

STUDENT INFORMATION GUIDE

UNIVERSITY OF MISSOURI-ST. LOUIS

COLLEGE OF NURSING

GRADUATE PROGRAM

FALL 2007 - SUMMER 2008

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Overview

UNIVERSITY OF MISSOURI-ST. LOUIS

College of Nursing

Introduction

This booklet contains material specific to the College of Nursing, including policies regarding progression and retention. It is provided to supplement the information contained in the *University Bulletin*, available for a nominal fee in the campus bookstore, or on-line and the *UM-St. Louis Student Guide and Academic Planner*, available through the University Student Affairs Office. You are encouraged to review these manuals as well as the *Student Services Handbook* and the *College of Nursing Student Information Guide*, (available on-line) to obtain important information which is designed to assist you in planning and implementing your program of study. Please feel free to contact the Office of Student Services at 516-6066 for further clarification.

Sources for the forms to be used for the UMSL campus:

OFFICE OF STUDENT AFFAIRS (301 Woods Hall)

OFFICE OF GRADUATE SCHOOL (421 Woods Hall)

- Program for Master's Degree
- Petition for Change in Degree Program
- Appointment of Thesis, Examination, Paper, or Project Committee
- Application for Master's Degree
- Preliminary Approval of Master's Thesis
- Final Approval of Master's Thesis

OFFICE OF RESEARCH ADMINISTRATION (341 Woods Hall)

- Application for Review by Human Subjects Committee

OFFICE OF STUDENT SERVICES (Nursing Administration Building, First Floor)

- Enrollment Consent Form
- Petition for Exception
- Independent Study Form
- Program for Master's Degree (M1)
- Application for graduation

History

The University

The University of Missouri-St. Louis (UM-St. Louis) is one of four campuses that constitute the University of Missouri, ninth largest university in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

The College

Nursing was initiated at UM-St. Louis in 1981. The original program was designed to provide an innovative upper division program leading to the baccalaureate degree, specifically designed for registered nurses who had graduated from hospital diploma or community college associate degree nursing programs.

In 1987, the first students were admitted to the Cooperative Master's in Nursing Program. This program was a cooperative endeavor between the St. Louis and Kansas City Schools of Nursing within the University of Missouri System. There are over 200 students presently enrolled in St. Louis. The program offers advanced study in Nursing Care of the Adult, Nursing of Children, and Women's Health. The program also prepares nurses to function as administrators, educators, or clinical specialists and practitioners in family, adult, pediatrics, and women's health.

A Cooperative Ph.D. in Nursing was added in 1994 with inter-campus activities offered between the St. Louis, Columbia and Kansas City Schools of Nursing. The emphasis areas include Health Promotion and Protection, Health Restoration and Support, and Health Care Systems.

The School of Nursing was formally designated a College in 1994 with the addition of a well-established basic undergraduate nursing program to the University. The basic undergraduate program leads to the baccalaureate degree in nursing.

Mission Statement

The College of Nursing mission and purpose derives from the Mission of the University. The Mission of the College of Nursing at University of Missouri-St. Louis is to improve the health of people through the generation, dissemination and application of knowledge. Through baccalaureate, masters, doctoral studies and continuing education programs, we shape the future of nursing practice by developing nurse leaders who are dedicated to life long learning.

The College serves nurses and other citizens of Missouri by offering both academic and continuing education programs to improve the quality of health care throughout the state.

This mission is realized by the College of Nursing through:

1. Maintaining high quality, affordable undergraduate nursing education Enhancing and expanding nationally competitive graduate nursing education for the St. Louis region.
2. Contributing to the economic development of the St. Louis region
3. Building partnerships with educational and cultural institutions in the St. Louis region.
4. Providing access to higher education through distance learning and educational centers.
5. Becoming a Carnegie Research II University.

Philosophy

The philosophy of the nursing faculty at the College of Nursing is congruent with the missions of the College of Nursing and the University of Missouri-St. Louis. Faculty are dedicated to providing nursing education that prepares graduates as professionals to practice in generalist nursing roles, advanced nursing roles, and as nurse scientists in health care systems. All academic programs are based on the faculty's beliefs about nursing, human beings, health, teaching/learning, and nursing education.

The faculty believes that nursing is a profession and an academic discipline possessing a scientific body of knowledge. The primary function of nursing is to assist the client to promote, protect, maintain, restore, and support health within the health care system or to provide support for a peaceful death. As a profession, nursing encompasses moral, ethical, legal, and scientific dimensions. Nurses are accountable to society for their practice and responsible for functioning within legal and moral/ethical parameters. Nursing practice is theory-based, utilizing theories from nursing and other related areas. Nurses synthesize and apply knowledge from the arts, sciences and humanities in the practice of nursing to meet the complex and multidimensional needs of the client in a variety of settings. This knowledge is further integrated into nursing as research is conducted and utilized to guide nursing practice, improve the quality of client care, and to advance nursing as a discipline.

Each human being is unique, complex, and holistic with physiological, psychological, sociocultural, developmental, and spiritual variables in interaction with their environment. Individuals respond to their environment differently based on these variables, as well as their diverse attitudes, values, beliefs, and perceptions. The client of nursing includes individuals and families across the life span, and aggregates of persons within communities and society.

