Ross and Carol Nese College of Nursing

GRADUATE STUDENT HANDBOOK

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COVID-19 INFORMATION

Students are responsible for staying current and complying with the most recent requirements related to COVID-19 at the University and within any clinical/practicum site. University information on COVID-19 is located at https://virusinfo.psu.edu/. This site will post information on required University mitigations such as masking or testing when conditions warrant. Other useful sites to review include the current CDC guidance located at https://www.cdc.gov/coronavirus/2019-ncov/index.html and the University learning resources regarding health and safety are located at https://keeplearning.psu.edu/. Students should remain flexible to adapt to changing COVID-19 conditions during the academic year.

At the start of AY 2022-23, all persons working, performing student activities, or visiting a health care entity that is covered by the Centers for Medicare and Medicaid Services (CMS) vaccination mandate must do the following:

a. Wear required masks and all required PPE. Accepted mask types will be designated by the clinical site and CON.

b. Demonstrate evidence of being fully vaccinated for COVID-19 or having an approved accommodation.

    1. Students need to upload the COVID-19 vaccine card (both sides) to MyUHS as part of the health screen information. Those instructions are located at https://studentaffairs.psu.edu/submit-immunizations

    2. If a student is not vaccinated and wants to seek a religious accommodation, then our University Affirmative Action Office (AAO) is the lead. The process for a student (under the CMS requirements) for requesting an accommodation is at this link. https://studentaffairs.psu.edu/covid-19-support/covid-19-vaccine-accommodation-requests.

    3. If a student is not vaccinated and wants to seek a medical accommodation, then UHS is the lead, https://studentaffairs.psu.edu/covid-19-support/compact-conduct-and-compliance/covid-19-vaccine-accommodation-requests. In addition, the CON has added compliances for this academic year due to COVID-19. As part of the American Data Bank compliance package, all students will be required to complete a COVID Attestation
and a COVID Clinical Experiences Acknowledgement of Risk.

    4. If you are experiencing symptoms of COVID-19 or have tested positive for COVID-19, DO NOT attend in-person class or complete clinicalor practicum hours. Please notify your instructor immediately. More information on University support resources for students and COVID-19 may be found at https://virusinfo.psu.edu/.

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Congratulations and welcome to the graduate program of the Penn State Ross and Carol Nese College of Nursing! We hope that your studies will be personally rewarding and professionally challenging. This handbook was created to assist with your transition to graduate studies and provides you with a quick source of useful information.

Choosing to seek graduate study is a significant commitment and we applaud you for embarking on a journey to further your learning. We hope that you will take advantage of all that the University has to offer. The potential for seeking and learning new knowledge surrounds you. It is our hope that you will seek learning from many sources including mentors, classmates, as well as those in other disciplines across the university. Your faculty advisor stands ready to assist you with academic planning and career advice; however, all of our faculty and staff are here to serve you.

We wish you a successful journey in your program of study in our Ross and Carol Nese College of Nursing. Let us know how we can best help you.

Be well,
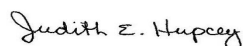
Laurie Badzek, LLM, JD, M.S., RN, FNAP, FAAN
Dean and Professor, Ross and Carol Nese College of Nursing.

MESSAGE FROM THE ASSOCIATE DEAN FOR GRADUATE EDUCATION

Welcome to the Graduate Program to the Penn State Ross and Carol Nese College of Nursing! We are delighted you have chosen to attend our program.

This handbook has been compiled to assist you as you progress through the graduate program. Please become familiar with its content, as it contains answers to frequently asked questions and providesinformation about policies and links to help you navigate our system of graduate education. The policies in this handbook are valid for the length of your admitted program of study.

The graduate faculty are prepared to help you excel in your academic program. Please feel free to contact them or myself if you have any questions or concerns.

Judy Hupcey, Ed.D., CRNP, FAAN
Associate Dean for Research & Innovation, Interim Associate Dean for Graduate Education

ROSS AND CAROL NESE COLLEGE OF NURSING GENERAL INFORMATION

The Ross and Carol Nese College of Nursing Graduate Program provides advanced study in human health and development throughout the life span and in nursing's role in providing health services to individuals, families, and communities. The program emphasizes the development of nursing knowledge and the translation of knowledge into practice.

ROSS AND CAROL NESE COLLEGE OF NURSING MISSION

WE ARE creating nurse leaders to transform lives and health around the world.
Revised April 2020

ROSS AND CAROL NESE COLLEGE OF NURSING VISION

WE WILL redesign the landscape of health and nursing science through education, research, innovation, practice, and service.
Revised April 2020

ROSS AND CAROL NESE COLLEGE OF NURSING VALUES

The Ross and Carol Nese College of Nursing values align with the Penn State Values and are our shared ideals about how people should act toward one another, the standards to which we hold ourselves, and those beliefs we find important. While aspirational in nature, the Penn State Values articulate nursing's ethical principles and should guide our actions and decisions as members of the Penn State community.

Integrity: We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

Respect: We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

Responsibility: We act responsibly, and we are accountable for our decisions, actions, and their consequences.

Discovery: We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

Excellence: We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

Community: We work together for the betterment of our University, the communities we serve, and the world.

Align with Penn State Values April 202,
Revised Summer 2020

BELIEFS ABOUT LEARNING/NURSING EDUCATION

Learning. Learning is a continuous, life-long process of self-discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support of the learner's self-directed inquiry. The role of the faculty is to support critical thinking, facilitate the learning process, and provide and foster opportunities for life-long learning.

Nursing Education. Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical thinking, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty's major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing's special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognize that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures.

Continuing education is a part of nursing education and is supportive to the concept of lifelong learning.

The <u>focus of baccalaureate education</u> in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

The Baccalaureate Program in Nursing is characterized by a foundation in scientific and humanistic disciplines inherent in learning upon which is built the major in nursing. In addition to nursing courses, upper division studies include courses that complement the nursing component and increase the depth of general education. The structure of the Baccalaureate Program in nursing follows the same pattern as that of other baccalaureate programs at the University.

Differences may be found in practice settings and in the level of autonomy. However, the complexity of decision-making within the nursing process is a major component in the differentiation of roles and levels of nursing practice between the associate degree nurse and the baccalaureate-prepared nurse.

The <u>focus of master's education</u> in nursing is to prepare beginning nursing scholars, leaders, educators, and advanced practice nurses with a specialty focus in clinical nursing. The master's degree specialties include nurse educator, nurse administrator, clinical nurse specialists, and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The <u>focus of the practice doctoral degree</u> in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across healthcare settings.

The <u>focus of research doctoral education</u> in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate School and graduate education at Penn State.

Approved January 1999
Revised March 2009
Revised and Approved April 13, 2015

DIVERSITY STATEMENT

The faculty and staff of the Ross and Carol Nese College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth.

ACCREDITATION

The baccalaureate degree program in nursing, master's degree programs in nursing, Doctor of Nursing Practice program and post graduate APRN certificate program at The Pennsylvania State University are accredited by the Commission on Collegiate Nursing Education 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. http://www.ccneaccreditation.org.

The Nurse Practitioner options also are approved by the Pennsylvania State Board of Nursing.

UNIVERSITY ACCREDITATION

The Pennsylvania State University is accredited by the <u>Middle States Commission on Higher Education</u>, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education (M.S.CHE) is a regional accrediting agency recognized by the U.S. Secretary of Education and the <u>Council for Higher Education Accreditation</u>.

STATE AUTHORIZATION AND RECIPROCITY AGREEMENT (SARA)

For information on SARA, please visit https://www.worldcampus.psu.edu/state-authorization.

State Authorization Complaint Resolution

During your education, you may encounter situations that require the assistance of othes to resolve. As a Penn State World Campus student, you have access to experienced representatives who can help.

The action you take will depend on the nature of the issue you are experiencing. Please visit https://www.worldcampus.psu.edu/state-authorization/complaint-resolution to determine which method of reporting is right for you.

Professional Licensure/Certification Disclosures by State

If you plan to pursue employment in a licensed profession, it is important to understand how state licensing board requirements may impact your career. Use the interactive map linked below to understand the professional licensure/certification requirements for any state in which you may plan to pursue employment in a licensed profession after completing your program of study. If you have any questions or concerns regarding professional licensure/certification, please contact the program director for assistance.

Please Note: Although the University has sought information from other jurisdictions regarding licensure requirements, these requirements are subject to change. If you intend to seek licensureoutside of Pennsylvania, the University recommends that you contact the appropriate state licensing agency to obtain the most up-to-date and relevant information. Please visit https://www.psu.edu/state-licensure-disclosures.

CENTER OF GERIATRIC NURSING EXCELLENCE

The CGNE at Penn State provides a strategic response to the national nursing shortage - *and* the national nursing faculty shortage. In partnership with our renowned Ross and Carol Nese College of Nursing research faculty and instructors, we are preparing the next generation of nurse educators with broad expertise in the care of our country's growing population of older adults. We accomplish these goals through:

1. Distance learning technologies
2. Innovative nursing research
3. Formal programs of study (Ph.D., D.N.P., M.S., M.S.N., and Post-M.S.N.)
4. Informal learning forums. Journal clubs, seminars, CE programs)
5. Interdisciplinary education
6. Community partnerships

To learn more about the CGNE, visit: http://www.nursing.psu.edu/cgne/.

CENTER OF GERIATRIC NURSING EXCELLENCE

The Program for Person-Centered Living Systems of Care is an academic initiative within the CGNE at Penn State that seeks to: develop an interprofessional theory and model for the new field of person-centered living systems of care; conduct research on topics related to person-centered care (PCC; infuse PCC health care service delivery across the spectrum of services (acute to post-acute to Community-based.

The goals are to:
1. Develop a new integrative model of person-centered living systems of care
2. Develop infrastructure and methodologies for conducting PCC research
3. Conduct applied research on PCC topics
4. Apply best practices to innovative health delivery systems
5. Inform curriculum to educate an interprofessional workforce of future and current care providers
6. Influence policy around the delivery of health care services in rural-urban, acute, post-acute, andcommunity-based care settings

To learn more about the program, visit: http://www.nursing.psu.edu/cgne/prograM.S./.

CENTER FOR NURSING RESEARCH

The Center for Nursing Research (CNR provides support in developing and conducting externally funded research projects including but not limited to funding sources, proposal preparation, and managing research awards. Please contact Jen Hoffman (qzh2@psu.edu or 814-865-9337, Director of Research Administration, CNR for further information.

SEMINARS

Attendance at seminars and workshops offered through the Ross and Carol Nese College of Nursing provides relevant information for graduate nursing students and valuable networking contacts with professional colleagues. In collaboration with the Penn State Center of Geriatric Nursing Excellence, the Ross and Carol Nese College of Nursing facilitates a seminar at University Park and at Hershey Medical Center, other campuses, or Zoom, as requested. Seminars are archived for later viewing. Announcements for seminars are advertised throughout the Ross and Carol Nese College of Nursing and emailed to you through the student listserv.

