<ul style="list-style-type: none"> • *NURS/MHA 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) • *NURS/MHA 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) • *MHA 618 Healthcare Law and Ethical Decision-Making (3 cr) 	<ul style="list-style-type: none"> • *NURS/MHA 615 Research and Evidence-Based Practice (4/3 cr) (^pre-req stats) • *NURS/MHA 638 Health Information Systems (3 cr) • MBA Elective* (3 cr)
YEAR 2	
Summer (10 – 12 credits)	
<ul style="list-style-type: none"> • *ECON 610 Healthcare Economics (3 cr) • NURS 610 Health Promotion & Disease Prevention (3 cr) • MHA 651 Healthcare Operations Management (3 cr) • MHA 692A Capstone I (1 cr) • Optional: NURS 637 Early Start on Clinical Hours for NURS 644P or 645P (2 cr) 	
Fall (9 credits)	Spring (10 credits)
<ul style="list-style-type: none"> • NURS 644P Nursing Adm. & Org Systems Leadership Practicum Capstone I (3 cr) <ul style="list-style-type: none"> ○ 100 leadership hrs ○ Focus: Nursing leadership in a healthcare setting ○ Pre-req: NURS 605, 628, 638, 650 ○ MBA 611 Marketing Management (3 cr) ○ MHA 692B Capstone II (3 cr) 	<ul style="list-style-type: none"> • *MBA 641 Human Resources Management (3 cr) • NURS 645P Nursing Adm. & Org Systems Leadership Practicum Capstone II (3 cr) <ul style="list-style-type: none"> ○ 100 leadership hrs ○ Focus: Nursing leadership in healthcare support industries, healthcare settings, or academic settings ○ Pre-req: NURS 605, 628, 638, 650 • NURS 695 Portfolio (Plan B) (1 cr) <ul style="list-style-type: none"> ○ Pre-req: NURS 642P OR 644P ○ NURS 695 is taken repeatedly until completion of portfolio and oral exam ○ *MHA 619 Applied Health Care Financial Management (3 cr)
<p>TOTALS:</p> <p style="color: blue;">Master of Science with Major in Nursing (NAOSL Emphasis)</p> <p style="color: blue;">41 total NAOSL credits (14 credits NAOSL only, 26/27 shared credits)</p> <p style="color: purple;">Master of Healthcare Administration</p> <p style="color: purple;">43 credits MHA credits (16 credits MHA only, 26/27 shared credits)</p>	
<p>^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.</p>	

Dual Degree MHA & MSN: Emphasis NED Sample Progression Plan

Key:

Blue represents NED only (29 credits)

Purple represents MHA only (31 credits)

*Black represents courses that are required for both degrees (12/13 credits)

YEAR 1	
Summer (12 credits)	
<ul style="list-style-type: none"> ○ NURS 600 Nursing Science, Ethical, and Transcultural Theories (must take this course within the first year of enrollment) (3 cr) ○ NURS 610 Health Promotion & Disease Prevention (3 cr) ○ MHA 625 Health Program Planning and Evaluation (3 cr) ○ NURS/MHA 650 Organizational Strategy and Systems Leadership (3 cr) 	
Fall (13 credits)	Spring (12/13 credits)
<ul style="list-style-type: none"> ○ *NURS/MHA 605 Healthcare Quality, Safety, and Regulatory Management (3 cr) ○ *NURS/MHA 628 Healthcare Delivery Systems, Policy, & Reimbursement (3 cr) ○ NURS 629 Education Foundations and Teaching Strategies (4 cr) ○ MHA 618 Healthcare Law and Ethical Decision-Making (3 cr) 	<ul style="list-style-type: none"> ○ *NURS/MHA 615 Research and Evidence-Based Practice (4/3 cr) (^pre-req stats) ○ *NURS/MHA 638 Health Information Systems (3 cr) ○ MBA Elective* (3 cr) ○ NURS 639 Curriculum /Course Design and Evaluation (3 cr)
YEAR 2	
Summer (10 - 12 credits)	
<ul style="list-style-type: none"> ○ ECON 610 Healthcare Economics (3 cr) ○ MHA 651 Healthcare Operations Management (3 cr) ○ MHA 692A Capstone I (1 cr) ○ NURS 649 Healthcare Education Assessment, Testing, and Evaluation Strategies (3 cr) ○ Optional: NURS 637 Early Start on Clinical Hours for NURS 642P or 643P (2 cr) 	
Fall (12 credits)	Spring (13 credits)
<ul style="list-style-type: none"> ○ NURS 642P Adv. Nurse Educator Practicum Capstone I (3 cr) <ul style="list-style-type: none"> ○ 100 clinical hrs ○ Focus: Academic setting ○ Pre-req: NURS 600, 605, 629, 639, 649 ○ NURS 635 Pathophysiology, Pharmacology, & Physical Assess I (3 cr) (offered every other year) ○ MBA 611 Marketing Management (3 cr) ○ MHA 692B Capstone II (3 cr) 	<ul style="list-style-type: none"> ○ MBA 641 Human Resources Management (3 cr) ○ NURS 643P Adv. Nurse Educator Practicum Capstone II (3 cr) <ul style="list-style-type: none"> ○ 100 clinical hrs ○ Focus: Academic or healthcare setting ○ Pre-req: NURS 600, 605, 629, 639, 649 ○ NURS 636 Pathophysiology, Pharmacology, & Physical Assess II (3 cr) (offered every other year) ○ NURS 695 Portfolio (Plan B) (pre-req NURS 642P OR 644P) (1 cr) <ul style="list-style-type: none"> ○ NURS 695 is taken repeatedly until completion of portfolio and oral exam ○ *MHA 619 Applied Health Care Financial Management (3 cr)
<p>TOTALS:</p> <p>Master of Science with Major in Nursing (NAOSL Emphasis) 42 total NED credits (29 credits NED, 12/13 shared credits)</p> <p>Master of Healthcare Administration 43 credits MHA credits (31 credits MHA only, 12/13 shared credits)</p>	
<p>^ A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.</p>	