Health is a multidimensional state that implies adjustment to stressors in the environment and balance in the physiological, psychological, sociocultural, developmental, and spiritual variables. It is applicable to individuals, families, and aggregates. It consists of both subjective and objective components and may be

viewed differently by health care providers and clients. Health care involves those activities designed to promote, protect, maintain, restore, and support an optimal state of health through the life span.

Teaching and learning are part of the dynamic, interactive process of education. Teaching involves the ability to effectively communicate knowledge to others through facilitating, directing, and developing the curriculum. In the rapidly changing health care system, new and innovative curriculum models are designed with the needs of a global society, and the increasing use of technology in mind. This challenges the teacher to be creative and innovative. The teacher serves as a facilitator who provides appropriate experiences to allow students, with individual characteristics and learning styles, to meet those goals. The teacher serves to guide, direct, and evaluate learning while encouraging critical thinking, self-direction, creativity, and independence.

Learning is the active, continuous process of acquiring knowledge and skill that brings about actual or potential changes of behavior. It includes both formal and informal experiences. Learning, as a function of readiness and motivation of the individual learner, builds on previous experiences. It is facilitated when the goals and purposes of the new knowledge are clear and relevant to the learner. The goals of learning are defined mutually by the learner and the teacher.

Nursing education guides the learner to attain the knowledge, skills, and attitudes required to practice professional nursing. It is designed to meet the needs of students who have unique and diverse backgrounds. The educational program provides a non-threatening, supportive environment, which fosters student growth and development as professionals. Preparation for the practice of nursing includes learning opportunities in the provision of health care to clients from diverse cultural backgrounds, across the life span, and in a variety of settings. The knowledge necessary to practice nursing is enhanced by a liberal arts education and by the careful selection of teaching strategies, and learning assignments within the curriculum.

Professional nursing education consists of three levels. The nurse generalist is prepared at the baccalaureate level. Baccalaureate education serves as the foundation for professional nursing practice and should be accessible to individuals with diverse cultural, experiential, and academic backgrounds. The baccalaureate degree serves as the foundation for master's education in nursing. Master's education focuses on advanced study and preparation in nursing. Advanced knowledge and skills are used to influence nursing practice, improve health care, influence health policy, and contribute to the profession of nursing. Master's education serves as a foundation for doctoral education in nursing. Nurse scientists are prepared at the doctoral level to integrate theory and research into nursing practice. The doctorally prepared nurse improves the delivery of health care through the use of an evidence-based theoretical approach to nursing practice. Professional nurses at all levels consider learning a life-long endeavor.

Horizontal Organizers include: theory-based practice, critical thinking/problem solving, relationships/communication, accountability, self-development, and ethical/legal standards. Vertical Organizers include: client, professional roles, research, and health.

Approved 3/8/99

College Governance

The By-Laws of the Faculty Association provide the mechanism for faculty governance of the college. Standing Committees have various functions, and all work to assure that appropriate policies are in place to maintain strong academic programs.

College Committees

1. **Executive Committee:** facilitates faculty development and addresses faculty issues and concerns.
2. **Appointment, Promotion and Tenure Committee:** addresses matters related to faculty promotion and tenure.
3. **Curriculum Committee:** addresses matters related to all aspects of curriculum planning and development.
4. **Evaluations and Outcomes Committee:** addresses issues related to total program evaluation.
5. **Student Affairs Committee:** addresses student issues related to admission, progression, appeals, events and activities, and awards and scholarships.

Student Participation in College Committees

Students who are interested in serving on the Curriculum Committee, Student Affairs Committee, Dean's Advisory Council, or Evaluation and Outcome Committee should contact the Office of Student Services. Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee.

Curriculum

Academic Advising Guidelines

Advising and Registration procedures are detailed in the *Student Services Handbook*.

Master of Science in Nursing Curriculum Schedule

The following represents a suggested plan of study for graduate students pursuing their degree part time or full time. The nurse practitioner and clinical nurse specialist programs require 43 credit hours for graduation. The nurse leader and nurse educator programs (shown in the second matrix) require 36 credit hours for graduation.

UNIVERSITY OF MISSOURI - ST. LOUIS
COLLEGE OF NURSING
Master of Science in Nursing - Nurse Practitioner
Program of Studies

FULL-TIME PLAN

YEAR	FALL	WINTER	SUMMER
I	N6111 Theories (3)	N6140 Health Promotion (3)	N6739, N6741, N6743, or N6746 Health Management, Part I (5)
	N6518 Pathophysiology (3)	N6524 Assessment (3)	N6114 Evidenced Based Nursing (3)
	N6106 Policy (3)	N6509 Role (2)	
	N6112 Research (3)	N6520 Pharmacology (3)	
	Total Credit Hours 12	Total Credit Hours 11	Total Credit Hours 8
II	N6740, 6742, 6744, 6747 Health Management, Part II (5)	N6954 Internship I (2)	N6955 Internship II (2)
	N6104 Values and Cultural Diversity in Advanced Nursing Practice (3)		
	Total Credit Hours 8	Total Credit Hours 2	Total Credit Hours 2

* Students attending full-time may only start in the fall.

