NEW MEXICO STATE UNIVERSITY

SCHOOL OF NURSING STUDENT HANDBOOK

for the

Master of Science in Nursing (MSN) Graduate Program

Academic Years: 2018-2020 (Rev Jan 2019)
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FOREWORD

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

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

Do not hesitate to consult the Associate Director for Graduate Programs (646-4387) or the MSN Specialty Track Director if further clarification or information is needed. School of Nursing faculty and staff are available to facilitate admission and successful completion of the MSN program.
GRADUATE SCHOOL OF NURSING OVERVIEW

The graduate program in nursing at New Mexico State University provides students with knowledge and skills necessary to fill a variety of emerging roles in health care delivery. The graduate program tracks in Nursing Administration and the nurse practitioner tracks are accredited by the Commission on Collegiate Nursing Education (CCNE). The graduate advisor and an MSN specialty track director are assigned to facilitate admission, progression, and graduation processes for the MSN program.

MSN PROGRAM DESCRIPTION

The MSN curriculum is designed to provide students with the requisite knowledge and skill for leadership positions in a variety of health care systems. The program is rigorous, as it requires not only the completion of academic course work in leadership and resource management, but also successful completion of clinical hours in advanced leadership and fiscal management courses, as well as the final fieldwork experience. All students take a minimum of three fieldwork credits, (190) clinical hours, for completion of the MSN final project. The fieldwork clinical hours are spread across at least three semesters, with project completion in the final semester of the program. Clinical hours are closely supervised by qualified preceptors and field supervisors in the clinical setting who are leaders in their area of expertise.

MSN students in Nursing Administration may attend classes on a full-time or part-time basis.

PROGRAM STRUCTURE

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

Students may choose to take additional courses to obtain a minor approved by the NMSU Graduate School, with the approval of their MSN faculty advisor. Students also have an option to complete a thesis supervised by a faculty member.
SCHOOL OF NURSING MISSION STATEMENT

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

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

Revised by School of Nursing faculty 04/04/2011
SCHOOL OF NURSING GOALS

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.

2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.

3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.

4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.

5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.

6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.

7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.

8. Achieve competence in the use of technological and communication resources related to health care and the professional role.

9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

** Approved 5/2010
PROGRAM OUTCOME COMPETENCIES

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

1. Incorporate advanced knowledge and theoretical frameworks from the biophysical, psychosocial, and nursing sciences to promote and maintain human health through advanced specialty practice, education, or administration.

2. Demonstrate competence and critical thinking in the advanced roles of nurse generalist or nurse administrator.

3. Identify researchable problems, participate in the development of evidenced-based practice and research utilization.

4. Collaborate in the use of therapeutic nursing strategies and interventions in health promotion, disease prevention, and illness care of individuals, families, groups, and communities in multicultural settings.

5. Assume leadership positions and develop collaborative relationships that identify policy issues that address access to economically responsible, quality health care.

6. Demonstrate cultural, ethical, legal, and professional competence in advanced nursing roles.

7. Demonstrate communication competence using effective written, verbal, nonverbal, and electronic modalities in advanced nursing roles.

8. Demonstrate knowledge and competence in the use of technological resources related to health care, which includes but is not limited to, electronic resources, computer use, and web research skills.
RESOURCES FOR UNIVERSITY AND PROGRAM POLICIES

Every student is responsible for adhering to the university policies and procedures that are contained in New Mexico State University Graduate Catalog [http://gradschool.nmsu.edu/](http://gradschool.nmsu.edu/) and the NMSU Student Handbook, [http://www.nmsu.edu/provost/student-handbook.html](http://www.nmsu.edu/provost/student-handbook.html)

Useful information includes:

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

**Forms required** by the Graduate School are available at [http://gradschool.nmsu.edu/Guidelines/](http://gradschool.nmsu.edu/Guidelines/) on the web.

These include:
- Request for Transfer of Graduate Credit
- Application for Admission to Candidacy for Master’s Degree
- Committee for Final Examination

Other items available from this web site include:

*New Mexico State University Graduate Catalog*

- Financial Aid Information
- *Graduate School Student Handbook*
- Graduate School Calendar
- Registration for classes
Regulations and procedures

The Checklist for Master’s Degree Candidates is also available from the Graduate School. http://gradschool.nmsu.edu/mb/DegreeChecklist.pdf

ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY AND GRADUATE SCHOOL POLICIES

All applicants must meet the general requirements for admission to the NMSU Graduate School. Please review information found on-line (http://gradschool.nmsu.edu) for policies regarding: residency requirement, time limits for degree completion, withdrawal from the university, delaying admission, leaves of absence and readmission to the program, and adding or dropping courses.

Graduate School Provisional Status

A student admitted to the MSN program who has either a cumulative GPA of less than 3.0 and/or has not completed a prerequisite is admitted on provisional status. No provisional students will be allowed to enroll in the full-time program. Students admitted on provisional standing must maintain a 3.0 GPA in the first semester for eligibility to continue in the program or be subject to dismissal.

Transfer of Credits

At the master’s level, the student must take at least 50 percent of the work required for the degree at New Mexico State University. A request for transfer of credit must be indicated on the Application for Admission to the Graduate School. Transfer credit requests and required departmental/college forms may be completed after 12 credits of satisfactory academic credit and submitted to the Graduate Dean for approval. Transfer credit requests and forms must be submitted to the MSN Academic Advisor and MSN Specialty Track Director for approval along with any requested course descriptions, syllabi, program notes as necessary to support the credit transfer request. The SON graduate faculty may require that prior graduate level work be validated by examination.