Computer Requirements

The Graduate Nursing Program makes extensive use of the on-line environment to most efficiently and effectively cover material and enhance student education. Please consult with the [MSUM IT Helpdesk](#) for guidance on the appropriate hardware and software to be successful. MSUM has a [link](#) to a computer check. MSUM offers [discounted software](#) for current students.

This is an online program. Students should enter the program with at least the following minimal skills:

- Create a Microsoft Word document (not Microsoft Works)
- Save and retrieve documents
- Email and send attachments to others
- Upload documents
- Create PowerPoint presentation
- Create an Excel spreadsheet
- Browse the Internet and perform searches
- Utilize spell check and grammar check functions
- Save items to an external device (e.g., thumb drive/flash drive, external hard drive)

Significant Infectious Diseases

Student contact with clients in the health care setting is accompanied by risk of exposure to communicable diseases as well as responsibility to avoid spreading communicable diseases.

If exposed to body fluids:

- Wash the exposed area (not eyes) immediately and thoroughly with soap and water. Cover with a dry sterile dressing if an open wound is present.
- Notify the nursing faculty immediately.
- Seek medical advice immediately from your choice of provider. Students are not covered under workers' compensation; costs of care are the responsibility of the student.
- Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to your clinical faculty.

If you are feeling ill, stay home. Refer to the clinical facility's infectious disease policies.

Lanyards

Clear identification as a MSUM graduate nursing student is important when representing MSUM in the clinical setting. Students should contact the nursing office (nursing@mnstate.edu) to request a lanyard for display of their Dragon photo ID (see <https://www.mnstate.edu/dragoncard/> for more information). Lanyards should be requested at least one month prior to the beginning of clinical. Lanyards will be ordered and sent to the student's US mailing address. Students will be responsible for the cost to replace their Dragon ID Please contact nursing@mnstate.edu and allow at least 4 weeks for the replacement nametag.

Library Use

Graduate nursing students can check out items from the Livingston Lord Library with their student ID. See the Library website or librarians (<http://libguides.mnstate.edu/c.php?g=183187>) at the reference desk for assistance. Students have access to multiple distance services including databases, Inter-Library Loans, and mailed books from the library's holdings. Consult the Library Distance site for more details and contact information. <http://www.mnstate.edu/library/>

Writing Style Expectations

Scholarly writing ability will be enhanced during graduate study. The MSUM graduate nursing program utilizes the most current version of The Publication Manual of the American Psychological Association. Faculty members may waive or modify these guidelines for specific assignments. Syllabi and assignments will clearly describe these expectations.

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Student Conduct Policy

Original Date: 2013.05

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05,
2023.04.13

The Graduate Nursing Program adheres to the Minnesota State University Moorhead policies related to student conduct. Students are expected to follow policies on conduct and responsibility as well as the institutional academic requirements and procedures (See current MSUM Student Handbook).

Academic Scholarship, Rigor, Integrity, and Honesty Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.2024

The nature of the nursing profession requires ethical behavior on the part of students both in the clinical and classroom settings. All work in this program and all related courses must be completed in a manner consistent with MSUM's Academic Honesty Policy (MSUM Student Handbook) and the Graduate Nursing Student Handbook and Policy Manual.

Students are expected to conduct themselves in a professional manner. Nurses are held to an expectation of high integrity and honesty. Therefore, MSUM Graduate Nursing students will be held to the following academic policy:

Academic Honesty Expectations

- Plagiarism and cheating will not be tolerated.
- If a student has questions about the academic policies, it is the student's responsibility to discuss them with the instructor prior to submitting an assignment.
- All required assignments may be subject to instructor submission of the assignment to plagiarism detection software.
- Any student who commits plagiarism as defined by the instructor may fail the paper or the entire course, as determined by the faculty. If the instructor does not define plagiarism, students should use the following definition of plagiarism as a guideline:
 - More than 6 words in a row of exact content from another source without appropriate quotation marks and parenthetical citations.
 - 10% or more exact cited content throughout the whole paper. This is the core of the paper– not including title page, table of contents, reference pages, or appendixes.
 - 15% or more of very similar content throughout the whole paper. This is the core of the paper – not including title page, table of contents, reference pages, or appendixes.
 - Failure to use quotes and parenthetical citations (including author, year, AND page number) when quoting material.
 - Direct quotes should be limited. Please refer to the instructor preferences on this. If not identified by the instructor, it is recommended that students have less than 10% of the entire paper in direct quotes. At the graduate level, students are expected to be able to read scholarly journals and synthesize information in their own words rather than using an excessive number of direct quotes.
- An instructor has the freedom to decide whether to allow the student to resubmit the test, quiz, or assignment for points if the first submission has been found to be plagiarized. The student is expected to learn from the mistakes on subsequent assignments. Subsequent instances of plagiarism in any course puts the student at risk for dismissal from the nursing program and possibly the university.
 - Any student caught copying or cheating on a test, quiz, or assignment, or having same or similar content in a paper to another student (current or former from any course) may fail the test/quiz/assignment or the entire course, as determined by the faculty.
- Instances of cheating or plagiarism may be referred by the faculty to the appropriate authorities as per the Academic Honesty Policy as outlined in the MSUM Student Handbook
<https://www.mnstate.edu/student-handbook/>