PART-TIME PLAN BEGINNING IN FALL

YEAR	FALL	WINTER	SUMMER
I	N6111 Theories (3)	N6104 Values and Cultural Diversity in Advanced Nursing Practice (3)	N6114 Evidenced Based Nursing (3)
	N6112 Research (3)	N6140 Health Promotion (3)	
	Total Credit Hours 6	Total Credit Hours 8	Total Credit Hours 3
II	N6106 Policy (3)	N6520 Pharmacology (3)	N6739, 6741, 6743, or 6746 Health Management, Part I (5)
	N6518 Pathophysiology (3)	N6524 Assessment (3)	
	Total Credit Hours 6	Total Credit Hours 6	Total Credit Hours 5
III	N6740, 6742, 6744, 6747 Health Management, Part II (5)	N6954 Internship I (2)	N6955 Internship II (2)
	Total Credit Hours 5	Total Credit Hours 2	Total Credit Hours 2

PART-TIME PLAN BEGINNING IN WINTER

YEAR	WINTER	SUMMER	FALL
I	N6111 Theories (3)	N6106 Policy (3)	N6112 Research (3)
	N6509 Role (2)	N6140 Health Promotion (3)	N6518 Pathophysiology (3)

	N6104 Values and Cultural Diversity in Advanced Nursing Practice (3)		
	Total Credit Hours 8	Total Credit Hours 6	Total Credit Hours 8
II	N6520 Pharmacology (3)	N6114 Evidenced Based Nursing (3)	N6740,6742, 6744, 6747 Health Management (5)
	N6524 Assessment (3)	N6739, 6741, 6743, or 6746 Health Management (5)	
	Total Credit Hours 6	Total Credit Hours 8	Total Credit Hours 5
III	N6954 Internship I (2)	N6955 Internship II (2)	
	Total Credit Hours 2	Total Credit Hours 2	

UNIVERSITY OF MISSOURI - ST. LOUIS
COLLEGE OF NURSING
Master of Science in Nursing in Nursing – Nurse Leader
Program of Studies

FULL-TIME PLAN

YEAR	FALL (even years)	SPRING (odd years)	SUMMER (odd years)
I	N6111 Theories (3)	N6104 Values and Cultural Diversity in Advanced Nursing Practice (3)	Elective (N6870, N6875, Mgmt 5600, Or MDHI) (3) OR N 6114 Evidenced Based Nursing (3)
	N6112 Research (3)	N6409 NL Role of the Nurse Leader (3)	N6140 Health Promotion (3)
	N6106 Policy (3)	N6426 Health Resources Mgmt (3)	
	Total Credit Hours 9	Total Credit Hours 9	Total Credit Hours 6
II	FALL (odd years)	SPRING (even years)	SUMMER (even years)
	N6428 Theory and Practice in Nursing Leadership (3)	N6952 Synthesis Practicum (3)	
	N6425 Managed Care Services (3)		
	One Elective (N6870, N6875, Mgmt 5600, or MDHI) (3)		
Total Credit Hours 9	Total Credit Hours 3	Total Credit Hours 36	

PART-TIME PLAN

YEAR	FALL (odd years)	SPRING (even years)	SUMMER (even years)
I	N6111 Theories (3)	N 6140 Health Promotion (3)	N 6112 Research(3)
	N6106 Policy (3)	N6104 Values and Cultural Diversity in Advanced Nursing Practice (3)	
	Total Credit Hours 6	Total Credit Hours 6	Total Credit Hours 3
II	FALL (even years)	SPRING (odd years)	SUMMER (odd years)
	One Elective (N6870, N6875, Management 5600, Or MDHI) (3)	N 6426 Health Resources Management (3)	Elective (N6870, N6875, Mgmt 460, Or MDHI) (3) OR N414 Evidenced Based Nursing (3)
		N6409 NL Role of the Nurse Administrator (3)	
	Total Credit Hours 3	Total Credit Hours 6	Total Credit Hours 3
III	FALL (odd years)	SPRING (even years)	SUMMER (even years)
	N 6428 Theory and Practice in Nursing Leadership (3)	N 6952 Synthesis Practicum (3)	
	N 6425 Managed Care Services (3)		
	Total Credit Hours 6	Total Credit Hours 3	Total 36

UNIVERSITY OF MISSOURI - ST. LOUIS
COLLEGE OF NURSING
Master of Science in Nursing – Nurse Educator
Program of Studies

FULL-TIME PLAN

YEAR	FALL (odd years)	SPRING (even years)	SUMMER (even years)
	N6111 Theories (3)	N6104 Values & Cultural Diversity in Advanced Nursing Practice (3)	N6114 Evidenced Based Nursing (3)
	N6112 Research (3)	N6309 Role of the Nurse Educ.(3)	N6140 Health Promotion (3)
	N6106 Policy (3)	ED 6707 Classroom Measurement & Evaluation (3) <i>OR ED 6709</i> Educational & Psychological Measurement (3)	
	Total Credit Hours 9	Total Credit Hours 9	Total Credit Hours 6
II	FALL (even years)	SPRING (odd years)	SUMMER (odd years)
	NS6320 Program & Curriculum Development (3)	N 6952 Synthesis Practicum (3)	
	ED6410 Adult Learner (3)		
	NS6321 Instructional Strategies (3)		
	Total Credit Hours 9	Total Credit Hours 3	Total Program Credit Hours 36