The School of Nursing (SON) does not accept as transfer credit any coursework that was completed at an institution that lacks regional accreditation. Nursing coursework submitted for transfer credit must be earned at a school with national nursing accreditation. The SON has the right to accept or reject any number of requested transferred credits based whether the work fits into the logical program for a degree. Final approval of transfer credit is at the discretion of the Graduate School Dean. Please refer to the current NMSU Graduate Catalog at http://catalog.nmsu.edu for more information.
ADMISSION: Nursing Administration

In addition to the Graduate School requirements, the school of nursing requires the following for admission to the MSN program:

- BSN from a regionally accredited college or university
- Successful completion of an undergraduate level (inferential) statistics course
- Three professional letters of recommendation
- Letter stating personal goals for graduate education and intended specialty area
- Proof of unencumbered RN licensure or eligibility for licensure as a Registered Nurse in any of the 50 United States, the District of Columbia, or U.S. territories
- Official transcripts (sent directly to Graduate School from school of attendance and NOT from applicant)
- Interview with the MSN specialty track director (may take place via Zoom or other videoconferencing technology)

*Note: Some facilities require clinical clearance prior to fieldwork experiences. In this case, no student will be placed until these requirements are satisfied.*

State Reciprocity Agreements (SARA)

New Mexico State University is a member of the State Authorization and Reciprocity Agreement (SARA) organization. However, the School of Nursing not authorized to deliver clinical education in those states where Board of Nursing approval is required for distance education programs. More information is found at the National Council of State Boards of Nursing website (https://www.ncsbn.org/671.htm) and at the SARA website (http://nc-sara.org/).

NMSU’s graduate education programs are nationally accredited by the Collegiate Commission on Nursing Education (CCNE). Therefore, an NMSU nursing degree is recognized by accredited nursing schools and universities throughout the USA. However, nursing accreditation is no guarantee that NMSU’s distance education courses are authorized by the Board of Nursing to be offered in any given state. It is highly recommend that students check the NC-SARA website and the NCSBN website for individual state requirements prior to application for admission to the nursing administration program.

ADVISING

The principle objective of advising is to enable students to achieve their educational goals, consistent with the objectives of the School and the profession. The student is placed at the center...
of her/his learning and has primary responsibility for the educational effort. Advisors are responsible for fostering an integration of the total educational experience and facilitating student progress toward educational and career goals.

Academic advising is initially provided by the Nursing Administration specialty track director who is a member of the nursing faculty. The NMSU SON also provides a graduate administrative advisor who (1) is the first contact for new students, (2) provides information about the Graduate School and SON requirements and procedures, and (3) refers students to specific faculty members and other resources as appropriate.

Course Load

Graduate students in the MSN Nursing Administration Program can either be full or part-time. This allows students to continue employment during their education process. The maximum number of credit hours for a full-time graduate student is 15 credits. Most full-time graduate students enroll for 9 credits per semester while in the MSN Administration graduate program. A part-time load requires at least 3 credits per semester and can take no longer than 7 years to completion, as per the graduate catalogue. See attached suggested program schedules below in Appendix D.

MSN core courses are NURS 651, Applied Nursing Science; NURS 506, Health Policy; NURS 507, Evidence-Based Practice; and NURS 530, Health Promotion. Students are encouraged to take advantage of specialty courses when they are offered except NURS 595 Fieldwork, which is scheduled for progressive development of the MSN final project. Not every course is offered all semesters. Students need to work closely with the academic advisor to develop a plan that will take advantage of course scheduling for a timely graduation.

Courses with clinical hours attached (NURS 549 Management of Fiscal and Human Resources, NURS 565 Advanced Leadership in Health Care), and the practicum course, NURS 595 Fieldwork) have a 1:4 credit/contact hour ratio: one (1) credit hour is equivalent to four (4) hours of clinical practice x 15 weeks in a semester. One credit hour is therefore 60 clinical or fieldwork hours. Clinical objectives for the NURS 595 Fieldwork course are developed with faculty, and times and locations are by arrangement. It is essential that students complete a clinical log and verification of clinical/field placement hours form for all clinical and fieldwork hours. The clinical logs are submitted as part of course requirements and are filed in the student School of Nursing academic file.

Note: Some clinical partners require documentation of clinical clearance requirements, i.e., immunizations, criminal background checks, and a drug screen. Nursing Administration students must comply with these clinical clearance requirements as required.
MSN Final Projects & Comprehensive Exam

MSN students must successfully complete a final project, in lieu of a thesis, to complete the requirements for the degree. Students begin formulation of the final project in NURS 565, Advanced Nursing Leadership, by development of a project outline. Continued project development takes place in NURS 549, Management of Fiscal and Human Resources. Both NURS 565 and 549 include a clinical component. A project prospectus is submitted for NURS 595, Field Placement, in the second to last semester of studies. Students may take an additional semester of NURS 595 for project development. In the last semester of studies, the student completes the final project in the final NURS 595 course.

Students are required to obtain an MSN field supervisor for completion of all clinical hours. The field supervisor must be approved by the MSN specialty track director. The final project covers the entirety of the courses that make up the master’s degree in Nursing Administration. At the beginning of the final semester, an MSN Committee is formed with three nursing faculty, one of which will be the Chairperson. This committee will oversee the final project and the paper that results from this project. Since the MSN project is the culmination of a course of graduate studies, it is expected to showcase the student’s knowledge and skills acquired from master’s coursework. Therefore, the final paper serves as the written comprehensive exam. If this project is not judged to be satisfactory by the committee, the student will need to undertake a comprehensive oral exam before the Graduate School deadline for holding a final exam.

MSN Projects

Final projects for the Nursing Administration degree are meant to be improvements to administrative processes and/or structure. Topics must be evidence-based for system change. Examples of MSN project topics which promote system-level change are below.

- The development of a position for chief safety officer for a unit or institution, to include position description based on current evidence, job responsibilities, and a presentation to the appropriate facility leaders.

- Partnering with other disciplines in the establishment of an institutional review board for a regional medical center, including a plan that describes the structure/process/outcomes of that IRB.

- Reviewing and revising unit policies for a practice change with the most current evidence and then presenting the new policies to the director and professional staff.

- Planning and conducting a quality improvement project. For example, evaluating the rate of
catheter infections and revising the process to meet a predetermined benchmark.

The Application for Admission to Candidacy for Master's Degree should be filed with the Graduate School Office as soon as the student has completed the minimum 12 credits of graduate work (see Graduate Catalog). Deadlines for filing the Application for Degree are specified by the Academic Calendar. All Graduate School forms are available on-line at http://gradschool.nmsu.edu/Guidelines/.