Admission Requirements Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.30

Applicants to the Graduate Nursing Program must meet the following minimum requirements:

- Bachelor's degree in nursing from an accredited nursing program.
- Current unencumbered registered nurse (RN) license in the US (does not need to be MN).
- Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded; *Provisional admissions are provided on a case-by-case basis for those students that do not meet the minimum GPA; however, additional application materials may be required.*

Non-Minnesota Applicants:

A student applicant who is not currently a Minnesota resident is not fully admitted until the Department of Higher Education in the applicant's state of residence has approved distance education/online programs from the state of Minnesota. Other state approvals, including, but not limited to, the state's Board of Nursing, must also be in place. Students must check with the Graduate Program Coordinator prior to accepting admission. If the student moves after application to the program, it is the student's responsibility to check with the Graduate Program Coordinator whether continuation in the program is possible in the student's new location.

International Students:

- Student must first meet all the other admission criteria.
- Student must also hold a current Work Visa (not Student Visa) that will be valid throughout the course of study in the graduate program. Only certain types of Work Visas will allow students to take an online program that does not have on-campus requirements. Please refer to the International Student Admission Policies (below*).
- If student meets criteria 1 and 2, the student must contact the International Student Office at 218-477-2956 to assure eligibility to apply.
- If student is eligible to apply, the student must complete the International Student Application packet wherein the student indicates US citizenship as applicable.

***International Student Admission Policy**

The Homeland Security Act of 2002 fundamentally changed the requirements for the international students who wish to study in the United States. The major change that affects an online program is that no more than the equivalent of one on-line/distance education class or 3 credits per session may count towards the 'full course of study' requirement. A full copy of the NAFSA (Association of International Educators) Advisory Manual is available in the International Student Affairs office [Chapter 3: F-1 Students; Section 3.20.7; Authority cite 8 C.F.R. SS 214.2(f) (6) (i) (G)]. Students can be admitted to this program if they have an active Work Visa. Students are unable to be admitted to this program if they have a Student Visa.

Nursing Licensure:

Nursing licensure requirements are outlined by the Board of Nursing (BON). Please refer to the following information relevant to the MN BON. If the student plans to complete clinical/practica outside of MN or ND, the BON in that state will need to be consulted and grant approval. Refer to BON 6305.0300 AUTHORIZATION TO PRACTICE NURSING. Subpart 1 items A-C for further details.

<https://www.revisor.mn.gov/rules/6305.0300/>

Admission Requirements Procedure

Original Date: 2001.08, 2018.02.21

Recent Reviews/Revisions: 2018.01.24, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.30

Admission Requirement	Instructions
Online graduate application	Complete the online graduate application .
* Non-Refundable application fee for all graduate applicants	<p>After completing the Graduate Online Application:</p> <ol style="list-style-type: none"> 1. Log in to eServices with your StarID. 2. Click on Bills and Payment and pay the application fee using a credit or debit card. <p><i>The application fee will be waived if the applicant graduated with a cumulative GPA of 3.0 or higher with a bachelor's degree in nursing from a Minnesota State University (Bemidji, Mankato, Metropolitan, Moorhead, Southwest, St. Cloud, Winona).</i></p>
Transcripts from degree conferring colleges and universities	<p>Admission to a graduate degree or certificate program is considered only after all required application materials have been received and reviewed. Provisional admissions may be considered with unofficial transcripts and all required application materials submitted. A student has one semester to submit the official transcripts before they can register for the next semester</p> <p>Have transcripts sent via US mail or electronically to: Graduate Studies Office, MSU Moorhead, 1104 7th Ave. S., Moorhead, MN 56563.</p> <p>Transcripts from MSUM or other MinnState institutions are not required. See the Transcript Policy for more details.</p>
Bachelor's degree in nursing from an accredited nursing program.	This requirement will be verified by the Graduate Studies Office and the Graduate Nursing program.
Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded	<p>This requirement will be verified by the Graduate Studies Office and the Graduate Nursing program.</p> <p><i>Provisional admissions are provided on a case-by-case basis for those students that do not meet the minimum GPA; however, additional application materials may be required.</i></p>
Nursing Application Form	<ul style="list-style-type: none"> • Log in to the Self Service Center site (allow 24 hours after application submission before logging in). • Select the "Applications" tab, where the graduate application will be listed. • Select "Continue" to access the extended program application and fill in all information. "Submit Application" when all components have been completed.