PART-TIME PLAN

YEAR	FALL (even years)	SPRING (odd years)	SUMMER (odd years)
I	N6111 Theories (3)	N6140 Health Promotion (3)	
		N6104 Values and Cultural Diversity in Advanced Nursing (3)	
	N6106 Policy (3)		
	Total Credit Hours 6	Total Credit Hours 6	
II	FALL (odd years)	SPRING (even years)	SUMMER (even years)
	ED6410 The Adult Learner (3)	N6309 Role of the Nurse Educ. (3)	N6114 Evidenced Based Nsg (3)
	N6112 Research (3) --(could take fall or summer)	ED6707 Classroom Measurement and Evaluation (3) <i>OR ED6709</i> Educational & Psychological Measurement (3)	
	Total Credit Hours 6	Total Credit Hours 6	Total Credit Hours 3
III	FALL (even years)	SPRING (odd years)	SUMMER (odd years)
	NS6321 Instructional Strategies (3)	N6952 Synthesis Practicum (3)	
	NS6320 Program & Curriculum Development (3)		
	Total Credit Hours 6	Total Credit Hours 3	Total 36

PLAN OF COURSE OFFERINGS

MSN PROGRAM

SEMESTER OF COURSE OFFERINGS:

FALL	WINTER	SUMMER
<p>N6106 Policy, Organization, & Financing in Health Care (3)</p> <p>N6111 Theoretical Foundation (3)</p> <p>N6112 Nursing Research Methods (3) (pre or co N6111)</p> <p>N6518 Pathophysiology for Advanced Nursing Practice (3)</p> <p>N 6320 Nursing Program & Curriculum Development (3) (Pre or Co 6309)</p> <p>N 6321 Instructional Strategies in Nursing Education (3) Pre or Co 6320)</p> <p>N 6425 Managed Care Services (3)</p> <p>N 6428 Theory and Practice in Nursing Leadership (3) (Pre or Co N 6409)</p> <p>N6740, 6742, 6743, 6747 Management, Part II (5)(Pre-N6739, 6741, 6743, or 6746)</p> <p>N6954 & 6955Advanced Practice Nursing: Internship I & II. (3 each) (Pre-N6740, 6742, 6744, or 6747)</p>	<p>N6104 Values and Diversity in Health Care (3)</p> <p>N6309 Role of the Nurse Educator (3)</p> <p>N6409 Role of the Nurse Leader (3)</p> <p>N6509 Role of the Nurse Practitioner/ Clinical Specialist (2)</p> <p>N6114 Evidenced Based Nursing (3) (Pre-N6112)</p> <p>N6140 Health Promotion Across the Life Span (3) (Pre or Co-N6111)</p> <p>N6111 Theoretical Foundations (3)</p> <p>N6524 Health Assessment of Advanced Nursing Practice (3) (Pre or Co-N6518)</p> <p>N 6426 Health Resources Management 3) (Pre or Co 6409)</p> <p>N6520 Pharmacology for Advanced Nursing Practice (3)</p> <p>N6952 Synthesis Practicum (3)</p> <p>N6954 & 6955-Advanced Practice Nursing: Internship I & II. (3 each) (Pre-N6740, 6742, 6744, or 6747)</p>	<p>N6106 Policy, Organization, & Financing in Health Care (3)</p> <p>N6104 Values and Diversity in Health Care (3)</p> <p>N6140 Health Promotion Across the Life Span (3) (Pre-N6106, Co or Pre-N6111)</p> <p>N6112 Nursing Research Methods (3)</p> <p>N6114 Evidenced Based Nursing (3) (Pre- N6112)</p> <p>N6739, 6741, 6744, 6746 Management, Part I (5) (Pre-N6524, 405/408, 6106, 6520, 6140, 6111, 6112, Pre or Co-6509 or 6114)</p> <p>N6954 & 6955 Advanced Practice Nursing: Internship I & II.</p>

Program Outcomes

The graduate of the Master of Science in Nursing program will:

1. Demonstrate advanced knowledge, values and skills in a selected area of nursing.
2. Demonstrate advanced knowledge, values and skills in a selected functional role.
3. Apply the process of systematic inquiry (research) to validate and expand nursing practice.
4. Integrate theory, research, and advanced nursing practice.
5. Demonstrate increased responsibility and involvement in professional nursing activities.

Functional Role Options

A major aspect of advanced nursing practice is the assumption of expanded roles and responsibilities within the health care delivery system. Therefore, in addition to in-depth study of a chosen clinical focus, master's level nursing education includes examination of a specific role of advanced practice of nursing.

Leader Functional Role

The leader role is designed for the student interested in senior and executive level management positions. Learning activities are concentrated on the concepts and skills necessary to successfully assume top level supervisory positions in all health care settings.

The leader option has a minimum requirement of 36 semester hours. In addition to general core, clinical courses and the research component, the leader option includes a concentrated content course which contains principles of leadership, resource management, managed care, budgeting, marketing, health care delivery system evaluation.