Credit for Life or Work Experience

The nursing graduate programs at the NMSU SON do not grant academic credit for life or work experience in lieu of course, clinical, or field experience content.

Changing Program Completion Plan

Students who wish to change their schedule for program completion must first discuss this with the graduate advisor, and then write the MSN Nursing Administration specialty track director requesting approval for the change. The MSN specialty track director will review the request and respond to the student with the final decision.

Course and Program Withdrawal

Students may withdraw from the School of Nursing program or nursing courses during the time period for permitted withdrawal. Request for continuation in the program will be evaluated on an individual basis with the MSN specialty track director. MSN courses are offered sequentially, so students may need to wait until the required courses are offered again.

GRADING

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

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<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Boundaries</th>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>below 60</td>
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Each course syllabus contains specific information about how course grades are computed. The
student must earn an average grade of "B" or higher in all course work leading to the MSN degree. A grade of “B” or higher is required in all clinical and specialty courses.

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

Courses in which an MSN student earns only a D or F may never be counted toward a graduate degree, although such grades are calculated in determining the grade-point average. Therefore, any grades of D or F must be compensated for by the necessary hours of an A grade if the student is to have the 3.0 grade-point average required before awarding of the degree. A graduate nursing course with a D or F grade may be repeated one time. If the student does not earn a grade of C or higher in the repeat of the course, they are dropped from the MSN program of study.

Incomplete Grade

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

1. Instructors may assign an Incomplete grade only if the student is unable to complete the course due to circumstances beyond the student’s control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student’s immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for being assigned an Incomplete. In no case is an Incomplete to be used to avoid the assigning of D, F, or Unsatisfactory grades for marginal or failing work.

2. To assign an I grade, the instructor must complete the I Grade Information Form and have the form delivered to the Associate Director for the graduate Programs who will reaffirm the need and forward it on the Director and Dean’s office for approval. This form must be accompanied by the instructor’s grade sheets for the semester. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining course work or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student must sign this document. In addition to the dean’s office, a copy goes in the student’s file.

The instructor will provide a date by which work may be submitted to reverse an I grade. The maximum time allowed for I grade progress to course completion is one (1) year. After the allowable time period ends, the I grade becomes an “F” and becomes a part of the student transcript.
3. The student is entitled to have the Incomplete grade removed from their transcript only if the student completes the remaining course work as specified on the "I Grade Information Form," in a manner satisfactory to the instructor. The work must be completed within 12 months after the Incomplete is assigned and prior to the student's graduation, or within a shorter time period if specified by the instructor on the "I Grade Information Form." If the student fails to complete the course work, the instructor may change the Incomplete grade to any appropriate grade (including D, F, or Unsatisfactory). The instructor must state the grade repercussion for non-completion on the I form.

4. Incomplete grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the Incomplete or prior to the student's graduation, whichever comes first. To remove an Incomplete, the instructor must complete a "Change of Grade Form" and file the form with the Office of the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or Unsatisfactory. An Incomplete which is not changed by the assigning instructor within 12 months, and prior to graduation, will remain an Incomplete grade thereafter (unless indicated as a repercussion on the I form by the instructor).

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

**Academic Probation and Suspension**

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

**GRIEVANCE**

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

**Appeal of Grades**

Students have the right to appeal grades. A grade appeal or other appeal related to the classroom begins with the instructor. If this does not result in a satisfactory resolution, the student takes their appeal in writing to the Associate Director for Graduate Programs. Upon receiving the request, the Graduate Program Coordinator will convene, within two (2) weeks, an ad hoc Academic Standards Committee comprised of two graduate faculty from the School of Nursing. This committee will review available evidence and submit a recommendation, within one week after convening, to the Department Head. If the appeal is not satisfactorily resolved at this level, the next step is the Associate Dean for Academics of the College of Health and Social Services. Additional appeal steps include the Graduate School. See the Graduate Catalog for detailed information about time limitations, next steps and your right to appeal. The procedure is described in the “Disciplinary Issues for Graduate Students” section of the graduate catalog (http://catalog.nmsu.edu).

**Student Conduct: Code of Conduct and Academic Misconduct**

**Code of Conduct**

Students at NMSU are expected to observe and maintain not only the highest academic standards of conduct, but also high ethical and professional standards. Students should review the university’s information regarding the rules of conduct and definitions of misconduct. Details on the administration of discipline for nonacademic conduct violations by the University can be found in the New Mexico State University Student Handbook (http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/).

**Academic Misconduct**

According to the NMSU Student Code of Conduct, allegations regarding academic misconduct of graduate students will be brought immediately to the attention of the Graduate Dean. The Graduate Dean will conduct a preliminary investigation with the appropriate professional bodies
within the University. At the Dean’s discretion the case may be referred to the student’s instructor or department head, who will then follow the procedure outlined for all undergraduate and graduate general cases that occur at the course or academic department level. This is outlined in the NMSU Student Handbook (http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html).

**Behavioral and Professional Standards for MSN Students**

Students are expected to meet the ethical and behavioral standards detailed below. Further statements of student behavior and performance are found within the Graduate Student Handbook (http://catalog.nmsu.edu/) and the NMSU Student Code of Conduct.
Professional behavior is one of the core competencies for nursing programs. This competency is based in the Code of Ethics put forth by the American Nurses Association (ANA). The code guides the NMSU School of Nursing, and all students must strive to abide by the standards. The ANA Code of Ethics can be found online (http://www.nursingworld.org/codeofethics) and in this document. In the event of academic or non-academic misconduct, students are held to the rules that are found in the NMSU Student Handbook. Student grievance and appeals processes are outlined in the General Rules and Regulations and Special Grievance Policies sections of this handbook.