MOCK REVIEWS

Graduate students are invited to attend CNR Mock Review sessions. During these sessions, grant proposals are reviewed by senior faculty and consultants prior to submission to a funding agency. This review is critical for a stronger proposal and welcomed by the preparer of the grant. Announcements for CNR events are posted by the Ross and Carol Nese College of Nursing and emailed to you through the student listserv.

CONFERENCES

The CNR provides supplemental support for registration costs as well as poster and presentation preparation for graduate students attending conferences. A Student Research Travel Request (https://pennstate.qualtrics.com/jfe/form/SV_exnMyMpjXm5C7yZ?Q_JFE=qdg) should be completed including mentor approval and submitted to the Center for Nursing Research at least thirty (30 days before the travel date. Students, whose travel is sponsored by the Center for

Nursing Research, are required to submit a one page Student Conference Summary (https://pennstate.yul1.qualtrics.com/jfe/preview/SV_3WNmVbwkFrJodut) and a picture of their presentation/poster before requesting travel reimbursement. The report should reflect on what you learned at the conference, talk about your presentation, your impressions, etc.

SCHOLARLY AND PROFESSIONAL GOALS

The scholarly and professional goals can be found on the Graduate School Website.

GCAC-201 Scholarly and Professional Goals for All Graduate Degree Students (psu.edu)

DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources (SDR) website provides contact information for every Penn State campus: http://equity.psu.edu/sdr/campus-contacts. For further information, please visit Student Disability Resources: http://equity.psu.edu/sdr.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: http://equity.psu.edu/sdr/guidelines. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

GRADUATE DEGREE PROGRAMS BULLETIN

The Graduate Degree Programs Bulletin contains a wealth of information about University rules, regulations, and policies. Liberal use of this invaluable resource will save many phone calls for information. It is also considered your contract with the University. The Graduate Bulletin can be found on the following web site: http://www.psu.edu/bulletins/whitebook.

TRANSFER OF CREDIT

Subject to the limitations given below, a maximum of 10 credits of high-quality graduate work done within 5 years at an accredited institution may be applied toward the requirements for the graduate degree. However, credits earned to complete a previous graduate degree, whether at Penn State or elsewhere, may not be applied to a second graduate degree program at Penn State.

The student should distinguish carefully between the transferability of credit and its applicability in a particular degree program. Approval to apply any transferred credits toward a degree program must be granted by the program Directors of the graduate program in conjunction with the Associate Dean for Graduate Education and the Graduate School.

Transferred academic work must have been completed within five years prior to the date of degree registration at the Graduate School of Penn State, must be of at least B quality (grades of B- are not transferable), and must appear on an official graduate transcript of an accredited university.

Pass-fail grades are not transferable to an advanced degree program unless the "Pass" can be substantiated by the former institution as having at least B quality.

Forms for transfer of credit can be obtained from the Graduate Nursing Program office at, gradnursing@psu.edu , see link GCAC-309 Transfer Credit (psu.edu).

ACADEMIC CALENDAR

The University academic calendar can be found at Academic Calendars | Penn State Office of the University Registrar (psu.edu). Please refer to this calendar for important deadlines.

The registration timetable can be found at:

Registration Timetable | Penn State Office of the University Registrar (psu.edu)

LION PATH

LionPath is the system for student information that is used to register for classes and pay bills. For complete information and directions, go to the registrar's website http://registrar.psu.edu/lionpath/knowledge-center.cfm.

Here are some general training videos to help you navigate the new LionPATH system for graduate students: http://lionpathsupport.psu.edu/student-help/.

You should be able to schedule all your courses using LionPath. If you have any trouble scheduling courses, please contact GRADNURSING@psu.edu.

Students can search for classes within the LionPATH Student Center via the Class Search or by using Schedule Builder.

First time students logging in to LionPATH, must sign the Consent to Do Business Electronically agreement in order to use the system. While not technically a part of enrollment, this screen will prevent all other actions until students have clicked the box to indicate their agreement. If they do not agree, students will have to conduct LionPATH business outside of the system.

You must complete the Pre-Registration Activity Guide and sign the Financial Responsibility Agreement. For more information on how to complete the Pre-Registration Activity Guide, https://tutorials.lionpath.psu.edu/public/S_ActGuide/

REGISTRATION STATUS

https://www.registrar.psu.edu/lionpath/knowledge-center/registration-faqs.cfm

The Penn State registration process is not complete until tuition and fees are paid. After students schedule their courses, the Bursar's Office will send an e-mail message to the student's official University e-mail account announcing that the eBills are available. Regardless of the amount due,
action is required to complete the registration process. For detailed information concerning your tuition bill please contact the Bursar's office.

CONSEQUENCES OF INCOMPLETE REGISTRATION

1. Students will not receive grades for courses attended.

2. Once classes begin, students cannot add, late add, or late drop courses for the current semester.

3. Students are ineligible to register for future semesters.

4. If receiving student loans, the student may enter a repayment status with lender.

5. If receiving student aid, some aid sources may be cancelled and unable to be reinstated at a later date.

6. If receiving a Federal Work Study award, the student cannot be hired.

7. The University reserves the right to cancel an incomplete registration for failure to pay tuition

8. And fees.

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TUITION SCHEDULE/BILLS

Students can get information about pay their Tuition Bill from the Bursar's website.
To view current Tuition Rates and schedules please visit Penn State's Tuition website.

ACADEMIC INTEGRITY STATEMENT

The Ross and Carol Nese College of Nursing Graduate Program

(http:j_/www.nursing.psu.edu/undergraduate/academic-integrity) follows the guidelines and procedures stated in Faculty Senate Policy 49-20, http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-a nd-49-00-grades/#49-20 as follows:

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40: Proctoring of Examinations). At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and Ross and Carol Nese College academic integrity policies to that course.

PLAGIARISM

Talking over your ideas and/or soliciting comments on your papers from faculty and students are not examples of plagiarism.

Taking someone's published or unpublished work or ideas and using them or calling them your own is plagiarism (this includes work done by individuals who have previously completed a course in which you are enrolled). Referencing others' works is extremely important. Direct quotes need to be placed in quotation marks and the page from where the quote was taken documented. All other works used in the development of the paper need to be cited in the reference list. It is considered plagiarism if these procedures are not followed.

CODE OF CONDUCT

All graduate students are expected to adhere to the Code of Conduct and Academic Standards as clarified by Graduate Council in the Graduate Degree Bulletin, at the Graduate School web site: http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-801-conduct/.

GRADING SYSTEM

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. Please refer to the Graduate School Policy and Grading System, GCAC-401 Grading System (psu.edu).

DEFINITION OF GRADES

University Faculty Senate Policy 47-60 applies to all grading in the Ross and Carol Nese College of Nursing Graduate Program as follows:

Grade	Grade-Point Equivalent	Percentage Equivalent
A	4.0	94¾100
A-	3.67	90¾93
B+	3.33	87¾89
B	3.00	83¾86
B-	2.67	80¾82
C+	2.33	77¾79
C	2.00	75¾76
D	1.00	68¾74
F	0	Below 68

Alternatives to letter grades are applied as defined in University Faculty Senate Policies 49-60; 48-40; 48-80 and 49-40. Students are responsible for following course requirements and notifying faculty and the Graduate School Office when there is some reason, they will not be able to complete a course. Grade changes and corrections are more difficult to accomplish after the course has been completed and the semester has ended.

No deferred or missing grade may remain on the record at those times when a student reaches an academic benchmark. Benchmarks include completion of the doctoral qualifying examination, comprehensive examination, and final oral presentation.

There are only three circumstances under which a course grade, once assigned, can be changed:

1. If there was a calculation or recording error on the instructor's part in the original grade assignment.
2. If it is a course for which an R grade has been approved and in which an initial R can be assigned and changed within one semester to a quality grade.
3. If, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

In the case of certain courses (e.g., N59O, N594, N595, N596, N597, N598, N599 and a few others) approved by the Graduate Council, the instructor may report the symbol R in place of a grade. An R does not influence the grade-point average. It indicates that the student has devoted adequate effort to the work scheduled but gives no indication of its quality. The symbol may be used, for instance, in courses that are officially designed to extend over more than one semester or in courses for which a quality grade is not appropriate. An R in an approved course need not be changed later to a quality grade but may be changed if the instructor deems it appropriate when the course work has been completed. A quality grade must be reported no later than the end of the following semester. A course with an unresolved R grade may remain on the transcript after graduation but may not be used to fulfill graduation requirements.

ACADEMIC SCHOLARSHIP

A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program will be dropped from the University.

One or more failing grades or cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship, see link.

GCAC-404 Satisfactory Scholarship (psu.edu)

Action maybe initiated by the department or committee in charge of the graduate major or by the chair of the student's doctoral committee (See graduate degree bulletin; (GCAC-803 Procedures for Termination of the Degree Program of a Graduate Student for Unsatisfactory Scholarship (psu.edu)

SENATE POLICY 34-89 (COURSE DROP)

A student may drop a course without academic penalty during the Course Drop period. If the duration of the course is equal to the duration of the semester, this period is the first six (6) calendar days of either the fall or spring semester, beginning midnight on the first day of class.

For all other courses (those not equal in duration to a semester of which they are part and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying six (6) days by

the duration of the course (in weeks) divided by fifteen (15) weeks, and then rounding up to the next higher whole number of days. For example, a 6-week course would have a drop period of 3 calendar days (6 days* 6 weeks/ 15 weeks equals 2.4 days, rounded up to 3 days).

There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student's academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a notation (Policy 48-20) will be entered on the student's academic record.

SENATE POLICY 48-20 FAILURE TO COMPLETE A COURSE

1. When a student officially drops a course within the course drop period, no symbol or grade of any kind is to be reported.

2. When a student officially drops a course after the course drop period, a symbol of LD, according to the policies of Sections 34-89, is to be reported.

3. When a student registers for a course but ceases to attend class without officially dropping the course, the student is to be given a grade of F in the course.

4. When a student officially withdraws from the University in accordance with Section 56-30, the symbol W shall be reported for each course, unless an accusation of academic dishonesty has been made against the withdrawing student. In such a case, Section 49-20 supersedes the assignment of the symbol W in that course.

5. A symbol of AUU shall be recorded for unsatisfactory attendance in an audited course in accordance with Section 48-80.

6. Please see link to University Faculty Senate Policy, 34-00 Course Scheduling | University Faculty Senate (psu.edu)

SENATE POLICY 48-50 NO GRADE (NG)

If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within five weeks following the posting, the NG automatically becomes an F. A NG grade that is automatically converted to an F can later be corrected in accordance with Senate Policy 48-30. Students with NG on their transcripts will not be allowed to graduate.