Educator Functional Role

The educator option is designed for the student interested in nursing education within an academic or clinical setting. The educator role option requires completion of content needed to practice as an educator in basic nursing academic settings (associate and baccalaureate) or in clinical settings as staff development personnel. While much of the material included can be used, this track is not oriented toward direct client education.

The educator functional role option consists of a minimum of 36 semester hours. All core courses are required as well as completion of clinical courses within a chosen clinical focus and research component. The required functional role courses include concepts and principles of learning theory with special attention given to adult learning, instructional and evaluation methods, faculty roles and responsibilities, curriculum development, and accreditation processes.

Clinical Nurse Specialist Functional Role

The clinical nurse specialist role is appropriate for the student interested in functioning in a health care environment (usually an acute care setting) as an expert clinician. Learning activities within this functional role option are concentrated in defining the standards of practice and the legal responsibilities of the expert clinician.

The clinical specialist option includes a minimum of 43 semester hours. All core courses are required as well as the clinical specific courses and research component. The required functional role course (N 6509 NS/NP) is taken in conjunction with those focusing on the practitioner option. Content in this course includes problem identification and resolution in the practice setting, educational concepts, legal and professional issues.

Nurse Practitioner Functional Role

The nurse practitioner role is designed for the student who wishes to practice as a clinical expert within a primary practice setting. Learning activities focus on development of the knowledge and skills needed to practice as a primary health care provider. This functional role option provides the knowledge's and experiences needed to take national certification examinations.

The College currently offers primary care practitioner options in adult, family, women's health, and pediatric as part of the master's in nursing curriculum.

The nurse practitioner option includes a minimum of 43 semester hours. All core courses are required as well as the clinical specific courses and research component. The required functional role course (N 6509 NS/NP) is taken in conjunction with those focusing on the clinical specialist option. Content in this course includes problem identification and resolution in the practice setting, educational concepts, legal and professional issues.

The nurse practitioner option also requires completion of an advanced pharmacology course which focuses specifically on medications commonly used for primary health care management. This course also addresses the implications of prescriptive authority.

Clinical Experience Guidelines

- It is the expectation that all coursework and clinical hours will be completed during the semester in which the student has enrolled in the course. Advanced Practice Nurse Internship I (6954) and Advanced Practice Nurse Internship II (6955) are designed to be taken contiguously.
- The student can complete clinical hours only when the preceptor is present.
- Clinical hours may only be completed during a semester in which the student is enrolled. The student may not obtain precepted clinical hours between academic sessions.
- Grades are given for performance in clinical.

FAQ's about the Clinical Component In the NP/CNS Program

1. How much clinical time is required?

A total of 600 clock hours of clinical practice is required for the NS/NP track. Clinical hours in the NP/CNS program begin in the health management courses. The student spends approximately 50 clock hours during each health management course in structured clinical experiences. Examples of these structured clinical experiences include radiology, cardiology, dermatology, a guided pelvic exam, an STD course, etc. These experiences give the student a clinical base before working independently with a preceptor. After completing the health management courses the student spends a total of 500 hours over two semesters in practice with a preceptor.

2. What is considered clinical practice?

The National Organization of Nurse Practitioner Faculties' publication, "Curriculum Guidelines and Program Standards for Nurse Practitioner Education" describes clinical practice in the following way:

Clinical experience gives students the opportunity to apply theory in the clinical situation, analyze the nurse practitioner's role, function as a member of an interdisciplinary team, and demonstrate the ability to mobilize and coordinate available community resources in the management of client health and illness status. (NONPF, 1995 p 77)

Clinical hours during the preceptored clinical experience include the time spent at clinical practice sites engaged in delivery of care to clients, as well as related activities, such as conferring with preceptors regarding management of clients, documentation of care provided, follow- up phone calls related to client care, or telephone triage.

No more than 100 clinical hours should be spent at your place of employment. You should not be paid for your work during your preceptorship due to conflict of interest issues. The 500 clock hours spent with a preceptor are divided over two semesters to allow time for learning.

3. How do I choose a preceptor?

Points to consider when choosing a preceptor include:

1. The preceptor should be either an advanced practice nurse (APN) or a physician. The preceptor may not be a Physician's Assistant. The student should plan to spend at least 200 hours with an APN during the clinical portion of your studies.

2. If a physician, the preceptor must be licensed to practice in the state in which the clinical experience will occur and be board certified or board eligible in an area appropriate to the student's goals.
3. If an APN, the preceptor must be recognized as an advanced practice nurse by the state in which the clinical experience will occur. The APN must be nationally certified in his/her practice area.
4. The student should develop clinical goals for the preceptorship prior to beginning the clinical experience.
5. Choose a preceptor with a minimum of one-year experience.
6. It is the expectation that all course work and clinical hours will be completed during the semester in which you have enrolled in the course. Additional hours, with permission of your clinical instructor, may be applied to the total number of precepted hours.
7. Clinical hours may only occur when your preceptor is physically present.
8. Clinical hours may only occur during semesters in which you are enrolled as a student. The published calendar dates include: fall, spring and various summer sessions. This specifically means students may not engage in precepted clinical hours between academic sessions.
9. At least the first 100 clinical hours must be done within a 2 hour radius of UMSL.
10. At least one semester prior to the preceptored clinical experience a preceptor orientation meeting will be held to inform you of the necessary paperwork and provide you with guidelines for obtaining a preceptor. If you have questions prior to that time, contact the MSN Program Director.