**Professional Conduct as seen in the ANA Code of Conduct:**

In addition to the academic expectations, nursing students are expected to demonstrate professional behavior that reflects a commitment to the core values of the nursing profession. Behavior contrary to the ethical standards of nursing will be cause for review of the student’s admission to the program or continued future within the MSN Program. Examples of behavior that would warrant such a review include:

- depreciating oral and written statements,
- inappropriate gestures toward other students, faculty, clients, colleagues, or the clinical agency placement,
- wearing clothing with statements that are offensive towards other students, faculty, and/or persons from populations reflecting racial, ethnic, ability status, religious, socio-economic, gender, and sexual orientation differences,
- problems in personal functioning (health, mental health) sufficiently serious to endanger functioning in the program and client welfare.

Client confidentiality represents a specific consideration. Students are expected to maintain confidentiality of all client information, client identification, specific clinical agencies and organizations. This includes any discussion that occurs in the classrooms when it relates to clients or personal information about other students or teachers.

**Felony, DUI/DWI or other Criminal Record**

All students are required to undergo and pass a background check at their own expense.

In addition, students must notify the School if they are convicted of a felony, DUI/DWI or other criminal offense after admission to the program. They are also required to provide relevant documentation as to the nature of the offense and its disposition.

Students are further advised that some state boards of nursing examiners, including New Mexico’s,
may refuse to issue a license or certificate of registration to any person who has been convicted of a felony, in this or another state.

Students may be automatically denied admission, or if enrolled, terminated from the program, if that person has not been truthful or has provided inaccurate information on the application or, after admission to the program, fails to notify the School of Nursing of the above.

**Counseling in Problem Resolution Process**

The School of Nursing encourages the identification of problematic behavior at the earliest possible time. Problematic behavior in the classroom may include failing performance, disruptive behavior or frequent absences from class. Problematic behavior in a clinical setting may include failing performance, unethical conduct, violation of agency policy and procedures, personal behavior which conflicts with professional comportment or other behaviors that may cause risk of harm.

The first step in the process is to seek a solution between the parties most directly involved. Whenever problematic behavior occurs in the classroom it is the responsibility of both the student and the course instructor to meet to discuss the problem and to seek acceptable resolution of the problem.

Similarly, problematic behavior in the clinical setting is the responsibility of the student, clinical instructor, and the preceptor to meet to discuss the problem and to seek acceptable resolution of the problem. These meetings between the student and the relevant parties must be documented in writing and clearly identify the problem, the agreed upon resolution, and the appropriate timeline for remediation of the problem. It is the responsibility of the faculty member or clinical instructor and preceptor to ensure that the documentation is done.

When the above processes fail to rectify the problem, the following formal process may be initiated by any of the concerned parties. The steps in this process are:

Step 1: The concerned party (student, classroom faculty or clinical faculty) should notify the Nursing Graduate Program Associate Director in writing of their request to hold a problem resolution meeting. A clear statement of the problematic behavior and documentation of previous attempts to deal with the concern must accompany this request.

Step 2: Upon receiving the request, the Nursing Graduate Program Associate Director will ask that the student’s faculty advisor convene, within two (2) weeks, a session that will include all faculty and instructors currently working with the student in class and clinical setting.

Step 3: The purpose of the session is to develop a specific plan with a time line for promoting
student success that will be agreed to by all parties. The advisor is responsible for monitoring the student in carrying out this plan and will submit the plan to the Nursing Graduate Program Associate Director.

Step 4: If the problematic behavior is not remediated within the agreed upon timeline, the advisor will convene a second meeting of all the parties to make a recommendation for either continuance with conditions in the program or in dismissal from the program. This recommendation will be submitted in writing to the Associate Director. If the decision is for continuance in the program with conditions, the advisor will follow up with the student for implementation of the plan. If a recommendation for dismissal is made or if conditions for continuing in the program are not met, the Associate Director will notify the Director of the School of Nursing and the CHSS Associate Dean.

The Associate Dean and Director of the School of Nursing will notify the student of the final action and provide the student with the appropriate steps for filing an appeal of the action if desired. Problem resolution is most effective when initiated as soon as difficulties are experienced or perceived. Corrective/remedial action is preferable to dismissal from the program.

**School of Nursing’s Policies on Academic Misconduct**

Allegations of academic misconduct of graduate students will be brought immediately to the attention of the NMSU Graduate Dean. If the Dean of the Graduate School refers the case to the School of Nursing to impose a sanction or for further action, the following process will be implemented:

1. The School of Nursing Director will constitute an Academic Standards Committee that will consist of three School of Nursing faculty members.

2. The faculty member stating the complaint of misconduct will submit in writing to the Nursing Academic Standards Committee a description of the misconduct and any supporting documentation to support the charge of misconduct.

3. The student will submit, in writing, to the Nursing Academic Standards Committee, a description and explanation of the circumstances resulting in a charge of academic misconduct.

4. The Nursing Academic Standards Committee will convene a meeting with the student who will present an explanation of the circumstances resulting in the complaint of academic misconduct. The student can elect to bring a non-participatory advocate, i.e., a classmate, faculty advisor, faculty member.

5. The committee will deliberate in private, then transmit recommendations to the Nursing Director within five working days after the meeting.

6. The Nursing Director will consider the recommendation of the Committee in making a decision, and notify the student in writing of the committee’s decision within three working days of receipt of the committee’s recommendation, including steps to be taken in an appeal process.

7. If dismissal was not recommended on the first finding of academic misconduct, the student is
advised that a second finding of academic misconduct will result in dismissal from the School of Nursing.

**Dismissal from the Program**

The faculty of the School of Nursing has the responsibility to require a student to be dismissed from the nursing program at any time prior to completion of the program when the student fails to maintain minimum academic, behavioral, or professional ethical standards in the classroom or in a practicum.

A student will be dismissed from the nursing program if one or more of the following occurs:

- Earns below the minimum 3.0 cumulative grade point average at the end of two consecutive grading periods; if a student is on provisional status, dismissal occurs at the end of one grading period;
- Inappropriate conduct, or failure to comply with the American Nurses Association (ANA) Code of Ethics.