SENATE POLICY 48-80 COURSE AUDIT

When a student is registered in a course as an auditor, no final grade is to be given, but the symbol AU shall be used if attendance has been regular, the symbol W if attendance has been unsatisfactory. Please see link to University Faculty Senate Policy, 47-00, 48-00, and 49-00 Grades | University Faculty Senate (psu.edu)

PROCEDURE FOR RESOLUTION OF STUDENT CONCERNS

Formal mechanisms are in place to resolve student problems in the classroom, outside the classroom, and regarding grade disputes. Concerns about course grades and grading should be handled between the student and his or her instructor as outlined in the University Faculty Senate Policies 47-00, 48-00, and 49-00. To view the policies, visit the University Faculty Senate home page at http://senate.psu.edu/.

Procedures for resolution of problems can be found in the Graduate Degree Programs Bulletin:

https://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/

DEFINITION OF ACADEMIC STATUS

FULLTIME

Students holding fellowships, traineeships, or other awards based on academic excellence are required to carry 9 or more credits each semester, see policy, **GCAC-501 Credit Load (psu.edu).**
Students who have financial aid must be are required to carry 5-credit, see policy,
Application, Enrollment, and Federal Requirements | Penn State Office of Student Aid (psu.edu)

CONTINUOUS ENROLLMENT

It is expected that all graduate students will be properly registered at a credit level appropriate to their degree of activity. After a graduate candidate has passed the comprehensive examination the student must register continuously for each fall and spring semester until the project is accepted and approved by the doctoral committee. Students must register for 2 credits of NURS 835, the project course, each semester until the project is complete. Students must be enrolled in course work for their final semester.

If a graduate student will not be registered for an extended period for compelling reasons, the Dean of the Graduate School will consider a petition for a waiver of the continuous registration requirement. The petition must come from the doctoral committee chair and carry the endorsement of the Associate Dean for Graduate Education.

GRADUATION DEADLINES

It is the responsibility of students to notify the University of their intention to graduate. Students will be able to apply for graduation in the LionPATH system. Once application is completed within LionPATH, students should confirm with the Ross and Carol Nese College of Nursing Graduate Program office that they are appropriately scheduled for graduation within the system.

After the activation period expires, graduate students must contact the Ross and Carol Nese College of Nursing Graduate Program Office if they wish to activate or remove their intent to graduate.

Graduating students must then fill out the necessary forms for attending commencement. World Campus students will attend commencement at the University Park Campus.

GRADUATE STUDENT POLICY FOR SAFE TRAVEL

For information regarding international travel please see https://policy.psu.edu/policies/trO1.

RECOMMENDED PRACTICES IN GRADUATE EDUCATION

Fostering successful interactions among faculty, administrators, and graduate students.

This document suggests examples of recommended practices in each of three core areas for all of the key participants in graduate student education. Programs use these as a set of recommended practices that meet the needs of their students. More information can be found on: http://gradschool.psu.edu/faculty-and-staff /faculty/recommended-practices/.

SCHOLARSHIP AND RESEARCH INTEGRITY (SARI)

The SARI program at Penn State is designed to offer graduate students comprehensive multilevel training in the responsible conduct of research in a way that is tailored to address the issues faced by individual disciplines. The program is implemented by Penn State colleges and graduate programs in a way that meets the particular needs of students in each unit. The SARI program has two parts:

Graduate students will also be required to engage in an additional 5 hours of discussion-based Responsible Conduct of Research (RCR) education. These discussions will encompass both universal

and discipline-specific material. The Ross and Carol Nese College of Nursing will incorporate the additional 5 hours of RCR education within the capstone clinical courses of each degree option for MSN students and in NURS 587, Research Ethics, for doctoral students.

All Graduate students are required to complete an online Institutional Review Board (IRB) training program provided by the Collaborative Institutional Training Initiative (CITI).

ACCESS THE CITI PORTAL

1. To access the CITI courses, go to: http://citi.psu.edu.
2. All students, except Ph.D. Students, will choose "University Park, Commonwealth, and other non-Hershey personnel" log in button. Log in with your Penn State credentials.
3. Ph.D. students who are or will be doing research at Hershey should choose the "Hershey Medical Center and College of Medicine" log in button.

CHOOSING THE APPROPRIATE CURRICULUM/TRAINING MODULES

1. Click "View Courses" besides "Pennsylvania State University." Click on "Add a Course."
2. From the list of choices, ALL STUDENTS select "Institutional Review Board (IRB) training for human subjects research." Ph.D. students will ALSO select "Good Clinical Practice (Social and Behavioral Research)." Then click the Next button.
3. Select "NO, I have Not completed the Human Subjects Research (IRB) Course through CITI. I need to complete the Human Subjects Research (IRB) Course." Click Next.
4. ALL students select "Social Science Research" while Ph.D. Hershey students select "Biomedical Research." Click Next.
5. A list of several topics will appear; these are your elective choices. Choose the course of most interest to you. Click Next.
6. You should then see a list of 2 courses:
   A. 1) your IRB Course (Biomedical or Social Science) and
   B. 2) your elective course. PhD students will also see a third course: GCP - Social and Behavioral Research Best Practices for Clinical Research. Click on "Start Now" to get started!
7. You must complete all required modules AND 1 elective (of your choice).
8. Once you have registered, you may enter and leave the course at any time, completing modules as time permits.

Once the CITI course is complete, it is the student's responsibility to upload a copy of the completion certificate to American Data Bank for review. All Graduate students are required to complete the online training within their first academic year and may not graduate if these courses are not completed. A refresher course may be necessary throughout your program.

ROSS AND CAROL NESE COLLEGE OF NURSING POLICIES

NONDEGREE ADMISSION

If the student does not intend to pursue a graduate degree but want to take graduate-level courses for personal enrichment, professional development, permanent certification, or to apply for degree status at a later date, you can seek admission as a non-degree graduate student. Information on applying for non-degree graduate status may be obtained via the Web site at https://gradschool.psu.edu/graduate-admission/how-to- apply/. Non-degree students are not eligible to receive fellowships or graduate assistantships and preference for courses is given to degree students.

It is highly recommended that non-degree students enroll during the summer semester when more seats are available. Course controls placed on nursing core courses during the Fall and Spring semesters ensure matriculated students are granted seats. If a non-degree student wishes to enroll in a controlled course, they must contact the Ross and Carol Nese College ofNursing office. In this case, registration for non-degree students is granted only if seats are available.

DEFERRAL OF ADMISSION

Students may defer enrollment (admission) into the Graduate program for up to three continuous semesters (which includes the summer) after the semester of admission. Any student wishing to defer enrollment should contact the Graduate Adviser as soon as possible with their intent to defer and their proposed semester of return.

If two continuous semesters have passed from the initial semester of admission, the student must submit a new application by the prescribed application deadline of February 15th for Fall re-admission.

WITHDRAW POLICY

Students may request a Short-Term Absence, Extended Absence or Leave of Absence.

GSAD-906 Graduate Student Leave of Absence (psu.edu)

Anyone who has withdrawn from the University and now plans to register for coursework is Required to apply for re-enrollment.
[Resume Study, Change of Major/Degree, and/or Add a Certificate (psu.edu)](psu.edu)

RE-ENROLLMENT POLICY

The process of re-enrollment is required of all students who have withdrawn from the University. Withdrawn status is defined as a graduate student dropping all registered courses during the fall or spring semester or not registering for more than one semester with plans to enroll in a subsequent semester. If space is available, approval for re-enrollment will normally be given to students who were in good academic standing in the Ross and Carol Nese College of Nursing prior to their withdrawal. Students initiate this procedure by completing the graduate resume study form (https://gradschool.psu.edu/graduate-admissions/how-to-apply/current-students/) and submitting it to Office of Graduate Enrollment Services; The Pennsylvania State University; 114 Kern Building, University Park, PA 16802-3396.

Only students in degree status and in good academic standing are eligible for re-enrollment in The Ross and Carol Nese College of Nursing. Re-enrollment is a two-step process in which the student submits a formal request to the Associate Dean for Graduate Education in the Ross and Carol Nese College of Nursing and completes the Graduate School's resume study form. The Associate Dean for Graduate Education must approve the resume of study prior to re-enrolling.   The Graduate Program in the Ross and Carol Nese College of Nursing requires the student to have had a 3.0 GPA when last enrolled. Students who resume study in the Graduate Program must meet with their D.N.P. adviser to determine the plan of study. Additional coursework may be required for students who have withdrawn from graduate studies. This will be determined based on the period of time the student has been away from the University and prior course work completed. The plan of study may include a requirement of demonstrating continued competence.

STUDENT ETHICAL BEHAVIOR GUIDELINES

Purpose: To establish guidelines and standards of ethical behavior for Penn State College of Nursing students. The Penn State College of Nursing students are expected to display behaviors that reflect the American Nursing Associations' Code of Ethics for Nurses, the

Penn State Code of Student Conduct, The Code of Conduct | Penn State Student Affairs (psu.edu) (https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code

Students will be held accountable for exhibiting Penn State University's core values integrity, respect, responsibility, discovery, excellence, and community (core values and definitions of terms can be found at https://universityethics.psu.edu/penn-state-values)

Procedure:

A. Student ethical behavior guidelines will be established by College of Nursing (CON) faculty and approved by Graduate and Undergraduate Affairs Committees.
   1. The specific guidelines are as follows: a. Students will treat everyone with dignity and respect (this includes peers, faculty, patients, and others)
      i. Students will employ communication skills (verbal, non-verbal, written) that respect the dignity and worth of others
      ii. Students will be accountable and on time for classroom and clinical experiences. They will submit all assignments on time and as requested by the faculty
      iii. Students will comply with policies and restrictions of clinical partners, affiliated facilities, and the nursing program (e.g., dress code, cell phone policy, parking)
      iv. Students will submit program clearances and compliances as requested and within the established timeframe
      v. Students will respect the diversity of others
      vi. Substance abuse and intoxication (classroom, clinical, CON affiliated activities) will not be tolerated and will be addressed through appropriate channels.
      vii. Students should be proud of their status as Penn State nursing students and use these privileges appropriately. Students will not provide care or represent themselves as student nurse unless in a scheduled student clinical experience.
      viii. Students will comply with Penn State Code of Conduct. Violations of the PSU code will be reported to the University Office of Student Conduct. These violations will also be subject to the above College of Nursing warnings up to an including dismissal from the program.

B. Guidelines will be shared with students in handbooks (https://www.nursing.psu.edu/wp-content/uploads/2020/09/General-Bachelor-of-Science-Nursing-Student-Handbook-9-24-2O.pdf).