Documentation of current unencumbered RN license in the U.S.	<ul style="list-style-type: none"> • Log in to the Self Service Center site (allow 24 hours after application submission before logging in). • Select the “Applications” tab, where the graduate application will be listed. • Select “Summary” to see a list of all program requirements and corresponding statuses. • Upload document by selecting the “Upload” link under the respective “Action” column.
Professional Resume	<p>Prepare a resume that includes education, work experience, volunteer activities, etc. Put your name on all pages.</p> <ul style="list-style-type: none"> • Log in to the Self Service Center site (allow 24 hours after application submission before logging in). • Select the “Applications” tab, where you will see your graduate application listed. Select “Summary” to see a list of all program requirements and corresponding statuses • Upload document by selecting the “Upload” link under the respective “Action” column.

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Advisement Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Upon enrollment, each graduate nursing student is assigned an academic advisor from the School of Nursing and Healthcare Leadership. Each student is responsible for conferring with their advisor on a regular basis, usually each semester, to assist with curriculum planning. Students may request a change of advisors at any time by contacting nursing@mnstate.edu.

Near the end of the curriculum, when the student is ready to enroll in NURS 695, the instructor for the NURS 695 course is generally designated as the Chair of the committee and the academic advisor for the remainder of their enrollment. Refer to the policy on committee membership for additional information.

Alcohol & Illegal Substances Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Minnesota State University Moorhead (MSUM) recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. MSUM seeks to create an environment that promotes healthy and responsible living that is conducive to the intellectual and personal development of students. MSUM is committed to establishing and enforcing clear policies regarding the use of alcohol and other drugs.

In accordance with state laws, the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia is prohibited in university buildings, any public campus area, housing units, university vehicles, or any university sponsored events either on or off campus.

Students who fail to comply with this policy will be subject to disciplinary and/or legal action. Additionally, students who attend class or clinical/practicum activities under the influence of, or suspected of being under the influence of, alcohol or illegal drugs will be asked to leave the classroom or clinical/practicum setting immediately. Readmission to the classroom or the clinical/practicum setting will be at the consent of the instructor.

Refer to the MSUM Student Policies on Alcohol and Other Drugs (AOD) for additional specific information. <https://www.mnstate.edu/student-handbook/>

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Attendance Policy

Original Date: 2013.05

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Attendance at online synchronous classes may be required by the faculty (see course syllabus). Attendance at practica is required. Students must come to practica well-prepared to meet the educational learning expectations. Students are expected to notify their preceptor and course faculty prior to being absent. All required practica hours must be completed to be successful in the course.

Students are expected to demonstrate professional demeanor and are responsible for exhibiting professional attributes such as integrity, honesty, accountability, respect, and confidentiality. Students are expected to follow university policies including those related to use of alcohol and drugs during university sponsored activities such as practicum experiences (<https://www.mnstate.edu/student-handbook/>). Students must also comply with the Graduate Nursing Student Handbook and Policy Manual.

Policy Author: SNHL and Grad Nursing Council Faculty
Review due: Biennially (odd years and as needed)

Civility Statement Policy

Original Date: 2013.05

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Members of the SNHL community, including faculty, staff, and students, are expected to treat each other, other members of the University community, and our educational, institutional, and community partners in a civil and respectful manner.

While both MSUM faculty and students enjoy freedom from institutional censorship in their scholarly pursuits and teaching and learning activities, such freedom carries with it a responsibility to be honest and accurate in speech and writing and to maintain civility, even in cases of personal or academic disagreement. Respectful communication, without intimidation, exploitation, or coercion, is an expectation of all SNHL community members, regardless of how or where that communication takes place.

Students and faculty are referred to Minnesota State Colleges and Universities (Minnesota State) [Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education](#) and to the [MSUM Student Conduct Code](#) and [Minnesota State Procedure 3.6.1 Student Conduct](#) for specific details regarding process and sanctions.

Policy Author: University Graduate Council and Graduate Nursing Council
Review due: Per University Graduate Council

Committee Membership-University Requirements Policy

Original Date: 2012.11

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06

Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership. Additionally, there are more specific graduate nursing requirements for committee membership. Please review all relevant policies regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A-Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B-Portfolio/Project.

University Capstone Committee Membership Requirement:

MSUM Bulletin Language and Faculty Guide to Policies and Procedures Language Capstone requirements, including the Dissertation, Thesis, and Project, require a committee for the Oral Discourse. The student and/or advisor select faculty to sit on the student's committee. The dissertation/thesis/project committee must include a minimum of 2 or 3 faculty (as described by each specific program handbooks) who have Graduate Faculty status. A current list of Graduate Faculty can be accessed at <https://www.mnstate.edu/admissions/graduate/faculty-staff/>

Committee Membership-Graduate Nursing Plan B Portfolio/Project Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership. Additionally, there are more specific nursing department requirements for the committee membership. Please review all relevant policies regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B Portfolio/Project.

Portfolio/Project committee members can be selected by students or by department approval.