Students will be notified, in writing, of dismissal when any of the above deficiencies occur.
INDEPENDENT STUDY COURSES IN NURSING

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

1. A Special Studies Permit form for an independent study course must be signed by the School of Nursing faculty member involved as faculty of record for the course.

2. A copy of the college's Independent Study/Readings Agreement completed in its entirety, including the specification of requirements and evaluation standards, must accompany #1 above, and both must be signed by the School of Nursing Director prior to taking the forms to CHSS Dean and Graduate Dean for course registration.

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

The MSN Final Project

The MSN Final Project is the culmination of MSN work and represents a capstone exemplar of student learning outcomes. The expectation is that this final work will demonstrate scholarship worthy of the Master’s degree in Nursing. During the final semester of study all students must successfully complete a Final Project which covers the breadth and depth of the student’s course of study. As part of the field placement, students develop a final project/scholarly paper, with a field supervisor. The paper is similar to an evidence-based project which is applied—though generally not implemented during the field placement—to the clinical area of field placement. The scope of the project is to reflect application of theory and scholarly literature appropriate to the MSN role and the generalist MSN program of study. Included in the paper are: 1) clinical problem/issue identified and explained; 2) presentation of a scholarly literature review; 3) plan to address the problem identified, with outcome measures; 4) theoretical framework identified and explained, as well as one alternate theory identified; 5) specific and measurable implementation plan developed; 6) and explicit and measurable outcomes developed and discussed. APA format is expected, and will count toward 10% of the total grade for the project. *Please note: the final project/paper is in lieu of the graduate comprehensive exam.

In the last semester of study, a graduate committee is convened to review the MSN final project papers. The Committee must have at least 3 members, one of who will be a School of Nursing graduate faculty and one Dean’s Representative who has Graduate status. The second nursing faculty does not have to have graduate status. One of the SON faculty members must represent the specialty concentration.

Graduate committee members will have 14 working days to review the final project papers and give comments and assign a pass or no pass decision to the committee Chair. Students will be notified of
the committee decision by the Chair. A student may “pass” with no revisions needed or may not pass, and be required to rewrite parts of the final project paper, then resubmit to the graduate committee. If a rewrite is required, it is done in conjunction with guidance from the committee Chair and members. Students must resubmit the revised paper within a reasonable period of time for review by the committee. If the student’s revised paper is not accepted by the committee, the student will be required to successfully complete oral exams before graduating.

MINOR AREA OF STUDY FOR MSN STUDENTS WITH EARNED MASTER’S DEGREES IN RELATED AREAS

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

STUDENTS WITH DISABILITIES

If you have, or believe you have, a disability and would benefit from any accommodation(s) you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located at the Corbett Center to register. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It will be your responsibility to inform either your instructor or SSD representative (in a timely manner) if the services/accommodations provided are not meeting your needs.

Coordinator: Trudy Luken
Location: Corbett Center, Room 244
Address: P. O. Box 30001, MSC 4149
Telephone: (575) 646-6840 (Voice)
Fax: (575) 646-1918 (TTY/TDD - for those who are deaf)

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with your Instructor and the SSD Coordinator.

POLICIES CONCERNING WRITTEN ASSIGNMENTS

All assigned papers and projects will be typed or word-processed and double-spaced.
All students are expected to use the most current edition of the *Publication Manual of the American Psychological Association* (APA) for ALL papers submitted as part of their assigned coursework and the written comprehensive exam.

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

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

**PLAGIARISM**

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

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

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

1 ([Office of Research Education & Training, University of Miami School of Medicine, Definition: Plagiarism, downloaded from http://researchedu.med.miami.edu on 6 July 2005](http://researchedu.med.miami.edu))
As mentioned previously in this document all students in nursing, graduate or undergraduate, have a special concern with ethical standards because of the unique demands of nursing practice. To guide the student along the path of ethical nursing practice, the American Nurses Association Code for Nurses follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

1American Nurses Association Code of Ethics -- 2001

Sigma Theta Tau International Honor Society of Nursing

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

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

EVALUATION

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

STUDENT REPRESENTATION

The School of Nursing invites graduate students to become a member of the graduate Committee. Representatives to the School of Nursing committees afford students the opportunity to provide information to the faculty which may influence program policies. Student members of School committees must be in good academic standing. Student members may vote but may not serve as a Committee Chair or Secretary. The committees on which student members may serve are the Graduate Program Committee and the Student Affairs Committee.

GRADUATE STUDENT ORIENTATION

A mandatory graduate student convocation and orientation week is held during or prior to the fall semester for new and returning M.S.N. students. This convocation provides students an update of School of Nursing policies, course events and the opportunity for open discussion about the School of Nursing. In addition, the faculty invite a keynote speaker who delivers a program of professional interest to any and all graduate students. Those who do NOT attend the convocation and orientation week are subject to disenrollment from classes and the program.
GRADUATE STUDENT FACILITIES

You may check your e-mail and gain network access to the computers in the CHSS Building Room 219. It is expected that students check their E-mail, the MSN website on Canvas on a regular basis for School of Nursing announcements, news, class information, etc. Information concerning e-mail and Canvas problems can be addressed by calling the “Help Desk” at Computing and Networking at 646-4433 or 646-1840.

GRADUATE ASSISTANTSHIPS

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

GRADUATE SECRETARY AND PROGRAM CHAIR

The secretary for the graduate academic programs is Betty Adaime. Her office is Room #110, CHSS Building, e-mail is adaime@nmsu.edu, and her phone number is 646-2041. Inquiries related to the graduate program may be directed to her office. The graduate advisor is Ms. Karen pech who can be reached at kpech@nmsu.edu and 646-7770

E-MAIL

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

PHONE CALLS AND MESSAGES

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

USE OF CELLULAR PHONES

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

**CHILDREN IN THE ACADEMIC WORKPLACE**

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

**A.1.** Children visiting campus must be closely supervised by an adult at all times.

**A.2.** Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.

**A.3.** Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.

**A.4.** Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.

**A.5.** Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

**WRITING CENTER**

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

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3 NMSU Policy Manual – Chapter 3, Section 3.15, Page 6
CLINICAL EXPERIENCE POLICIES

REQUIREMENTS

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

CLINICAL CLEARANCE

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

LIABILITY INSURANCE

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

CONFIDENTIALITY
As described above, it is the responsibility of every student to maintain and safeguard the patient's or client's confidentiality as part of the provision of care. It is the patient's or client's right to determine the degree or how much to self-disclose. As revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

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

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

PATIENT/CLIENT SAFETY

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

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

1. Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client.
2. Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance.
3. Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
4. Fails to interact effectively with other members of the health care team.
5. Fails to function in a legal manner as defined by the nurse practice act of the state or territory in which the student is licensed as a registered nurse.
6. Fails to function in an ethical manner as identified in the ANA Code of Ethics.