C. Students in all CON programs will acknowledge receipt of student handbooks..

D. If a student displays behavior that is not congruent with the guidelines, the following steps will be followed:

    i. The person(s) who observed the behavior will contact a faculty member in the program where the student is assigned.

    ii. The faculty member will review the information provided and will consult with the program director or coordinator. Other faculty/staff who are directly involved may also, be consulted.

        a. Criminal violations will be reported immediately to the appropriate authorities. These violations will also be subject to the above College of Nursing warnings up to and including dismissal from the program.

        b. Violations of the PSU code will be reported to the University Office of Student Conduct. These violations will also be subject to the above College of Nursing warnings up to and including dismissal from the program.

        c. Students may be referred to counseling or other services that can be found at redfolder.psu.edu.

    iii. The director/coordinator and faculty will determine whether the incident is a violation of the student professional behavior guidelines.

        a. If no violation is determined, the incident will not be documented in the file or starfish.

        b. If the incident is deemed a violation, the level of the violation must be determined. Levels of violations are as follows:

- First violation: The student will receive a written warning. the warning will include documentation that will be placed in the student file and purged when the student graduates.

- Second Violation: The student will receive a second warning. The campus coordinator will consult with a second campus coordinator and /or the assistant or associate Dean prior to

meeting with the student. The warning will include documentation that will be placed in the student file and purged when the student graduates.

- Third Violation: Student will receive a third warning. This will be reviewed by the campus coordinator and assistant or associate deafer consideration on of dismissal from the program. The warning will include documentation that will be placed in the student file that will remain after graduation.

- NOTE: Violations are not required to progress through the above sequence. Serious violations may necessitate immediate dismissal from the program. This will be determined by faculty, program director/coordinator after consultation with the assistant and/or associate dean. This action must be approved by the CON dean.

- For the 2021/2022 academic year, all warnings would be run through and hoc committee that will include 3 members appointed by the graduate and undergraduate affairs committees.

E. The ethical behavior documentation form will be completed as follows:

   i. A description of the Incident will be documented on the Student Professional Behavior Documentation Form (add link here). The form will be completed as follows:

      a. The student's name and ID number will be documented.

      b. Description of Violation: Faculty will complete the description of the violation. Pertinent information such as dates, times and places will be included. The faculty will also document the level of the violation.

      c. Documentation of Meeting: Faculty will meet with the student and document information about the meeting. The faculty will communicate the level of the violation with the student at that time.

      d. More than one faculty may be present.

e. The program director/coordinator is not required to be present, but they must sign the form.

f. The student will be referred to counseling services and or other resources found at redfolder.psu.edu

g. The faculty will meet after the meeting to review the meeting with the student and make a final determination about the outcome.

ii. Outcome: The outcome of the meeting will be documented. Brief comments will be placed in the appropriate area of form.

iii. Signatures: All faculty who are present at the meeting will sign the form.

iv. Student Comments: The student will be offered the opportunity to comment. The student will be asked to sign the form. In the event that the student refuses, faculty will write "refused" in the signature line.

F. Appeal: Students may appeal the violation. Steps are as follows:

- Within 10 business days of receiving the violation and documentation form, the student may appeal the decision. The letter must specify why the student believes this was not a violation.

- The student will send a letter via hard copy or email to the program coordinator.

- The program coordinator/director will review the student appeal letter and will consult with the Associate Dean.

- The program coordinator/director will provide a written response to the student within business days of receiving the student's letter of appeal. The letter will indicate whether violation documentation will be upheld or purged from the student record. This decision is final.

American Nurses Association Code of Ethics for Nurses

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, Group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects thew rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability and responsibility for nursing practices; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and setting, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to Protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association, (2015). Code of ethics with interpretative Statements: View the Code of Ethics for Nurses | ANA Enterprise (nursingworld.org)

EXPECTATION FOR EXCELLENT WRITING AT THE GRADUATE LEVEL

All written work will be graded based on assignment content criteria. However, all writing assignments are expected to demonstrate excellent graduate level writing, which includes writing that is free of typographical errors, misspellings, and punctuation errors. Excellent writing also contains proper grammar and correct APA formatting (when applicable). Writing should be concise, include relevant content and support, as well as meet assignment requirements in a well presented, easy to read format. No points will be assigned for completing these requirements, but up to 10% of your assignment total grade may be deducted for not demonstrating excellent writing skills. We strongly encourage you to complete the study tutorial and utilize the APA resources if you need support. Students are encouraged to access the various resources available through The Graduate Writing Center at https://gwc.psu.edu/.

SOCIAL MEDIA POLICY

The Social Media policy provides Penn State Ross and Carol Nese College of Nursing (CON) students with rules to participate in social media, including Penn State Ross and Carol Nese College of Nursing social media and in non-Penn State CON social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

All nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality. As a nursing student, it is important to represent Penn State Ross and Carol Nese College of Nursing in a fair, accurate and legal manner while protecting the Ross and Carol Nese College's reputation.

1. Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.

2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, mentors, nurses, Penn State faculty and staff, employers and co-workers included. Sanction will be determined by the University Office of Student Conduct, the Ross and Carol Nese College of Nursing Academic Integrity Committee, or the appropriate Ross and Carol Nese College of Nursing Academic Administrator.

3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.

4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.

5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.

6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and /or other nursing students.

7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.

8. The Ross and Carol Nese College of Nursing may take action to dismiss any student from the Nursing program who violates the Social Media Policy.

9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.

10. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

University Policy; Approved by Administration June 2013

References:

ANA, (2011). Principles for social networking and the nurse.
ANA (2011). Six tips for nurses using social media.
Carlow University College of Nursing, Social Media Policy (with permission).
National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

INFECTIOUS DISEASE POLICY

CLINICAL AGENCIES

A. Clinical agencies utilized by the Ross and Carol Nese College of Nursing for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
B. The clinical agency's infection control plan shall include:
    1. A schedule and method of implementing the infection control plan.
    2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.
    3. A method of dealing with and documenting occupational exposure.
C. Clinical agencies are required to make the infection control plan available to the Ross and Carol Nese College of Nursing administration for examination and copying.

STANDARD PRECAUTIONS AND ISOLATION PRACTICES

All students will follow standard precautions and second tier isolation practices as defined by the Centers for Disease Control (CDC) and the agency policy and procedures to minimize exposure to infectious disease.

ACCIDENTAL EXPOSURE, POST EXPOSURE, AND FOLLOW-UP

A. Clinical agencies utilized by the Ross and Carol Nese College of Nursing for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.

B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious."

The nursing student will:

1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area.
2. Report the incident to the clinical instructor.

The clinical instructor will:

1. Report the incident immediately to the appropriate representative at the clinical facility.
2. Facilitate completion of the steps for follow up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student's expense.

Revised November 2006

IMPAIRD STUDENT NURSE POLICY

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the Ross and Carol Nese College of Nursing ("CON") at The Pennsylvania State University ("The University") are strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any Clinical Activities.

STATEMENT OF PURPOSE AND INTENTION

1. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories,

hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.

2. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.

3. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.

4. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Pennsylvania's Professional Nursing Law (63 P.S. § 224, et. seq.).

5. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; <u>provided that</u> <u>use of the drug and/or drug paraphernalia does not interfere with the safe and efficient</u> <u>performance of the Student's Clinical Activities.</u>

DEFINITIONS

1. "Alcohol" means beer, wine and all forms of distilled liquor containing ethyl alcohol.

2. "Clinical Activities" shall refer to those duties or activities required of CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.

3. "Clinical Program" shall refer to the assignment of CON students to health care facilities, University skills or simulation aboratoeis, etc., for the purpose of gaining practical experience and/or engaging in the patient care, in fulfillment of degree or course requirements.

4. "Drug" means hallucinogenic or narcotic drugs or other drugs/substances which tend to Impair judgement or coordination including, but not limited to, substances controlled by State or Federal laws.

5. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body.

This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.

6. "Host Facility" shall mean any place other than a campus of The Pennsylvania State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.

7. "Student" is an undergraduate or graduate student enrolled in the CON.

8. "Clinical Instructor/Supervisor" is the person the CON assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Penn State CON. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

DRUG AND ALCOHOL POSSESSION AND USE

1. Prohibitions. Except as provided in paragraph C below:
   a. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
   b. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a zero-tolerance policy.
   c. This policy is not directly applicable to Students who are in traditional classroom/ lecture situation; however, all Students of The University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or CON rules and regulations.

2. Exceptions. The following circumstances may constitute exceptions to this Policy:
   a. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken

at the prescribed or authorized dosage, provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

    b. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.

3. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Penn State Ross and Carol Nese College of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the CON, this information will be utilized in the manner set forth herein.

PROCEDURES

1. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with its serious consequences for the Student's ability to complete his or her course of study in the CON.

2. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations oflay persons, other staff or faculty of the CON and/or health care professionals.

3. When finding of reasonable suspicion is made, the following steps will be implemented by the CON.

a. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.

b. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-PSU preceptor or supervisor, contact the course or clinical instructor assigned to the student.

c. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor attention.

d. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.

e. The Clinical Instructor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the program coordinator is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member at the CON or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.

f. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative and one other person at all times during transportation to the testing site.

g. Each location will determine appropriate safe travel arrangements keeping in mind that two responsible adults must be in the vehicle with the student.

h. After testing is completed, the CON will arrange for the student to be transported home

or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid by the CON. The PSU representative will remain with the student until transportation is obtained.

i. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the University's Office of Occupational Medicine.

j. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.

k. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.

4. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned.

5. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.

   a. A meeting will be held, within a reasonable period of time, with the Student, the Clinical Instructor involved and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.

   b. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.

   c. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The CON will be notified of the outcome of this process.

d. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

APPEALS

1. A Student may appeal sanctions by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

2. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:

    a. The purpose of the hearing is one of fact finding.

    b. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.

    c. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.

    d. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.

    e. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.

    f. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.

    g. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.

h. Requests for additional information may be made by the committee to the faculty member and the Student.

i. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.

j. The decision of the committee shall be final.

REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

1. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.

2. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
   a. Expiration of any academic suspension or disciplinary suspension.
   b. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
   c. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.

3. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Center for Counseling & Psychological Services. Professors, instructors and advisers in the CON will assist Students with referrals, as requested.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the Ross and Carol Nese College of Nursing, University Occupational Medicine and University Risk Management.

Approved Fall 2005
Revised Fall 2009
Revised Spring 2013
Revised Spring 2018

PROFESSIONAL COMPLIANCES

All graduate nursing students are required to meet minimum compliance requirements. These requirements ensure the safety of both you as a student and the various populations that you may encounter during your educational experience at The Pennsylvania State University. This is a requirement that you must fulfill annually while enrolled in the program by August 1. You must use your@psu.edu email for this process. As a graduate student, you represent the Ross and Carol Nese College of Nursing and The Pennsylvania State University. Incomplete compliances may result in an inability to register for the upcoming semester. Students may not attend any clinical/practicum courses unless all of the requirements are completed and approved.