Portfolio/Project Committee Selection by Students: The student, in consultation with their advisor, selects individuals to serve on the portfolio/project committee. The role of portfolio/project committee members is to supervise the development and completion of the portfolio/project and to conduct the Oral Exam at the completion of the student's program. A committee member should be selected according to the individual's ability to contribute to a successful portfolio/project.

The portfolio/project committee must include two individuals (including the chair).

- Chair
 - Preparation: A MSUM nursing faculty member with a terminal degree (doctorate) in their field from the student's area of study.
 - Graduate Status: Hold Full MSUM Graduate Faculty Status
<https://www.mnstate.edu/admissions/graduate/faculty-staff/>
- Committee Member #1
 - Preparation: A nursing faculty member with a terminal degree (doctorate) OR master's degree in nursing.
 - Graduate Status: Hold Full or Temporary* MSUM Graduate Faculty Status.
 - *Temporary Graduate Faculty Status may be granted to a qualified master's or doctorally-prepared individual for the purpose of serving on one specific thesis committee and is limited to the duration of the specific student's enrollment. The Committee Chair must submit the request for Temporary Graduate Status to the Graduate School Dean/Director. Included in this request should be a brief summary of the unique expertise this individual will bring to the committee and the individual's CV. The Graduate Dean will review and decide upon appropriateness of the request.

Practicum Policy & Procedure

Original Date: 2015.02

Recent Reviews/Revisions: 2016.09, 2017.01, 2018.02 (SNHL), 2019.03.21(SNHL), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC)

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to providing students with quality internship, practicum and/or capstone projects as defined by their major/program. This policy defines minimum guidelines set forth by MSUM as well as SNHL-specific requirements to prepare, guide, and evaluate those experiences. The Graduate Nursing program requires practicum experiences.

Students work in partnership with faculty, graduate assistants, office assistants, and program coordinators when securing practicum experiences.

General Guidelines

- MSUM Internship Policy: <https://www.mnstate.edu/policies/>
 - Some of the criteria from the university internship policy may not be applicable to practica required in the Graduate Nursing program.
 - Students will not be required to return to campus after completing an internship/capstone/practicum. Students are expected to complete the remaining courses in their degree program in order to graduate. Students are encouraged to share their experiences with student peers and to complete their program.
- Program Standing:
 - A practicum may be taken only by a student majoring in a program with an approved internship/capstone/practicum component of the curriculum.
 - Graduate students need to have at least a 3.0 GPA and approval to enter into the practicum.
- Credits/Hours
 - A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be counted toward a degree, dependent upon the specific program curriculum plan.
 - Graduate internship/capstone/practicum credits may be awarded on the basis of fifty (50) hours of fieldwork equates to one semester credit.
- Grading
 - A practicum experience may be graded (by the faculty) on a pass-fail or a grade-basis. Refer to course syllabus for course specific grading standards.
- Program Verifications Policy – Please see the Program Verificaiton Policy for more information about required verificaitons (i.e. Background Checks, Vaccinations).
- Interagency Agreement:
 - Before the starting date of the experience, an interagency contract may need to be verified and executed between the site and MSUM that clearly articulates liability assumption, expectations, and responsibilities of Minnesota State University Moorhead, the site, and the student.
 - The current interagency agreement will be kept on file in the SNHL department.
 - Each practicum site will be evaluated for appropriateness by the respective program coordinator or the course faculty.
Please see the Program Verifications Policy for more information.

Practicum Procedure:

- Objectives for practicum are defined in the syllabus of the practicum course (NURS 637P, NURS 642P, NURS 643P, NURS 644P, NURS 645P).
- Interagency Contract: Prior to engaging in any clinical experience, the program will ensure that a current interagency contract exists with the clinical site. If no contract exists, faculty will contact the SNHL office to have an interagency contract initiated.
- Student will refer to the Student Practicum and Preceptor Handbook, found in the practicum course D2L, for more information.
- Methods of Documentation and Assessment:
 - Practicum learning contract
 - Preceptor agreement
 - Mid-semester preceptor feedback on student
 - Student, preceptor, and faculty beginning-of-semester conference to determine plan and answer questions.
 - Student, preceptor, and faculty mid-semester conference to assess progress and answer questions.
 - End-of-semester preceptor feedback on student
 - Tally of hours
 - Student feedback on practicum preceptor and site
 - There may be additional assessment methods per the faculty's discretion (e.g., papers, presentations, online discussion, and synchronous meeting participation).
- Grading:
 - The practicum is graded by the course faculty using the Graduate Nursing grading scale.
- Monitoring of Practicum:
 - Oversight of the practicum experience is the responsibility of the faculty assigned to the course.
 - Responsibilities of the student, faculty, and the preceptor are outlined in the Practicum Student-Preceptor Handbook.

Graduate Nursing Program Verifications Policy

Original Date: 2001.08 Grad; 2002.10 RNB
Recent Reviews: 2015.11, 2016.09, 2017.01, 2017.03, 2018.02.21, 2019.02.14, 2019.03.19
Major Revisions: 2015.11, 2017.01, 2017.03, 2018.02.21, 2019.02.14 (GNC), 2019.03.21 (SNHL), 2022.04.08 (SNHL), 2023.04.14 (SNHL), 2024.04.11 (GNC)

Minnesota State University Moorhead graduate nursing students engage in diverse practicum experiences during their program of study. Involvement in these practicum experiences may require the student to confirm (and re-confirm) verifications, through the submission of documentation, before their practicum hours start and ensure compliance during their entire practicum experience(s) duration. Program verification requirements are determined by the student’s practicum site/agency – please see the general guidelines below.