7. Fails to function within the scope of practice for the advanced practice nurse as defined in the New Mexico Nurse Practice Act. The expected level of proficiency within that scope of practice will be determined for each student depending on previous experience and progress within the program.
APPENDIX C

MASTER OF SCIENCE IN NURSING PROGRAM CURRICULA

NURSING CORE COURSE REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 505</td>
<td>Theoretical Foundations of Advanced Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 506</td>
<td>Environment of Professional Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 507</td>
<td>Research in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 530</td>
<td>Promoting Health Behavior</td>
<td>3</td>
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NURSING ADMINISTRATION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 562</td>
<td>Nursing in Health Care Organizations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 563</td>
<td>Human Resource Management in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 564</td>
<td>Nursing Fiscal Management</td>
<td>3</td>
</tr>
<tr>
<td>NURS 565</td>
<td>Professional Leadership in Nursing Administration</td>
<td>3</td>
</tr>
<tr>
<td>NURS 566</td>
<td>Seminar in Nursing Administration-Roles</td>
<td>3</td>
</tr>
<tr>
<td>NURS 567</td>
<td>Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 595</td>
<td>Advanced Field Work in Nursing</td>
<td>1-6 (4+24P)</td>
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THESIS OPTION

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS 505</td>
<td>Thesis Seminar</td>
</tr>
<tr>
<td>NURS</td>
<td>Graduate Thesis</td>
</tr>
<tr>
<td>A'ST 505</td>
<td>Statistical Inference I</td>
</tr>
</tbody>
</table>
## APPENDIX E
### New Mexico State University – Graduate Nursing Program
### Nursing Administration Focus

Name: ___________________________ Date Admitted: ________________________

SS# ___________ Banner # _______ Expected Graduation Date: ___________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cl. Hrs.</th>
<th>Credits.</th>
<th>Semester Intended</th>
<th>Actual</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 562</td>
<td>HC Organizations</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NUR 563</td>
<td>Human Resource Management</td>
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<td>3</td>
<td></td>
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<tr>
<td>NUR 564</td>
<td>Fiscal Management</td>
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<td>3</td>
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<tr>
<td>NUR 565</td>
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<tr>
<td>NUR 566</td>
<td>Admin-Roles</td>
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<tr>
<td>NUR 567</td>
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<tr>
<td>NUR 595</td>
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<tr>
<td>NUR 566</td>
<td>Adv Field Work</td>
<td>192</td>
<td>3</td>
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<td></td>
<td></td>
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</tbody>
</table>

Credits: 21

### Elective/Minor

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cl. Hrs.</th>
<th>Credits.</th>
<th>Semester Intended</th>
<th>Actual</th>
<th>Grade</th>
</tr>
</thead>
</table>

Elective | 3 | 3 |

Credits: 3

### Total Credits

(36 credits: 33 Didactic credits; 3 Clinical credits)

Credits: 34
Total Clinical Hours: _____ (192 Minimum)

X Student's Signature __________________________ Date ________

X ___________________________________________ Advisor’s Signature Date ________

Form #105 – Revised 7/27/2007
APPENDIX F

M.S.N. ADVISING QUICK FACTS

TRANSFER OF CREDITS

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

SCHOOL OF NURSING ADVISING PROCESS

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

ROLE OF ACADEMIC ADVISOR

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

ROLE OF COMMITTEE CHAIRPERSON

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

Name of Student: ___________________ NEW MEXICO STATE UNIVERSITY Date of
Birth: ______ School of Nursing

STUDENT HEALTH FORM

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

Tuberculosis (Testing must be recent -- within the past year)
-If PPD (Mantoux) test: Date: / / Positive Negative
-Chest x-ray required: Date: / / Positive Negative
-Or-
BCG vaccine*: Chest x-ray required: Date: / / 
-Chest x-ray results: Positive Negative

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

Measles, Mumps, and Rubella (MMR) inoculation: MMR 1: / / MMR 2: / / 
-Or-
Born after 1980: Date: / / / / Measles (Rubeola)
-Born between 1957-1980: Date: / / / / Rubella
-Report of immune titer: Date of titer / / / / Results: _________ Immunized with vaccine 12 months after birth or later: Date: / / / / Rubella
-Report of immune titer: Date of titer / / / / Results: _________ Immunized with vaccine 12 months after birth or later: Date: / / / / Rubella
-Mumps Disease confirmed by office record
-Immunized with vaccine 12 months after birth or later: Date: / / / / Rubella

Polio
-Completed primary series of polio immunization: Yes No Type of vaccine: Oral _________ Inactivated E-IPV Last booster: Date: / / / /

Tetanus-Diphtheria
-Completed primary series of immunizations: Date: / / / / Received booster within the last ten years: Date: / / / / Hepatitis B

-Completed: Dose 1: Date: / / / / Titer Date: / / / / Titer Result: _____________ Dose 2: Date: / / / / Dose 3: Date: / / / /

Varicella Status: Check statement below that applies and complete appropriate blanks: I had
-varicella/chickenpox Date: / / / / 
-I have not had varicella/chickenpox Titer date: / / / / I don’t know if I had
-varicella/chickenpox Titer results: / / / / I have had varicella
-vaccine Date: / / / /
CPR Expiration Date: ____________(Copy must be provided)

Emergency Contact Person: Name: ______ Phone: __________________________

Health Care Provider: Name: ______ Address: __________________________

Phone: __ Signature: __ Date: __________________________
APPENDIXH
NEW MEXICO STATE UNIVERSITY DEPARTMENT OF NURSING
ANNUAL TB HEALTH QUESTIONNAIRE

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

Please check "yes" or "no" to each symptom. If you check "yes" to any item, in the comment section below, describe the symptom, including when it started. Should you have questions, contact the Nursing Office at 646-3812, Monday - Friday. Thank you for your cooperation.