The Ross and Carol Nese College of Nursing utilizes a third-party service called American DataBank (http://psucompliance.com/) to monitor and track your compliances. You will be charged a fee to utilize this service. This does not include fees paid to the Department of Public Welfare for your Child Abuse History Clearance and FBI Fingerprints. Students will receive notification via email from the Ross and Carol Nese College of Nursing about the process to register with American DataBank. Compliance documents can be uploaded to American DataBank electronically. It is the student's responsibility to upload documents. The Ross and Carol Nese College of Nursing cannot accept or maintain any hard copies of compliance records. Please note that certain background clearances may take at least four weeks for processing, so please plan ahead and allow a sufficient amount of time.

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Required Compliances are outlined below

STUDENT COMPLIANCE REQUIREMENTS

Part-time and Full-time admit will have all requirements open at the time of purchase. Due date for these requirements is August 1st annually.

In-State Student	Out-of-State student
1. PA Nursing License 2. Collaborative Institutional Training Initiative **(CITI)** 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB) 4. Drug Screen 5. Background Check 6. PA Child Abuse History Clearance 7. FBI Fingerprint 8. Measles, Mumps, and Rubella **(MMR)** Titer 9. Varicella (Chicken Pox) Titer 10. Hepatitis B Titer 11. Tuberculosis Screening 12. CPR Certification 13. Influenza Vaccination 14. Professional Liability Insurance	1. Nursing License 2. Collaborative Institutional Training Initiative **(CITI)** 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB) 4. Drug Screen 5. Background Check 6. FBI Fingerprint 7. Measles, Mumps, and Rubella (MMR) Titer 8. Varicella (Chicken Pox) Titer 9. Hepatitis B Titer 10. Tuberculosis Screening 11. CPR Certification 12. Influenza Vaccination 13. Professional Liability Insurance

Prompt 60-day prior expiration with a second reminder 30-day prior expiration	Prompt 60-day prior expiration with a second reminder 30-day prior expiration
1. Drug Screen 2. Background Check 3. PA Child Abuse History Clearance 4. FBI Fingerprint	1. Drug Screen 2. Background Check 3. FBI Fingerprint

COMPLIANCE DUE DATES

All compliances **except** Influenza are due on August 1st each academic year. This ensures that the student is compliant throughout the entire academic year with no interruption in their clinical/practicum rotation time.

EVIDENCE OF CURRENT NURSING LICENSE

All students are required to present a valid RN license in their home state or country.

PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance is required for all students enrolled in clinical/practicum courses. Doctor of Nursing Practice (D.N.P.) students must have Professional Liability coverage consistent with their current license (RN, Nurse Practitioner, Nurse Midwife, Nurse Anesthetist, Clinical Nurse Specialist). A minimum of $1,OOO,OOO/$3,OOO,OOO aggregate is required. If a student has coverage through an employer, it is the student's responsibility to ensure that the policy covers activities outside of the employment position and that it also covers student activities. Written verification of this from the insurance carrier must be provided. Otherwise, the student must obtain an individual policy.

UNSUCCESSFUL CLEARANCE PROCEDURES

Any unsuccessful compliance requirement will be addressed by the Program Director.

POLICY FOR NON-COMPLIANT STUDENTS

All students are expected to meet compliance requirements by their assigned due date. Students who fail to complete their compliances by their assigned due date will not be permitted to begin or resume their clinical/practicum rotation(s). t is the student's responsibility monitor and upload any compliances before they expire so that there is no interruption. Starting or continuing in a clinical/ practicum rotation when non-complaint is a violation of academic integrity that will result in review per the Academic Integrity policy with consequences that may include dismissal from the program.

TYPHON - SITE AFFILIATION

The College of Nursing uses a third-party service known as Typhon to track student progress in real time in clinical settings. All clinical and practicum experiences will be logged in the Typhon system. You will receive information about Typhon in the Canvas onboarding site and orientation. There is a one-time fee for use of Typhon and students are expected to pay the fee upon registering. An email will be sent during your first year with the student's unique Typhon login and temporary password, and a link to the platform. The link is only active for 7 days from the date it was sent; it is recommended to set up the Typhon account as soon as you receive the email.

Several forms are found in Typhon that are used during clinical and practicum experiences. Forms include: 1) Preceptor Request, 2) Preceptor Agreement Form, and 3) Preceptor Evaluation of Student Performance. These forms and instructions can be found at https://www.nursing.psu.edu/ graduate-forms/. Be certain that the CURRENT course is used when completing the forms.

CLASS GUIDELINES WHEN USING VIDEOCONFERENCE TECHNOLOGY

DESCRIPTION

Using a closed-circuit network, two (or more) sites communicate with each other through video cameras and microphones, allowing the instructor and students at the originating site to fully interact with the students at the receiving site(s). At first, you will be conscious of the technology, but after a short while, you'll forget it is there. Each classroom is equipped with video cameras that allow participants at different sites to see one another. One camera in the room shows students at the other site a view of your classroom. A second camera is focused on the front of the room and the person who is presenting material. A third camera, the document camera, takes the place of the traditional overhead projector and focuses on any information the presenter wishes to share with the class. You may notice that the quality of the video, while excellent, is not exactly the same quality you see on your television screen at home. This is because the network is using "compressed video" technology. The only noticeable difference you may detect will be a slight "strobe" effect when someone makes a quick movement in front of the camera.

USING VIDEOCONFERENCING

The classrooms are equipped with voice-activated microphones. These microphones allow you to communicate with other participants. The microphones are extremely sensitive. Therefore, any pencil tapping, paper shuffling, or side comments to a friend may cause the microphone to activate. To decrease distractions, you will want to keep background noise to a minimum and/or mute the microphones when you are not speaking to the group. The most noticeable effect of the compressed video technology is a time delay in verbal transmissions. This time period will have to be accommodated for interactive communications. Therefore, if you pose a question to the participants on the other end of the telecommunications link, you should expect to "wait" a few seconds for their response. Hand gestures are also helpful to get the attention of the speaker and let them know that you have something to contribute. It is also helpful if the speaker makes hand gestures to "yield the floor" to someone else.

ADDITIONAL POINTERS

1. Announce your name and campus each time you speak.
2. Maintain eye contact with the camera when you are speaking.

3. Speak clearly and loudly - project your voice.
4. Avoid quick/sudden movements.
5. Use the "mute" function when not participating.
6. Don't be afraid of camera "close-ups" especially in small classes
7. If you are presenting, try not to pace in front of the camera.
8. f presenting, avoid white or cream colors, busy patterns, and shiny jewelry in our attire.
9. To maximize classroom cohesion and participation in a multi-location class, do not sit in the back of the room or spread out throughout the room, this makes it extremely difficult for the instructor and others to view and interact with students at other locations.

UNIVERSITY RESOURCES

GRADUATE SCHOOL TEACHING CERTIFICATE

Penn State graduate students wanting recognition of their commitment to college teaching may now earn the Graduate School Teaching Certificate. The Graduate School Teaching Certificate was developed to provide graduate students with an avenue to enhance their teaching skills. The certificate is self-directed and available to all Penn State graduate students who fulfill the following requirements:

1. Attend the Schreyer Institute New Instructor Orientation or an equivalent teaching orientation that includes lesson planning, teaching methods and strategies to encourage student participation.

2. Complete one semester of NURS 602 Supervised Experience in College Teaching under the direction of a mentor. A grade of B or higher is required.

3. Complete the Schreyer Institute Penn State Course in College Teaching or HI ED 546 College Teaching.

4. Complete another semester of NURS 602, to include either a block of lectures prepared and presented by the student, or total responsibility for a lab or recitation section. A grade of B or higher is required.

5. Develop a Web site that includes a statement of teaching philosophy and demonstration of the ability to develop a PowerPoint presentation. To help students complete this requirement, Quick Skills courses are available through Information Technology Services' Web-Based Training Web site. These free courses are not required for the Teaching Certificate but are available if needed.

It is recommended that the Penn State Course in College Teaching precede the second semester of NURS 602.

In order for the certificate to be issued, the program chair or department head, in consultation with the student's adviser, must verify completion of the requirements in a letter, along with a completed checklist. Please send documents to the Dean's Office, Graduate School, 114 Kern. Notice of completion of the Graduate School Teaching Certificate will not appear on the student's transcript.
Graduate students wanting recognition of their commitment to college teaching are encouraged to speak to their advisers about this opportunity. Questions about the program should be directed to Dr. Suzanne Adair, at sca917@psu.edu. Please note that this is not a teacher certification program.

CERTIFICATE FOR ONLINE TEACHING

The Certificate for Online Teaching is a professional development program to prepare for online teaching success. This five, fully online course, series provides faculty an "online student experience" while exploring a rich variety of critical topics necessary for mastery in the online classroom. Anyone interested in learning more about excellence in online teaching and learning are welcome to participate in the certificate. The Certificate for Online Teaching is comprised of both self-directed and instructor led online courses.

LIBRARY

World Campus students have a vast amount of resources available to them to succeed in their distance education learning experience. One of those resources is the Penn State University Libraries system, with hundreds of thousands of academic resources. Penn State faculty, staff, andstudents have access to more than 600 research databases and more than 150,000 scholarly journals, 386,000 electronic books, and other academic resources to aid in research and academic assignments. There is a department that is specifically dedicated to nursing,http://guides.libraries.psu.edu/friendly.php?s=nursing.

For complete information on all University Library locations may be found at: http://www.libraries.psu.edu/psul/home.html.

A series of FAQ's and useful "how to" instructions may be found at: https://psu.libanswers.com/search/.

1. The University Libraries remain open through all semester breaks and intersessions, with the exception of official University holidays.

2. Librarians are available to assist you in navigating the system or in locating specific materials. Use the ASK! Page to contact a librarian in real time or via email: http://ask.libraries.psu.edu/?stream=8.

Most importantly, if you have difficulty locating or retrieving information, please discuss the issue with your course instructor as soon as possible so that you may be guided toward appropriate resources.
Important Notes regarding the Library include:

3. All changes to your postal and/or email address must be reported directly to the University Libraries. The Libraries are not notified of any address changes reported to the Registrar, Bursar, or any other Penn State office.
4. Notices for materials on hold, recalled and overdue materials, overdue and replacement fees, will be sent by email, unless requested otherwise.

CANVAS

Penn State uses a cloud-based learning management system called Canvas. Faculty use the course management system to distribute course information and provide opportunities for students to engage with the material. You will use your Penn State Access Account to access Canvas and log in by the first day of class.

INFORMATION TECHONOLGY SERVICES

Information Technology Services (ITS) located at 2 Willard Building, 814.863.1035, Toll-free 1.888.778.4010 within PA) ensures that faculty, students, and staff have the information technology tools and infrastructure necessary to carry out the University's mission. ITS provides the infrastructure that enables members of the Penn State family to make maximum use of the appropriate information technology tools in their learning, teaching, research, outreach, administration, and support activities, and the cost-effective information technology resources required to support continuous improvement in the University's ability to fulfill its diverse mission. For more information on ITS go to http://its.psu.edu.