Students completing practicum at a site/agency that requires:

- **An Interagency Affiliation Agreement** (full contract) - graduate nursing students do need to submit verification related documentation to the program designated online secure repository and be in compliance with all required site/agency required verifications the semester prior to the practicum semester start. See **Program Verifications** list below.

To remain program compliant, it is the student’s responsibility to remain current with verifications listed in the program-designated online repository. Requirements are subject to change, see the online repository for latest requirements). Students who are non-compliant risk practicum course dismissal and this may impact the student’s ability to progress in the program.

- **A Nursing Practicum Information Agreement** (short form)or no formal interagency affiliation agreement in place (i.e. MSUM or study abroad) – graduate nursing students may NOT need to submit verification-related documentation to the program designated online secure repository. Please note if the agency requires specific documentation, it will be handled on a case-by-case basis.

Program Verifications if required for the practicum placement	
Influenza (Flu) Record of vaccine during flu season (Oct 1-March 31). Deadline: Nov 1.	Required semester prior to the practicum semester start & annually thereafter (if enrolled in a practicum)
Hepatitis B Documentation of 3-dose series OR lab report documenting Hep B immunity (e.g., HepBsAb or anti HepB).	Required semester prior to the practicum semester start
Varicella (Chicken Pox) Documentation of immunization (2 doses) OR lab report documenting immunity [a varicella-zoster virus (VZV) titer]. <i>Note: A history of varicella disease does not guarantee immune status.</i>	Required semester prior to the practicum semester start
Tuberculosis (TB) Screening documentation of either a, b, or c below:	Required semester prior to the practicum semester start

<p>A. Tuberculin Skin Test: Pre-Practicum: Initial two-step Tuberculin Skin Test (TST). Submit report of two TSTs on admission.</p> <p>B. Lab Test. Pre-Practicum: A negative TB blood test (within past 12 months) on admission (e.g., QuantiFeron ®-TB or T-Spot ® TB).</p> <p>C. Chest X-Ray/Provider Report: Pre-Practicum: Students who are positive reactors for TB must submit an initial healthcare provider report of one negative chest x-ray (within the past 12 months of program start) and absence of symptoms.</p>	
<p>Measles, Mumps, Rubella (MMR) Immunization Documentation of two vaccines OR lab report documenting immunity (a titer documenting immunity of all three diseases).</p>	Required semester prior to the practicum semester start
<p>Tetanus, Diphtheria, Pertussis (Tdap) Immunization Either a or b below</p> <ul style="list-style-type: none"> • One adult T-dap within past 10 years OR • One does of T-dap vaccine administered as an adult and one booster does of Td within the last 10 years (provide both records as single upload). 	Required semester prior to the practicum semester start
<p>COVID Vaccine Only required if the practicum site requires</p>	Required semester prior to the practicum semester start - if required by the clinical agency
<p>Background Check-Minnesota (MN DHS NetStudy 2.0) The background study must show the ability to provide direct patient care. Fingerprints may be required. Students will pay the cost of fingerprints at the time of fingerprinting.</p>	Required semester prior to the practicum semester start
<p>Background Check- National Complete the Certified Background/Castle Branch national background study</p>	Required semester prior to the practicum semester start
<p>Current CPR Certification Documentation of current Healthcare Provider/ Professional Level CPR certification</p>	Required semester prior to the practicum semester start
<p>HIPAA Course Upload Certificate of Completion for HIPAA Course BF18096 OR BFC18096</p>	Required semester prior to the practicum semester start
<p>Program Student Acknowledgement/consent form</p>	Required semester prior to the practicum semester start

PLEASE NOTE: Some practicum sites might impose additional requirements not listed here; in such instances, students must fulfill these additional practicum site requirements to take part in the experience.

* Students are required to complete all university related verifications at <https://my.mnstate.edu/admissions/immunizations>

**If an exemption or declination is requested, please reach out to nursing@mnstate.edu

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Email Accounts and Electronic Mailing Lists Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

The University and Graduate Nursing Program send all official correspondence to students through “mnstate.edu” email. The student’s email account is created upon registration for courses. For additional assistance with University email, visit <https://www2.mnstate.edu/helpdesk/email/>

Students must check their mnstate.edu email account regularly. An electronic mailing list is used to send and receive information to all graduate nursing students and faculty. This is the primary mode of communication for the graduate nursing program. Students and faculty will be subscribed to the graduate nursing electronic mailing list by the graduate nursing program. It is important that students have a current email subscribed to the electronic mailing list to receive important messages, such as schedule changes or scholarship announcements.

Graduate Nursing Grading Scale Policy

Original Date: 2016.11

Recent Reviews/Revisions: 2016.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.03.03, 2023.04.13

The Graduate Nursing Program uses a specific graduating scale as noted below. The number of earned points determine a student's overall grade. Total points earned divided by total points possible x 100 is the calculation used to determine the percentage earned in the course. Plus/minus (shaded grading) categories are used. Letter grades are determined based on the percentage earned (also noted in the table below).