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

COMMENTS:

________________________________________________________________________

Signature                                      Date

________________________________________________________________________

Name, printed or typed
APPENDIX I

INDEPENDENT STUDY/READINGS AGREEMENT  COLLEGE OF HEALTH AND SOCIAL SERVICES

School of Nursing: ____________________________

Student’s Name: ______________________________ Course/No.: ____________ Student’s Banner ID: ____________________________
Phone No.: ______________ Semester & Year in which course is to be completed:
Please list your cumulative Grade Point Average (if known):
Academic Major: ________________ No. Course Credits Applied For: Reason for Requesting to Complete an Independent Study:

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

Requirements to be Fulfilled:
Sample List of Readings*/Objectives Specific Requirements, Projects, etc.

* Not necessarily inclusive

METHOD OF EVALUATION (be as specific as possible):
1.
2.
3.
4.

Student___________________________Date ___________ Instructor_________Date __
Advisor_Date ________________________ Academic School Head____Date __
Distribution:_____Student’s School File____Instructor____CHSS Dean’s Office Copy

06/23/10 revised
APPENDIX J

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

FIELD PLACEMENT

J.1. General Guidelines for Field Placement Experience: Nsg Admin

J.2. Plan for Field Placement Form
J.3. Field Supervisor Biographical Data Form
J.4. Field Placement Log Form
J.5. Verification of Clinical/Field Placement Hours Form
J.6. Evaluation of Field Placement Form
NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING-GRADUATE PROGRAM

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

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

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

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

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

The following completed forms should be in the student’s academic file at the end of the course: Plan for Field Placement.
GENERAL GUIDELINES FOR THE FIELD PLACEMENT EXPERIENCE (Continued)

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

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

Syllabi for specific specialties will be given to the student by the advisor and are kept on file by the graduate secretary. Additional requirements may be included according to the specialty area.
APPENDIX J.2

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

PLAN FOR FIELD PLACEMENT
1 Credit = 64 contact hours in field

Students Name: ____________________________________________ Credit Hours

enrolled for current semester:___________  Semester ______  Year ______

Instructor _________________________________________________________

Preceptor/Field Supervisor(s): ___________________________ Phone: ______

Location of field experience: ____________________________________________

____________________________________________________________________

Plan:*  

Objectives:  

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

Plan of Action:

Student Signature: ___________________  Instructor Signature: _________________

date: ________________

Distribution: ___Student___ Faculty Advisor___ Academic File

* Student may adapt form to Word Processor and increase length of document as needed.
PRECEPTOR/FIELD SUPERVISOR BIOGRAPHICAL DATA FORM

Date: __________________________ Name of Student: __________________________

Preceptor/Field Supervisor: ______________________________________________________

Address: __________________________________ FAX: __________________________

Phone: __________________________

E-Mail: __________________________________

Preceptor/Field Supervisor: __________________________ Telephone: __________________________

Present Position (Title and Description): __________________________

Education: (Include post-secondary through highest degree held): __________________________

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Major Area of Study</th>
<th>Year Awarded</th>
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<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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</table>

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

Are you Board Certified? Yes __ No __
If yes what is your Board Certified Specialty? __________________________
What are your Credentials and Specialty area? __________________________

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

School of Nursing MSN Program New Mexico State University
P. O. Box 30001, MSC 3185
Las Cruces, New Mexico 88003-8001 Telephone: (575) 646-8170
FAX: (575) 646-2167
APPENDIX J.4.

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

NURS 595 LOG

Student Name: ___________________________ Course: ____________ Semester: ____________ For Academic File

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description of Field or Clinical Experience/Student Activities and Comments</th>
<th>Accumulated Hours</th>
<th>Sup.’s Initials</th>
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</thead>
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## APPENDIX J.5.

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

### VERIFICATION OF CLINICAL/ FIELD PLACEMENT HOURS FORM

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Semester</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor/Advisor</td>
<td></td>
<td></td>
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</tbody>
</table>

**Course Number and Name**

**Area of Practice**

Focus: □ Individual or □ Population Based

**Total Number of Clinical/Field Placement Hours Completed this semester**

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Preceptor/Field Sup. Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check or list the course appropriate for which you were registered.

**Nursing Administration and Roadrunner to MSN**

- □ NURS 595 Advanced Field Work (Administration Focus)

For academic file

6/01/2011
APPENDIX J.6.

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

EVALUATION OF FIELD PLACEMENT (NURS 595)

Student Name:_________________________Semester_______Year _________  Credit Hours enrolled this semester: ____________Clinical Contact Hours Completed this semester: ________

Instructor: _______________________________Preceptor/Field Supervisor(s):

Location of field experiences: EVALUATION:

Student Summary Evaluation of Clinical Outcomes:

Advisor Summary Evaluation of Outcomes:

Instructor Signature: ________________________Date: ______________

Student Signature: ________________________Date: ______________

Distribution: ___Student___Specialty Coordinator Lead___Student File
APPENDIX K

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

CHECKLIST FOR GRADUATION

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

**Projected Date**          **Date Complete**

- Meet with Committee Chair to discuss time-line, receive questions, etc.
- Review the School of Nursing MSN Comprehensive Exam Guidelines Standard Questions

- Meet with Committee Chair to discuss time-line, receive questions, etc.
- Submit written responses to required questions to committee chairperson
- Complete Orals

CRITICAL DATES AND DEADLINES FOR GRADUATION

**Requirements**          **Date/Deadline**

- Filing of degree application
- Submit Committee for Final Examination form to Graduate School
- Date for your oral examination