FAQ's about the Clinical Component In the Administrator and Educator Options

1. When does the clinical experience take place?

The clinical experience for the administrator and educator students occurs in the last course in the program. The course is N 6952 Synthesis Practicum and allows the student the opportunity to function in the role of an administrator or educator. Students meet together periodically throughout the semester to share experiences.

2. How much clinical time is required?

Students are expected to complete 150 hours with a preceptor engaged in an administrator or educator role. Students can choose their own preceptor or a preceptor will be provided by the course faculty. It is expected that all clinical hours will be completed during the semester in which the student is enrolled in the course. Clinical hours may only occur during the semester in which the student is enrolled.

3. How do I choose a preceptor?

Preceptors should be actively engaged in an administrator or educator role. The preceptor must be master's prepared and licensed to practice in the state in which the clinical experience will occur. The student should develop clinical goals for the preceptorship that are shared with both the faculty and the preceptor. It is recommended that these precepted hours not be spent at your place of employment.

Independent Study Guidelines

Independent study is available as an elective means of increasing knowledge within the student's content area. It is not to replace a routinely offered course. The following guidelines are to be followed:

1. The student is responsible for identifying and initiating contact with a faculty member in whose content area the student is interested, either inside or outside the College of Nursing
2. The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded and one copy is to be placed in the student's permanent file. (Use the Application for Course work- Independent Study Form - see Office of Student Services. This form must be completed PRIOR to registering for the course.)
3. The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.
4. Credit allocation can vary from one (1) to three (3) credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as 1 (one) classroom hour per week = 1 (one) semester credit.

Elective Course Guidelines

Elective course options are available within the College of Nursing and from other academic units. Contact the Office of Student Services for courses accepted for elective credit.

Research

The Master of Science in nursing requires knowledge related to the application of research to practice. This is accomplished through the completion of two courses: N6112 - Nursing Research Methods and N6114 – Evidenced-Based Nursing. No thesis is required.

Graduation

Graduation Requirements

1. A Program for Master's Degree (M1) form and an application for graduation (M4) must be filed with the Office of Student Services. A candidate must satisfy graduation requirements as stated in the University Bulletin.
2. A student should apply for graduation one year before all degree requirements are met.

Graduation Under a Specific Catalogue

Students are bound by graduation policies and requirements found in the *University Bulletin* or college policies in use at the time of their initial enrollment or readmission to the College of Nursing. Curricular changes may be imposed within the nursing major with the assurance that students will be notified via campus mail of changes.

Clinical Policies

Immunizations and CPR Certification

Students are expected to meet minimum expectations for performance in clinical course work and professional nursing practice. These include, but are not limited to, the following:

1. Documentation of immunizations/testing prior to initiation of clinical experiences:
 - a. TB skin test obtained within one year. If positive, a follow-up X-ray is required.
 - b. Tetanus/diphtheria immunity verification within past ten years.
 - c. If born after 1957, verification of measles, mumps, rubella immunity via
 - + MMR booster
 - + Documentation of immunity through titer for each disease
 - d. Hepatitis A and B vaccine is recommended but not required prior to clinical
2. Certification of basic cardiac life support.
3. Implementation of universal precautions for prevention of AIDS.

AIDS Statement

The College of Nursing supports the University policy regarding individuals diagnosed with HIV infection, AIDS or ARC (outlined in the *University Bulletin*).

Smoking Policy

The University has adopted a Smoke-Free Policy for all buildings. There is no smoking allowed in any University building (including classrooms, offices, eating areas, and library areas).

See the University Bulletin.

Substance Abuse Policy

The University is a drug-free institution. See the *University Bulletin* for further information.

Student Academic Policies

Graduate Student Academic Policies

Progression: Students must complete a Program of Studies plan in consultant with the advisor during the 1st or 2nd semester of study

A student must have satisfactorily completed all prerequisites with a minimum grade of "B" prior to registering for any of the master's nursing courses.

1. Withdrawal from individual courses must be completed by the student following the guidelines outlined in the University Bulletin. (Cessation of course attendance alone is not considered official withdrawal from course work.) In order to withdraw passing, the withdrawal must occur before the specified dates as outlined in the Schedule of Classes.
2. If a student withdraws from college course work, he/she will enter into the nursing curriculum in effect at the time of re-entry. If there have been curriculum changes during his/her absence, the student will need to consider those changes in plans for graduation.
3. A Petition for Exception may be filed by the student regarding course work, course sequence, exemption from a specific course and other exceptions related to progression through the curriculum. The petition is made to the Student Affairs Committee. Petition for Exception forms are available from the Office of Student Services.
4. Incomplete grades may be given to students who have been unable to complete course work for a valid reason.
 - a. An incomplete grade must be resolved within one calendar year or will automatically convert to an "F". Faculty may opt to specify a lesser completion period.
 - b. It is the student's responsibility to request the incomplete. Faculty may choose to deny the request.
 - c. Incomplete grades in prerequisite courses must be removed before enrollment in course work for which the prerequisite is required.
5. A **Program for Master's Degree (M-1)** (Pick up in Student Services) must be filed with the

Graduate School before completing the first two-thirds of the number of hours required in the program. Changes made in the program of study after it has been filed require completion of **Petition for Change in Degree Program (G-8)** (Appendix B).