	ACCEPTABLE						FURTHER DEVELOPMENT NEEDED (NOT COMMENSURATE WITH GRADUATE LEVEL EXPECTATIONS)						
Competency Level	PROFICIENT– COMPETENT						ADVANCED BEGINNER – NOVICE						
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
*Percentage	98-100%	93-97.9%	90-92.9%	88-89.9%	83-87.9%	80-82.9%	78-79.9%	73-77.9%	70-72.9%	68-69.9%	63-67.9%	60-62.9%	<60%

*Unless otherwise noted in the course syllabus, there will be no rounding up of percentages.

Based on: (a) Benner's Novice-to Expert Model, (b) Dreyfus Adult Skill Acquisition Model, (c) ACHE Healthcare Executive Competencies Assessment Tool, (d) Johns Hopkins University, (e) MSUM Graduate Bulletin, and (f) D2L Brightspace Grading Schemes (use D2I Grading Scale 03- Plus-Minus_with A+_ 98-93-90-88-83-80-78-73 ect)

Definitions [adapted from Dreyfus (2004) and ACHE (2021)]

- 1 = Novice – a beginner, with no experience. Individuals are understanding and gaining information to comprehend skills by using rules obtained in the classroom setting; expected to need help from an expert to understand and apply concepts.
- 2= Advanced Beginner – demonstrates acceptable performance, individuals are starting to equate situational and non-situational aspects of learning, along with rules; individuals can start to apply some concepts but are still analytic by following examples.
- 3 = Competent – as the individual gains more experience and knowledge, competence develops with solving problems and are involved in forming an outcome. Help from experts might still be required, but usually skills can be performed independently.
- 4 = Proficient- the individual can perceive and understand situations as whole parts. Individuals learn from experiences and knowledge and anticipate what to expect and will react by modifying plans. The individual may consult with an expert but will have a plan developed.

- *5 = Expert – intuitively, analyzing, recognizing problems with ideas and expertise. The individual relies on progressive experience and wisdom to provide guidance, troubleshoot, and answers questions. They are an expert in that area/field. *Students are not expected to advance to an expert level in the program, which will come with time and professional experience beyond the scope of the program.

Program Expectations: The SNHL Graduate Programs aim to prepare students as competent or proficient by the end of the program.

Resources

- American College of Healthcare Executives. (2021). *ACHE healthcare executive competencies assessment tool*. https://www.ache.org/-/media/ache/career-resource-center/cat_2021.pdf
- Benner, P. (1982). From novice to expert. *American Journal of Nursing*, 82(3), 402-407.
- Davis, A., & Maisano, P. (2016). Patricia Benner: Novice to expert – A concept whose time has come (again). *Oklahoma Nurse*, 61(3), 13-15. <https://www.nursingald.com/articles/16408-patricia-benner-novice-to-expert-a-concept-whose-time-has-come-again>
- Dreyfus, S. E. (2004). The five-stage model of adult skill acquisition. *Bulletin of Science Technology & Society*, 24(3), 177-181. <https://doi.org/10.1177/0270467604264992>
- Englander, R., Cameron, T., Ballard, A., Dodge, J., Bull, J., & Aschenbrenner, C. A. (2013). Toward a common taxonomy of competency domains for the health professions and competencies for physicians. *Academic Medicine*, 88(8), 1088-1094. <https://doi.org/10.1097/ACM.0b013e31829a3b2b>
- Johns Hopkins University. (2019). *School of nursing grading policy*. <https://e-catalogue.jhu.edu/nursing/policies/grading/>
- MSUM Graduate Bulletin. (2021). *Policies and regulations*. <https://navigator.mnstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=37&chapterid=551&topicgroupid=4980&loaduserecredits=True>

Practicum Hour Completion Policy

Original Date: 2016.09

Recent Reviews/Revisions: 2016.09, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Students completing at least 50 of the required 100 clinical hours in NURS 642P, 643P, 644P, or 645P may earn an In-Progress Grade in the course per the guidelines below. In some situations, the student may be encouraged to fully withdraw from the course if the withdrawal deadline has not passed. Note, this is an In-Progress grade (not an incomplete grade). Therefore, an incomplete grade form is not needed (per the registrar 2021). The faculty will enter and In-Progress on the end-of-semester grade entry.

Guidelines for an In-Progress grade:

- If there are <10 hours remaining, the student must finish those hours the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer). Completion of those remaining hours should occur within the first four weeks of the following semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are 11-30 hours remaining, the student must enroll in 1 credit of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are 31-50 hours remaining, the student must enroll in 2 credits of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are more than 50 hours remaining, the student is not eligible for an in-progress grade. Rather, a failure of the course will be recorded.

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Post-Admission Requirements Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2016.03, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

In order to maintain enrollment in the program, students must:

- Hold an active and unencumbered RN license from a state within the US. If the clinical practica will occur in a state other than Minnesota or North Dakota, the student must have an unencumbered RN license in the state where practica will be completed.
- The Department of Higher Education, the Board of Nursing, and possibly other agencies where the student will have their practica must first agree with MSUM offering distance nursing education in the state. It is the student's responsibility to check with the Graduate Program Coordinator whether practica in a state other than MN are possible.
- Remain in compliance with the Graduate Nursing Verifications Policy
- Complete the statistics requirement (see Statistics Requirement Policy).