Technology services are available for World Campus students at:

Technology Support World Campus provides technology support services, see http://student.worldcampus.psu.edu/technical-support.

Academic Support Services: http://student.worldcampus.psu.edu/Academic-Support-Resources-GR.

PENN STATE ACCESS ACCOUNT

In order to access the necessary information technology services needed in your graduate studies, students must first activate their Penn State Access Account. An Access Account is a user ID (xxx123) and password that enables Penn State students, faculty, and staff to use the full range of Internet services including:

1. Penn State Online Courses
2. Penn State Email
3. Penn State University Library Resources
4. LionPATH, Penn State's system that contains your personal, financial and academic records

Unlike your Friends of Penn State Account that was created during the application process; your Penn State Access Account gives you access to the full range of internet services. Your account is created once you register for your first class.

You will receive your Access Account following your acceptance to World Campus, and you will be prompted to activate your account in an email to your personal email address. Go to the activationlink in this email and complete all of the steps to activate your account. New World Campus graduate students will receive an account within one week after their course registration is processed.

PENN STATE EMAIL (OFFICE 365)

All students should check their Penn State email accounts regularly for bursar account notifications, course information, campus events and more. Once your Penn State Access Account has been activated, use Penn State Office365 (http://office365.psu.edu/) to login and view your email. Students can also find a link to Office365 at the top. You can set up preferences to have your Penn State email forwarded to a personal email account.

Faculty and Staff will use the Penn State (@psu.edu) email account address for communications to students throughout the academic program. It is the student responsibility to routinely monitor this account and not use personal email accounts for communications related to academic activities. You should check your email daily, even when you are not enrolled in classes.

You can find more information about your Penn State email accounts by visiting the IT electronic mail website. (https://ais.its.psu.edu/services/email/).

Email in Canvas can be created in Canvas using the Inbox but responded to with your PSU email. You can also receive notifications as a text message. Refer to the Canvas Support page for students (http://canvas.psu.edu) for more information and setting up your devices.

Technology Support: World Campus provides technology support services, see http://student.worldcampus.psu.edu/technical-support.

Academic Support Services: http://student.worldcampus.psu.edu/Academic-Support-Resources-GR.

WORLD CAMPUS STUDENT RESOURCES

The Penn State World Campus provides distance education learners with high-quality academic resources. For more information go to: http://student.worldcampus.psu.edu/academic-support-resources/graduate-writing-center. In addition, faculty may refer you for writing support through tutor.com.

CONSULTATIVE RESOURCES

RESOURCES FOR WRITING SUPPORT

The Graduate Writing Center provides several workshops each semester to help graduate students learn about a variety of writing topics. Students can also visit the YouTube Channel to view filmed workshops (2018).

In addition to offering workshops, graduate students can schedule fifty-minute individual consultations, in person at University Park or by distance technology. They offer a wide range of services. They will provide overall examples of grammatical and organizational recommendations for revisions, but they do not edit papers. If a student would like detailed editing, they are recommended to hire a professional editor.

At the https://gwc.psu.edu/ website, students will find handouts and PowerPoint slides from their most popular workshops. These can be used to better understand writing points or to prepare for an upcoming Graduate Writing Center consultation (2018).

The **Penn State World Campus** provides resources for online students. Visit the World Campus Student Resource page http://student.worldcampus.psu.edu/student-services/tutoring-and-technology-resou rces for more information.

World Campus students can also be referred by theircourse faculty to online writing resources.

The CON uses the APA Manual for writing. Students are responsible for applying the APA style as presented in the following resources:

a. American Psychological Association. (2020). Publication manual of the American Psychological Association, 7th ed. ISBN-13: 978-1433832178, ISBN-10: 1433832178

UNIVERSITY STATISTICAL CONSULTING CENTER

The Statistical Consulting Center (SCC) is a team of faculty, staff and graduate students in the Department of Statistics at Penn State. The Statistical Consulting Center was created to offer the University a statistical support service for new research in various disciplines. Their consultants are statistical graduate students, professors and professionals trained in classical and new statistical techniques that will guide you in developing strong hypotheses and sound decisions. The **SCC** invites you to visit their web site http://www.stat.psu.edu to learn more about the SCC's activities in research collaboration, training and short-term consulting.

CENTER FOR NURSING RESEARCH STATISTICAL CONSULTATION

Dr. Diane Berish is available to provide consultative services on quantitative design and analytic approaches. This service is available to faculty, graduate students, and honors students in the Ross and Carol Nese College of Nursing. For example, think of Dr. Berish if you need assistance with:

1. Initial design and/or analytic plan for project proposal for submission to funding agency

2. Design and/or analysis plan of preliminary studies with intent to pursue subsequent funding

3. Tutorial assistance in quantitative methods/statistics

4. Thesis: proposal development/analysis plan/reporting results

FUNDING RESOURCES

FINANCIAL AID DEADLINES AND INFORMATION

Students who are registered for at least 5 credits per semester may be eligible for graduate financial aid.

Graduate federal aid includes Stafford loans and the Graduate PLUS loan program. Additionally students are encouraged to seek outside scholarships or tuition assistance through their employer.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year that they would like to receive graduate financial aid. For adequate time to prepare students' aid, Penn State recommends that students complete their FAFSA by March 1 for the following fall and spring semesters. Each financial aid year runs from July 1 to June 30. Penn State's federal school code for the FAFSA is 003329.

VETERANS' FINANCIAL AID

Penn State is a proud supporter of our active duty, Guard, and Reserve military members and veteran students. The Penn State World Campus participates in several financial aid prograM.S. to help currently serving military members and veterans. First, it honors the G.I. Bill, Post-9/11 G.I. Bill, and it is a Yellow Ribbon Program participant. Penn State also accepts several types of military tuition assistance benefits. To receive all of the financial aid that you have earned military members and veterans should contact a *Veterans Financial Aid Counselor* to explore all possible options.

Although the graduate certificates offered are not eligible for federal financial aid, the G.I. Bill and other military financial aid programs are accepted as payment for these programs. Certificate students are also encouraged to speak with a *Veterans Financial Aid Counselor* to explore options. For additional information on *military education benefits,* students should refer to the Penn State World Campus website. http://www.worldcampus.psu.edu/military/benefits-and-financial-aid

GRANTS FOR CONDUCTING PROJECT

Small grants are available through Sigma Theta Tau and the Ross and Carol Nese College of Nursing to help defray costs of conducting projects. The graduate program office frequently receives announcements from other agencies regarding grants. Contact the graduate program staff assistant or your adviser for information.

CENTER FOR NURSING RESEARCH TRAVEL GRANTS

The CNR provides supplemental support for registration and travel costs as well as poster and presentation preparation for graduate students attending conferences.

A Student Research Travel Request should be completed (including mentor approval) and submitted to the Center for Nursing Research at least thirty (30) days before the travel date. Students, whose travel is sponsored by theCenter for Nursing Research, are required to submit a one page Student Conference Summary before requesting travel reimbursement. The report should reflect on what you learned at the conference, talk about your presentation, your impressions, etc.

ADDITIONAL RESOURCES (FORMS)

Here is a summary of available forms. For a complete listing, please visit the Forms page at the Ross and Carol Nese College of Nursing website: https://www.nursing.psu.edu/student-forms/. You will need the free Adobe Acrobat Reader program to view these forms. Submit completed forms to the Graduate Program Office at 310 Nursing Sciences Building.

DROP/ADD FORM, Registration Drop/Add Form | Penn State Office of the University Registrar (psu.edu)

RESUME STUDY FORM, Resume Study, Change of Major/Degree, and/or Add a Certificate (psu.edu)

CHANGE OF MAJOR/DEGREE, Resume Study, Change of Major/Degree, and/or Add a Certificate (psu.edu)

WITHDRAWL FORM, Student Forms | Penn State Office of the University Registrar (psu.edu)

ADDRESS CORRECTION FORM, Student Forms | Penn State Office of the University Registrar (psu.edu)

CHANGE OF ADVISOR FORM, Online Survey | Built with Qualtrics Experience Management™

N596 INDEPENDENT STUDY FORM, Graduate Forms » Penn State Nursing (psu.edu)

VARIABLE CREDIT FORM, Online Survey | Built with Qualtrics Experience Management™

STUDENT ASSOCIATIONS/COMMITTEES

SERVICE ON ROSS AND CAROL NESE COLLEGE OF NURSING AND UNIVERSITYCOMMITTEES

Graduate students are needed on Ross and Carol Nese College of Nursing committees to represent graduate student concerns. Please e-mail the Associate Dean for Graduate Education to volunteer for service on Ross and Carol Nese College of Nursing or University Committees.

THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

The primary goals of the Graduate and Professional Student Association are to represent and support the interests of the University's current and future graduate and professional student community. GPSA accomplishes this goal by:

1. Providing unified and informed voice representing graduate and professional students to the University's administration, Board of Trustees, academic units, and other external organizations that make decisions on behalf of students
2. Creating a forum to address the ideas and concerns of graduate and professional students
3. Supporting scholarship activities and professional development
4. Promoting leadership, social, and service opportunities to the graduate and professional student body
5. Planning events and activities to promote a sense of community among graduate and professional students and their families

The GPSA is officially recognized by the University as the collective voice of the graduate and professional student body under the Standing Orders of the Board of Trustees 7(4).

The Graduate and Professional Student Association is available to help you with any questions you may have. Members and officers of GPSA can help you become more involved (academically or socially) in university life. If you need help finding resources around campus or connecting with other organizations, we can help you. The GPSA also welcomes volunteers to help with various GPSA projects and we look forward to your suggestions to help us better serve Penn State graduate and professional students. If you would like to get involved in GPSA, please send an email to gpsaoffice@gmail.com, and feel free to provide any details about any specific projects or initiatives you want to participate in. Take a look at http://gpsa.psu.edu for further information on the GSA.

BETA SIGMA CHAPTER, SIGMA THETA TAU INTERNATIONAL

Sigma is the international honor society for nursing. The purposes of Sigma are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

The Pennsylvania State University's Beta Sigma Chapter was chartered in 1974. For acceptance of into Beta Sigma Chapter, graduate students must have a 3.5 GPA and demonstrated superior scholastic achievement and potential for professional leadership. Invitations for membership are given out during the year of graduation. The induction ceremony into Sigma is held during the Spring Semester.

D.N.P. DOCTORAL STUDENT ORGANIZATION IN THE ROSS AND CAROL NESE COLLEGE OF NURSING

The overall purpose of a doctoral student organization is to provide a formal organization for all Ross and Carol Nese College of Nursing doctoral students to meet on a regular basis to address the objectives of the organization. There are two sub-organizations, the Ph.D. student organization and the D.N.P. student organization. The leaders of both groups will meet to determine which activities will be jointly sponsored.