The following must be completed before grades released:
- Complete field placement / practicum evaluation
- Complete M.S.N. Graduate Program Evaluation form (Appendix J.1)

**Student’s Signature**       **Exam Chair**       **Date _____**

**Advisor Signature**          **Date _______________**

Last day of class       Commencement _____________
APPENDIX L

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE PROGRAM

OTHER FORMS

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

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING -- GRADUATE PROGRAM

M.S.N. PROGRAM EVALUATION FORM

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

Student: Date:

Specialty: Administration
☐ Roadrunner to MSN

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

M.S.N. Program Strengths:

M.S.N. Program Weaknesses:

Suggestions:

Student's Signature

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

Revised: 08/05
Committee Evaluation Written Exam

<table>
<thead>
<tr>
<th>Listed below are Standard Written Competency Question for MSN Candidates. Please check the response</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Fails to meet Expectations</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research:</strong> Describes the basic elements of research; understands the research.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Theory:</strong> Illustrates and uses nursing and other theories in an appropriate manner.</td>
<td></td>
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</tr>
<tr>
<td>Is able to articulate how theory has influenced the interpretation of a clinical scenario.</td>
<td></td>
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</tr>
<tr>
<td><strong>Roles:</strong> Is able to identify a nursing role and analyze the impact that this role might have.</td>
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</tr>
<tr>
<td>Is able to describe how their view of their role as a master's prepared nurse relates to practice.</td>
<td></td>
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</tr>
<tr>
<td><strong>Health Policy &amp; Environment:</strong> Can describe a scenario on how policy change on the state and federal levels would improve patient care.</td>
<td></td>
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</tr>
<tr>
<td>Is able to identify a major environmental situation in healthcare delivery.</td>
<td></td>
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<tr>
<td><strong>Health Promotion:</strong> Is able to describe how key health promotion concepts will influence their advanced nursing practice role. (Impact SES on health)</td>
<td></td>
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</tr>
<tr>
<td><strong>General:</strong> Student was prepared to write about specific questions concerning his/her specialty track.</td>
<td></td>
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<tr>
<td><strong>Presentation:</strong> Please rate quality of student's presentation.</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student's Name:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exam</strong></td>
<td></td>
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</tbody>
</table>

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

06/02/2011
APPENDIX L.3
NEW MEXICO STATE UNIVERSITY
SCHOOL OF NURSING
CLINICAL AFFILIATION DOCUMENTATION

Sponsor’s Legal Name is:

______________________________

Legal Signatory’s Name & Title is:

Starting & Ending Dates of the agreement are:

_________________________ to ______________

Verified Sponsor’s mailing address as:

______________________________

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

Name ___________________________
Title ___________________________
Email Address ______________________
Phone Number ____________________ Fax Number ____________________

Mailing Address (if different from Sponsor’s)

______________________________

Special Mailing Instructions

______________________________
APPENDIX L.3

Institutional #: ___________________  College #: ___________________  OGC Reviewer (initial & date): ___________________
APPENDIX L.4

(NSAMPLE) Nursing Paper 1

Running head: NURSING PAPER TITLE

Nursing Paper Title

Robert Brown (student name)

Presented to

Dr. Florence Nightingale (course faculty)

In partial fulfillment of the requirements of

Nursing 597 (course number)

School of Nursing

New Mexico State University
APPENDIX L.5

COMPUTERS FOR STUDENT USE AND AVAILABILITY AT CHSS:

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

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

<table>
<thead>
<tr>
<th>SYSTEM REQUIREMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please perform a Browser Check at: <a href="https://learn.nmsu.edu/webct/entryPageIns.dowebct">https://learn.nmsu.edu/webct/entryPageIns.dowebct</a> click on the <strong>Check Browser</strong> link.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows XP</th>
<th>Windows 7</th>
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</thead>
<tbody>
<tr>
<td><strong>Supported Internet Browsers:</strong></td>
<td><strong>Supported Internet Browsers:</strong></td>
</tr>
<tr>
<td>Internet Explorer 6.0 &amp; 7.0 &amp; 8.0</td>
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<tr>
<td>Firefox 2.0 &amp; 3.0, 3.5 3.6</td>
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<tr>
<th>Windows Vista</th>
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<tbody>
<tr>
<td><strong>Supported Internet Browsers:</strong></td>
<td></td>
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<tr>
<td>Internet Explorer 7.0</td>
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<tr>
<td>Firefox 2.0</td>
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</table>

<table>
<thead>
<tr>
<th>MAC OS 10.4, 10.5</th>
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<tbody>
<tr>
<td><strong>Supported Internet Browsers:</strong></td>
<td></td>
</tr>
<tr>
<td>Safari 3.0, 3.1</td>
<td></td>
</tr>
<tr>
<td>Firefox 2.0</td>
<td></td>
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<tr>
<td>Firefox 3.6 (certified)</td>
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</table>

<table>
<thead>
<tr>
<th>Additional Notes:</th>
<th></th>
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<tbody>
<tr>
<td>Go to <a href="http://kb.blackboard.com/pages/viewpages.action?pagId=25368512">http://kb.blackboard.com/pages/viewpages.action?pagId=25368512</a></td>
<td></td>
</tr>
</tbody>
</table>

You can also visit the Blackboard Student Support site at: [http://ict.nmsu.edu/~training/bb/student.html](http://ict.nmsu.edu/~training/bb/student.html) for tutorials and technical support with Blackboard. If you encounter problems within your online course, please contact the course instructor first. For computer and technical assistance, contact the Help Desk at 575-646-
APPENDIX L.5

4433 or 646-1840, or via email at help@nmsu.edu for assistance. Once you are able to log into your Blackboard account, you will have access to the MSN Student Support site. Within this site you will find useful technology information as well as tutorials. Please contact the support site administrator with technology questions via the email tool to this site. The NMSU Blackboard log in page can be accessed at https://learn.nmsu.edu/. You must have an NMSU user account established in order to gain access to your Blackboard courses. Please refer to the Email section of this handbook (Pg.19) for more information on how to acquire an account.