Progression and Degree/Graduation Requirements Policy

Original Date: 2001.08 (Formerly Degree Requirement Policy and Progression/Graduation Requirement Policy)

Recent Reviews/Revisions: 2015.11, 2017.01, 2017.04.18, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

The following are progression and degree/graduation requirements for a Master of Science in Nursing degree:

- Students must adhere to the [MSUM Academic Policies](#)
- If a student steps out of the program for more than one year, when the student re-enters the University, the student will be under the curriculum that is currently in place upon return (not at the time of initial enrollment in the program). Students should work closely with their advisor on the transition.
- Students must complete all program requirements within ten (10) years of admission.
- Student progression is flexible. A maximum of nine graduate semester credits from nursing, all of which must be related to the program, may be transferred from other appropriately accredited colleges or universities with the graduate nursing program coordinator's consent. The transfer credits must be no older than ten years by the time of the MSUM graduate nursing program/certificate completion and carry a B or higher grade. Teacher education sequence (TES) courses will not be counted as transfer credits to fulfill the graduate nursing program's requirements.
- A cumulative GPA of 3.0 is required and must be maintained to continue in and graduate from the program. If the GPA falls below 3.0, the student is placed on probation for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of the next semester, the student will be suspended from the graduate nursing program.
- The graduate school monitors graduate students' GPAs each semester.
- No more than two courses with a grade of C (including C+ and C-) may be applied to the program of study.
 - A course with a grade of C (including C+ and C-) may be repeated once, or a comparable course from another institution may be transferred in if this transfer does not exceed the allowed number of transfer credits.
- A successful oral examination (discourse) by the student, as evaluated by the student's committee, following completion of the portfolio and the majority of coursework, is required.
- Further information on degree requirements may be found in "[General Degree Requirements](#)" in the MSUM Graduate Bulletin.

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Statistics Requirement Policy

Original Date: 2009.12

Recent Reviews/Revisions: 2016.03, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05,
2023.04.13

A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Student Advisory Policy

Original Date: 2001.08

Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

The Department of Nursing highly values student input/perspectives to inform curricular and programmatic integrity. To that end, graduate students provide feedback to the program through attendance at the Graduate Student Advisory Group meetings (online). Advisory meetings are hosted regularly to request student feedback.

Students may be requested to provide course and instructor evaluations at the end of each course. Students may also be asked to take an anonymous online survey regarding the program to provide student input.

Policy Author: Graduate Nursing Council (SNHL prior to 2022)
Review due: Biennially (odd years and as needed)

Student Appeals Policy

Original Date: 2015.11

Recent Reviews/Revisions: 2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

Students are encouraged to seek resolution of any academic issues (e.g., grades, withdrawal) that they may encounter during the course of their education.

The Graduate Nursing program acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

The appeals process should occur in the following order:

Informal Process

1. The student will first discuss the academic issue with the faculty member of the relevant course.
2. If the matter remains unresolved, the student contacts the School of Nursing and Healthcare Leadership (SNHL) Chair in writing. The student provides as much detail about the academic issue as possible. The student and SNHL Nursing Chair will seek a potential resolution. If no resolution can be reached, the chair will direct the student in completing a written, formal appeal per University policy.

Formal Process

1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written appeal.
2. Graduate appeals are addressed in University Graduate School Policies/Regulations <https://www.mnstate.edu/about/policies-procedures/list/graduate-appeals/>

Student Complaints Policy

Original Date: RN-to-BSN Program 1976, Graduate Nursing Program 2007, HSAD and MHA Programs 2015, Program polices merged and revised March 2015

Recent Reviews/Revisions: 2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2018.04.10 (SNHL), 2019.02.14 (GNC), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC)

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to the promotion of quality education in an environment of civility, fairness, and integrity that is free from discrimination. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances that they may encounter during the course of their education.

The SNHL acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

A formal complaint is defined as a concern, grievance and/or complaint in which an individual feels they have not received treatment consistent with university policy and/or has concerns about SNHL students, faculty, staff, or the department as a whole. A complaint becomes formal after it cannot be resolved informally, at which time it is sent out in writing, and forwarded as outlined in the grievance/complaint sections of the MSUM Student Handbook.

The complaint process should occur in the following order:

Informal Process

1. The student will first discuss the problem with the person(s) directly involved to seek resolution of the problem (for instance, another student, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the course faculty member.
3. If the matter remains unresolved, the student contacts the SNHL Chair in writing. The student provides as much detail about the concern as possible. The student and SNHL Chair indicate a potential resolution. If no resolution can be reached, the chair helps direct the student to complete a written, formal complaint and directs that formal complaint to the appropriate individual per university policy.

Formal Process

1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint. The student should refer to the University Grievance and Complaint process in the MSUM Student Handbook when completing the formal complaint <https://www.mnstate.edu/student-handbook/>

All written formal complaints will be kept by the Dean of the college's discipline. Documentation of action/resolution in response to a formal complaint will be according to MSUM's Student Data Privacy procedures and the Master Agreement between Minnesota State and the IFO.