6. The maximum time allowed for completion of a master's degree is six years after initiation of course work. Transfer work must have occurred within the six years of completing the master's degree to be accepted.
7. The final two-thirds of master's course work must be completed at UM-St. Louis.

Probation

1. A student will be placed on academic probation if the cumulative Grade Point Average falls below 3.0 (4.0 scale).
2. A student is placed on probation for one semester, during which time the Student Affairs Committee will formally review progress towards resolution. After one semester, the student will be (a) removed from probation, (b) continued on probation or (c) dismissed from the program.
3. A student may not continue on probation for more than one calendar year without permission from the Dean of the Graduate School.
4. The College sends letters of probation to the student with copies given to the Graduate School and Graduate Admissions Office.
5. Dismissal from Graduate School is upon recommendation of the school. The Graduate School sends dismissal letters with copies sent to the student's advisor and Graduate Admissions.

Dismissal

1. A cumulative GPA of 3.0 or better must be maintained.
2. A student may NOT progress in the MSN Program with a grade of "C+" or less in any master's level course.
 - a. Any master's level course in which a C+ or less is achieved must be repeated in the next semester it is offered and a B- or better must be achieved.
 - b. A course may be repeated only one time.
 - c. The course may be taken concurrent with any course for which it is not a pre-requisite.
 - d. A student may be dismissed from the program for failure of any 2 courses in the MSN program.
 - e. No course may be repeated more than once.
3. A student must successfully complete all clinical objectives in each clinical/lab course to receive a passing grade for the course.

4. No nursing or elective course taken to satisfy degree requirements may be taken as satisfactory/unsatisfactory.

Problem Resolution/Appeals

Grade Appeal Procedure

On each campus of the University of Missouri it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the University of Missouri-St. Louis campus the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Vice Chancellor for Academic Affairs. The Vice Chancellor is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, that officer is responsible for seeing that the procedures outlined below are appropriately followed. The College of Nursing endorses the grade appeal procedures of University of Missouri-St. Louis and has only changed terminology to reflect the administrative positions and faculty committees of the College of Nursing.

Informal Procedures

At any time after the awarding of a grade, for a course or an assignment in a course, a student may discuss the grade with her or his instructor and request that the instructor review the grade. If the instructor does review the grade he or she is, of course, free to change the grade or not as is appropriate.

Formal Procedures

The following procedures apply if the above informal procedure does not resolve a dispute concerning a grade to the student's satisfaction and if the process is initiated within thirty working days of the start of the first regular semester (fall or winter) following the semester for which the grade was given, or thirty days after the assignment of the grade (whichever is greater).

1. If the student has not already done so, he or she discusses the contended grade fully with the course instructor ⁽¹⁾. The student should prepare for this meeting by taking all relevant written work (test, reports, etc.) with him/her. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the level Program Director of the department (BSN, BSN-C, MSN, Ph.D.) housing the course in question. (This will normally be someone below the level of the Dean.) The Program Director will discuss the appeal with the course instructor, and will inform the student of the result of this discussion. (That result may be the instructor's agreement to change the grade, her or his refusal to change the grade, or her or his agreement to discuss the case further with the student.) The Program Director may require that the student put the appeal in written form before the Program Director discusses it with the instructor.
2. If the matter remains unresolved, the student may, with 10 working days of being notified of the result of the discussion between the Program Director and the instructor, or within 10 working days of her or

his last discussion with the instructor, submit a detailed written statement of the complaint to the Program Director. The Program Director will refer it to the Student Affairs Committee composed of at least three faculty members from the College of Nursing. This Committee will investigate the matter, meeting, as it may deem necessary with the student, the instructor, and possibly others. Following its inquiries and deliberations, but prior to making its final recommendations, the Student Affairs Committee will submit a copy of its findings to the course instructor. If the course instructor elects to comment on the findings of the Committee, this must be done in writing within 7 working days. After further consideration, but within 30 working days after receiving the student's statement, the Student Affairs Committee will submit its findings with its recommendations and reasons for those recommendations directly to the course instructor, with a copy to the Program Director.

3. If the Student Affairs Committee recommends that the grade be changed, the Program Director will ask the instructor to implement the recommendation. If the instructor declines, the Program Director will change the grade, notifying the instructor and the student of this action. Only the Program Director, upon the written recommendation of the Student Affairs Committee, will effect a change in grade over the objection of the instructor who assigned the original grade.
4. If the Student Affairs Committee recommends that the grade not be changed, the Program Director will notify the student of this action. The student may then appeal to the Dean of the College of Nursing who will determine whether the above procedures have been properly observed. If the Dean determines that the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to the Student Affairs Committee for review by the same, or, if the Dean so determines, by a different committee.
5. If the Dean denies the procedural appeal the student may ask the Vice Chancellor for Academic Affairs, acting as the Chancellor's designee, to conduct a procedural review. The Vice Chancellor is not obligated to conduct such a review and will normally do so only where there is compelling evidence of procedural irregularities. If the Vice Chancellor finds the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to a lower level for re-review. As the Vice Chancellor is acting as the designee of the Chancellor, there is no appeal beyond this level.