CO-AUTHORSHIP OF SCHOLARLY REPORTS, PAPERS, & PUBLICATIONS

It is the policy of The Pennsylvania State University that proper credit is given to those individuals who make material contributions to activities, which lead to scholarly reports, papers and publications.

GUIDELINES

Rigid prescriptive requirements in this area are considered unwise because the situation with respect to co-authorship varies from one discipline to another and from one publication to another. Nevertheless, it is recommended that the authors of scholarly reports, papers and publications abide by the following principles regarding co-authorship.

Co-authorship should be offered to anyone who has clearly made a material contribution to the work. Moreover, each coauthor should be furnished with a copy of the manuscript before it is submitted and allowed an opportunity to review it prior to submission. An author submitting a paper, report or publication should never include the name of a coauthor without the person's consent. Exceptional circumstances, such as death or inability to locate a coauthor, should be handled on a case-by-case basis. In cases where the contribution may have been marginal, an acknowledgment of the contribution in the public action might be more appropriate than co-authorship.

In the case of projects for advanced degrees, if the paper based upon it is not published with the degree recipient as sole author, then that person should normally be listed as the first author.

In no instance should theses, or papers based upon them, be published under the sole authorship of thedoctoral adviser.

Anyone accepting co-authorship of a paper must realize that this action implies a responsibility as well as a privilege. As a general rule, each coauthor should understand the content of the publication well enough to be able to take responsibility for all of it; otherwise the publication should clearly indicate the parts of which each coauthor has responsibility. If a potential coauthor has doubts concerning the correctness of the content or conclusions of a publication, and if these doubts cannot be dispelled by consultation with the other coauthors, the individual should decline co-authorship.

Reference: Penn State Research Administration https://policy.psu.edu/policies/ip02

Graduate Program Courses

NURS 501   *Issues in Nursing and Health Care (3 Credits).* Analysis and evaluation of the health care system with emphasis in health policy and economic issues affecting nursing practice.

NURS 510   *Theoretical and Scientific Foundations of Advanced Nursing Practice (3 Credits).*

NURS 522   *Comprehensive Assessment of the Older Adult (3 Credits).*
Provides an in-depth interdisciplinary assessment of the biological, physical, clinical, Functional, cognitive, psychological, and social changes associated with aging.

NURS 523   *Interventions for Common Health Issues in Older Adults (3 Credits).*
course presents both common acute and chronic health issues experienced by older adults using a systems approach, interventions will be discussed specifically addressing and aging person.

NURS 579   *Overview of Nursing Scholarship (1 Credit).*
in this course, students will develop foundational skills for engaging in the nursing, research, and scholarship.

NURS 580   *Epistemology of Nursing Science (3 Credits)*
examines the development and organization of the nursing knowledge; nursing theories are critically analyzed in the relationship to the substantive structure of nursing science.

NURS 582   *Literature Synthese for Nursing Science (3 Credits).*

In this course, the scientific basis of nursing wil be critically and systematically appraised. Students will focus their inquiry on a self-selected area of research and the goal of developing the foundation of the literature review for their dissertation. Prerequisite: N580

NURS 583   *Advanced Seminar in Nursing Science 1 SH Repeatable (1 Credit)*
Interactive seminar for developing a dissertation and discussing dissertation-related issues. Through a seminar format, this course will review the components part of a dissertation through the lens of giving and receiving both peer and faculty feedback.
Prerequisite: N580, N582, N585, N586.

NURS 584   *Roles and Responsibilities of the Nurse Scientist (3 Credits).*
This course provides students with an overview of career opportunities and responsibilities are related to nursing science. An overview of responsible conduct for research including; conflict of interest, protection of human subjects, authorship, and misconduct. Career cartography will act as a framework for developing a career trajectory, including job nurse scientist related to intradisciplinary and interdisciplinary research and mentorship. An overview of a comprehensive plan for dissemination of research findings will be presented.

NURS 585   *Qualitative Methods in Health Research (3 credits).*
Provides an overview of qualitative research methodologies useful in the conduct of social and behavioral health research.

NURS 586   Quantitative Methods in Health Research (3 credits).
An Overview of methodological considerations specific to quantitative health research.

NURS 588   Healthcare Policy for Nurse and Healthcare Scholars (3 Credit).
This course explores population health concepts, measurement, and application in practice, research, and policy.

NURS 589   *Grant Writing in Health Sciences (3 Credits).*
This seminar provides a foundation for student to identify appropriate funding Mechanisms and prepare research type grant applications for the National Institutes of Health (NIH) as the focal point of submission; however, knowledge and skills gained in this seminar will be relevant to other funding sources and mechanisms. The seminar will provide strategies needed to write competitive grant applications, develop research teams, prepare budgets, and understand the peer review process.

NURS 590   *Colloquium (Variable Credit, 1-3 credits).*

NURS 594   *Research Topics (Variable credit, 1-18 credits).*

NURS 596   Individual Studies and Research with Faculty (Variable credit, 1-9 credits)

NURS 597   Special Topics (Variable credit, 1-9 credits)

NURS 600 (on campus) or NURS 610 (off campus) Dissertation Research (variable credit)

NURS 601 (full-time) or NURS 611 (part-time) Dissertation Preparation (non-credit; special
          registration for dissertation preparation; special fees apply).

NURS 602   Supervised Experience in College Teaching (Variable credit, 1-3 per semester
          does not count toward degree requirement).

NURS802   Advanced Health Assessment of Adult Populations (3 Credits).
          Advanced nursing assessment and diagnosis of physical, psychosocial, and
          Developmental health for adults and families across the adult age spectrum.
          (Require for NP students; 2.5 didactic credits, 0.5 lab credits)

NURS 802A   Advanced Health Assessment of Pediatric Populations (1 Credit).
          Advanced nursing assessment and diagnosis of physical, psychosocial, and
          developmental health for individuals and families across the pediatric age
          spectrum. (0.5 didactic credits, 0.5 lab credits)

NURS 802B   Physical Assessment Through the Lifespan (3 Credits).
          Advanced nursing assessment and diagnosis of physical, psychosocial, and
          developmental health for adults and families across the adult age spectrum.
          (Online for nurse educator option)

NURS 803   Pathophysiology (3 Credits).
          Integration of advanced physiology, genetics, and pathophysiology as related
          to specific disease entities and alterations in functioning.

NURS 804   Pharmacologic Therapy (3 Credits).
          Use of pharmacologic therapies in advanced practice nursing.

NURS 808   Perspectives in Population-Based Health (3 Credits)
          This course explores population health concepts, measurement, and application
          in practice, research, and policy. This course explores population health as a
          framework for improving health in society.

          Multiple determinants will be examined in relation to health status measurement,
          health and disease trends, and health disparities at a community, national, and
          global perspective. Students will explore models for health improvement and how
          evidence is utilized in determining population-based intervention and policies
          directed at health promotion and disease prevention.

NURS 824   Primary Palliative Care: An interdisciplinary approach (3 Credits).
                Course examines the delivery of primary palliative care in diverse populations
                across health care settings.

NURS 825   Primary Palliative Care: Interdisciplinary Management of Advanced
                Serious Illness (3 Credits).
                Course will focus on the delivery of high-quality, culturally sensitive,
                primary palliative care across the lifespan with diverse populations in
                various health care settings.

NURS 828   Person-Centered Care: Emerging Interdisciplinary Approaches for Older
                Adults (3 Credits).
                Course examines the delivery of person-centered care for older adults and their
                families across the health care continuum.

NURS 830   Evidence-Based Practice I: Inquiry and Research Methods (3 Credits).
                This course will provide foundational information regarding the concept of
                evidence-based research to archive optimal patient care outcomes. Students
                will have the opportunity to expand their knowledge of research designs, data,
                and data analysis. Students will compare and contrast research methods, critique
                qualitative and quantitative research, and analyze the use of quality improvement in
                nursing research.

NURS 831   Evidence-Based Practice II: Translation of Research (3 Credits)
                Evaluation and translation of evidence-based research and inquiry into nursing
                practice. Students will identify a clinical or practice phenomenon in need of
                evaluation and change and conduct a systematic search of the research
                literature.

NURS 832   Doctor of Nursing Practice: Leadership I (3 Credits)
                Foundations of Doctor of Nursing Practice transformational leadership in
                complex health care settings.

NURS 833   Doctor of Nursing Practice: Leadership II (3 Credits)
                Doctor of Nursing Practice transformational leadership to improve healthcare
                delivery and quality outcomes.

NURS 834   Doctor of Nursing Practice clinical Practicum (1-4 Credits, repeatable, maximum
                of 8) The focus of the clinical practicum is planning, implementing, and evaluating
                evidence-based interventions to address a healthcare problem.

NURS 835   Doctor of Nursing Practice Project (2-3 Credits, repeatable, maximum of 10)
                The Doctor of Nursing Practice capstone project demonstrates clinical
                Scholarship in an area of practice.

NURS 836   Healthcare Informatics (3 Credits)
                This course provides a foundation in information systems and technology for
                improvement of healthcare.

NURS 837   Evidence-Based Practice III: Project Development (3 Credits)
                  Doctor of Nursing Practice project plan will be developed focusing on design,
                  sample, data collection, projected outcomes, resourcing, plan for analysis, and
                  sustainability. Students will collaborate with key stakeholders to build a project
                  support. Students will complete steps for the Institutional Review Board (IRS)
                  submission. The course includes 75 hours of required clinical practicum hours.

NURS 840   Nursing Education Theories and Strategies (3 Credits).
                  Theoretical foundation and evidence-based strategies for nursing education.

NURS 841   Assessment and Evaluation in Nursing Education (3 Credits).
                  Methods for assessment, measurement, and evaluation of student learning
                  In academic and clinical settings.

NURS 842   Curriculum and Program Development in Nursing Education (3 Credits).
                  Curriculum design and evaluation, educational program development, and
                  and accreditation.

NURS 843   Synthesis and Application of the Nurse Educator Role (6 Credits). **CAPSTONE**
                  Practicum in the application of the nurse educator role in academic and healthcare
                  Settings. Includes 20 practicum hours with a preceptor,
                  Prerequisites: NURS 840, 841, and 842

NURS 845   Healthcare Economics and Policy for Nurse Administrators (3 Credits).
                  Concepts of healthcare economics and policy for nurse administrators.

NURS 846   Leadership Concepts and Theories for Nurse Administrators (3 Credits).
                  Concepts and theories of leadership for nurse administrators. This course provides
                  a foundation in nurse leadership roles, concepts, and theories. Students will
                  explore the theoretical basis of leadership and change, as well as analyze
                  organizational structure, power, and politics. This course is intended to provide
                  students with a theoretical and evidence-based foundation for leadership roles
                  within health care organizations. Discussion of communicating, decision-making
                  and problem-solving strategies for nurse administrators is included throughout
                  the course.

NURS 847   Human Resources and Workfore Issues for Nurse Administrators (3 Credits).
                  Human resource management and work force issues for nurse administrators.

NURS 848   Synthesis and Application of the Nurse Administrator Role (6 Credits).
                  Practicum in the application of the nurse administrator role in health care
                  settings. Includes 180 practicum hours with a preceptor.
                  Prerequisites: NURS 845, 846, and 847

NURS 848A   Synthesis and application of the Nurse Administrator Role (4 Credits).
This course involves the practical application of knowledge acquired in previously completed courses related to the nurse administrator. Students will work with a preceptor in a health care setting to demonstrate multiple aspects of the nurse administrator role. The practicum experience will be developed to fulfill mutually agreed upon objectives based on students' previous experiences and identified learning needs. This course is specifically designed as a practicum course for students in the B.S.N. to D.N.P. Program and evaluated based on the nationally acknowledged foundational competencies that are core to all advanced nursing practice roles and are known as the D.N.P. Essentials (AACN, 2006).

NURS 860   Adult-Gerontology Acute Care Nurse Practitioner Role I (3 Credits).
Acute Care Nurse Practitioner role across the continuum of care with adults and older adults with complex acute, critical, and chronic heath conditions to restore or maximize health Prerequisites: NURS 802, 803, 804, 865, and 866. Concurrent NURS 862.

NURS 861   *Adult Gerontology Acute Care Nurse Practitioner Role II (3 Credits).*
Continuation of Acute Care Nurse Practiioner role across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions to restore or maximize health. Prerequisites: NURS 860, and 862. Concurrent: NURS 863

NURS 862   Adult-Gerontology Acute Care Nurse Practitioner Practicum I (4 Credits).
Adult gerontology Acute Care Nurse Practitioner practicum with patients across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 802, 803, 804, 865 and 866. Concurrent: NURS 860.

NURS 863   Adult-Gerontology Acute Care Nurse Practitioner Practicum II (4 Credits).
Adult-Gerontology Acute Care Nurse Practitioner and practicum across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 860, 862. Concurrent: NURS 861

NURS 864   Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (6 Credits)
Adult Gerontology Acute Care Nurse Practitioner integrative practicum across The continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 862, and 863

| NURS 865 | Advanced Pharmacology for Acute Care (1 Credit). |
| | Principles of clinical Pharmacology as applied to the management of complex acute, and critical, and chronically ill adult and older adult patients. |

NURS 866	Advanced heath Assessment of Adult-Gerontology Populations in Acute Care (1 Credit).
	Physical assessment and diagnostics for physical and psychosocial health of Adult and older adult individuals and families with acute and critical illness.
	(0.5 didactic credits, 0.5 lab credits)

NURS 870	Nurse Practitioner Role with Healthy Individuals & Families (3 Credits).
	Nurse Practitioner role to promote health, prevent illness, and manage Common acute/episodic health problems across the adult-older adult Spectrum. Prerequisite: NURS 802, 803, and 804
	Concurrent: NURS 872, or 872A

NURS 871	Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 Credits).
	Nurse Practitioner role with individuals and families to promote health, prevent illness, and manage complex/chronic health problems. Prerequisites: NURS 870, and 872.
	Concurrent: NURS 873 or 873A

NURS 872	Family Nurse Practitioner Practicum I (3 Credits).
	Family Nurse Practitioner practicum with individuals and families across the life span experiencing common acute/episodic health problems. Prerequisite: NURS 802, 802A, 803 and 804
	Concurrent: NURS 870 and 875

| NURS 872A | Adult Gerontology Primary Care Nurse Practitioner Practicum I (4 Credits). |
| | Adult Gerontology Primary Care Nurse Practitioner practicum with individuals and families across the adult/older adult age spectrum experiencing common acute/episodic health problems. Prerequisite: NURS 802, 803, and 804 Concurrent: NURS 872. |

| NURS 873 | Family Nurse Practitinoer Practicum II (4 Credits). Family Nurse Practitioner practicum with individuals and families across the life span Experiencing complex and/or chronic health problems. Prerequisites: NURS 870, 872. Concurrent: NURS 871. |

NURS 873A   Adult Gerontology Primary Care Nurse Practitioner Practicum II
                     (4 Credits).
                     Adult Gerontology Primary Care Nurse Practitioner practicum and
                     Individuals/families across the adult/older adult age spectrum experiencing
                     complex and/or chronic health problems. Prerequisites: NURS 870 and
                     872A. Concurrent: NURS 871

NURS 874   Family Nurse Practitioner Integrative Practicum (6 Credits).
                     Family Nurse Practitioner integrative practicum with
                     Communities and individuals/families across the life span
                     Experiencing health and illness. Prerequisites: NURS 871, 873, 875,
                     And 876.

NURS 874A   Adult Gerontology Primary Care Nurse Practitioner Integrative Practicum
                     (6 Credits).
                     Adult Gerontology Primary Care Nurse Practitioner integrative practicum
                     With communities and individuals/families experiencing health and illness.
                     Prerequisite: NURS 871 and 873A

NURS 875   Nurse Practitioner Role with Children and Families (2 Credits).
                     Nurse Practitioner role with children and their fmaiies to promote health,
                     Prevent illness, and manage actue or chronic health problems.
                     Prerequisite: NURS 802, 802A, 803, 804. Concurrent: NURS 876

NURS 876   Family Nurse Practitioner Practicum with Pediatric Populations
                     (2 Credits).
                     Advanced nursing practicum with healthy children and children
                     Experiencing actue or chronic health problems.
                     Prerequisite: NURS 802, 802A, 803 and 804. Concurrent: NURS 875

OTHER REQUIRED COURSES

STAT 507
Epidemiologic Research Methods (3 Credits).
Research and quantitative methods for analysis of epidemiologic
Observational studies. Non-randomized, intervention studies for human
Health, and disease treatment. This 3-credit course develops research and
Quantitative methods related to the design and analysis of epidemiological
(mostly observational) studies. Such studies assess the heath and disease
Status of one or more human populations or identify factors associated
With health and disease status. To a lesser degree, the course also covers
Non-randomized, intervention (experimental) studies that may be designed
and analyzed the epidemiological methods. This course is a second-level
course and complements Biostat Methods, STAT 509, which is focused on
clinical (experimental) trials. Together, these two courses provide students
with a complete review of research methods for the design and analysis of
common studies related to human health, disease, and treatment.
Prerequisite is Intro Biostats (STAT 250 or equivalent).

ELECTIVE COURSES

HI ED 552
Administration and Higher Education (3 Credits). Philosophy of
administration; principles of scientific management and their application in
colleges and universities; case studies of administrative problems.
Prerequisite: Courses or experience in higher education.

HI ED 810
Planning and Resource Management in Higher Education (3 Credits).
Strategic planning and resource management in higher education through
institutional research.

HRER 501
Labor and Employment Law (3 Credits). Legal context of employment in the
United States.

Organizations in the Workplace (3 Credits). This course provides students with an overview of selected managerial behavior and career topics in modern organizations.

HRER 836   *Diversity in the Workplace (3 Credits).* This course examines workplace diversity, gender and race challenges facing employers and employees, and the skills for managing diversity.

MANGT 510   *Project Management (3 Credits).* A problem-based, interdisciplinary course in project management skills and techniques needed to manage projects in a modern business environment.

P ADM 500   *Public Organization and Management (3 Credits).* Development of basic concepts and issues in public administration; administrative theory and public policy processes.

P ADM 502   *Governmental Fiscal Decision Making (3 Credits).* Nature, function, and technique of governmental budgeting viewed as mechanism for allocating resources among alternative public uses.

P ADM 505   *Human Resources in the Public and Nonprofit Sectors (3 Credits).* Concepts and approaches contributing to effective use of human resources in public and non-profit organizations; legal issues and requirements.

P ADM 506   *Management Information Systems for Public and Health Administration (3 Credits).* The design, implementation, and purpose of computerized management information systems in public and non- profit organizations.

P ADM 507   *Introduction to Public Policy Analysis (3 Credits).* Introduction to the analysis of public policy within its organizational and political contexts, including an emphasis on an economic perspective.

P ADM 510   *Organizational Behavior (3 Credits).* Examination of concepts of human behavior in formal organizations, systems analysis, conceptual models, and decision processes.

P ADM 511   *Organizational Change and Development (3 Credits).* Theory of organizational change and development; case analysis of applications in actual situations. Prerequisite: H ADM 510 or P ADM 510

P ADM 512   *Issues in Human Resources (3 Credits).* A survey of major human resource issues such as job stress, burnout, and the many forms of discrimination in organizations. Prerequisite: P ADM 505 or H ADM 510 or P ADM 510

P ADM 522 *Government Financial Management (3 Credits).* Theories and techniques of financial planning and control, with emphasis on their application in government and nonprofit agencies. Prerequisite: P ADM 502

P ADM 557 *Federalism and Intergovernmental Relations (3 Credits).* Study of the impact of a federal system of government on the administration of public functions. National-state-local dimensions.

PHP 527 *Public Health Evaluation of Disasters and Bioterrorism (3 Credits).* Introduces students to the design of exposure assessment and health effect studies applicable to disasters and terrorism.

PHP 530 *Critical Infrastructure Protection of Health Care Delivery Systems (3 Credits).* Investigates the impact that terrorist incidents may have on health care facilities or their ability to deliver health care services.

PSY 532 *Psychological Foundations of Leadership (3 Credits).* Students will examine the social and psychological processes underlying leadership in organizations.

PSY 539 *Foundations of Behavior, Motivation, and Attitudes at Work (3 Credits).* Students will examine the psychological and social processes underlying behavior, motivation, and attitudes in work settings.

WF ED 405 *Project Management for Professionals (3 Credits).* Covers the essential concepts and skills needed to make effective contributions on projects, on time and within budget.

Doctoral of Nursing Practice, Nurse Practitioner Options: Overview and Requirements

DNP Degree Program Options.docx

Plans of Study: BSN to DNP (FNP) FT Summer Admission

BSN to DNP (FNP) PT Summer Admission
BSN to DNP (FNP) PT Fall Admission
BSN to DNP AGACNP PT
BSN to DNP AGPCNP PT Admission

Doctoral of Nursing Practice, Leadership Options: Overview and Requirements

DNP Leadership Section .pdf

Plans of Study: Nurse Administrator PT Fall Start.docx

Nurse Educator PT Fall Start .docx

Nurse Educator PT Spring Start.docx

Doctoral of Philosophy in Nursing, Ph.D. Option: Overview and

Requirements Ph.D. Overview and Requirements.docx

Plan of Study: Ph.D. Plans of Study.docx

ROSS AND CAROL NESE COLLEGE OF NURSING GRADUATE PROGRAM FACULTY

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