¹. If the instructor is deceased, cannot be located, or is otherwise unable or unwilling to reconsider the grade, the student should consult directly with the level Program Director of the College of Nursing. The remaining procedures here specified will be followed except that the Program Director and the Student Affairs Committee will not consult with the instructor if he or she is unavailable.

². Under current campus policy, transcript notation of "DL" automatically becomes an F after one regular semester. This change, which the Registrar is mandated to make, are not considered grade

changes and are consistent with this Grade Appeal Policy. Students may appeal this change provided the appeal is initiated within 30 working days of the notification of the change.

Grievance Concerning Discrimination

Any grievance or complaint (informal grievance) that alleges discrimination based on race, color, religion, sex, national origin, age, or disability - especially concerning admission to and retention within the College of Nursing shall be treated according to policy of the board of Curators entitled "Discrimination Grievance Procedure for Students"

Student claiming a grievance under this policy are referred to the Office of the Vice Chancellor for Student Affairs for the specific procedures to be followed in the event of such a grievance.

Student Responsibilities

Program Requirements

The following are program requirements for students. Each student will be expected to meet these requirements or be subject to disciplinary action and may be ineligible for program progression.

1. Professional Appearance may be defined but is not limited to:
 - a. Maintenance of professional appearance and attire.
 - b. Adherence to agency dress-code requirements
 - c. Display of appropriate professional and University identification

2. Professional Conduct may be defined but is not limited to:
 - a. Protection of patient rights and privacy
 - b. Maintenance of patient confidentiality
 - c. Academic Honesty (see Student Responsibility)
 - d. Practices safe nursing care.
 - e. Honesty in reporting and documenting clinical experiences.
 - f. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff.
 - g. Adherence to policies of clinical agencies and those of individual courses.
 - h. Functioning under the specific direction of faculty.
 - i. Courteous and respectful interpersonal interactions.
 - j. Prepared, present and punctual.

3. Financial Responsibility for Health Care of Students in the College of Nursing
 - a. Students are responsible for their own medical expenses, including any related to injury or illness incurred during required student experiences.

A faculty member has the authority to remove a student from an academic activity if the student's

behavior is irresponsible, unsafe or unprofessional.

Academic Dishonesty

The nursing faculty believes that each student is responsible for his/her own educational development. Each student is encouraged to meet this expectation by way of individual creative and intellectual endeavors. Any form of academic dishonesty, whereby one student achieves success through the expense and work of another individual, is unacceptable.

Academic dishonesty may be defined as, but not limited to, the following:

1. Obtaining help from another student during an examination.
2. Giving help to another student during an examination.
3. The use of notes, books or any other unauthorized sources of information during an examination.
4. Obtaining, without authorization, an examination or any parts thereof prior to the taking of the examination.
5. Submitting a report, notebook, speech, outline, theme or other problem for credit that has been knowingly obtained or copied in whole or in part from another individual's composition, compilation or other product. This is considered PLAGIARISM. When incorporating ideas or phrasing from any other author in his/her work, the student must acknowledge and document this source. This is done through a citation specifying the source and author of the material using APA format.
6. Submitting or participating in the submission of a report, project, product or examination paper falsely represented as being solely the result of the original efforts of the submitting student(s). This is also considered plagiarism.
7. Altering the record of any grade in any grade book, any office or any other official college record.
8. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in or relating to the academic work.

The instructor handles situations in which academic dishonesty is suspected. Academic dishonesty may result in immediate dismissal from the College of Nursing.

Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards.

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling and punctuation.
3. Guidelines as outlined in the latest edition of the Publication Manual of the American Psychological

Association (APA) are to be used for all formal papers. Students are required to purchase a copy of the manual at the beginning of their enrollment in the MSN program or can be accessed through the web.

Evaluation

Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others.

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Grades are recorded as letters; pluses and minuses may be used at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with course faculty and the Office of Student Services.

Assessment of Institutional Effectiveness

The University of Missouri - St. Louis and the College of Nursing has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes and satisfaction. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves. A number of methods are employed in a variety of settings.

General Information

Change of Name, Address or Telephone

Any changes in name, address or telephone number need to be submitted on the appropriate form available in the Office of Student Services.

Communications

Course faculty and the College of Nursing communicate with students in a variety of ways, including the use of bulletin boards, the use of E-mail, use of student mailboxes, and other means of personal communication.

Students are responsible for all communication regarding program information/changes relayed through the campus mail systems. Messages for faculty may be left on their office voice mail or e-mails.

Computer Technology/Student Laboratories

A number of student computer laboratories are available on campus. See the University *Student Guide and Academic Planner* for further information

E-Mail/Internet Access

Students have access to E-mail and the Internet at many campus locations. Additionally student may elect to download E-mail, Internet and Computerized Library Search (QVT) to their private residence. Contact the Computer Center for further information.

Faculty Offices and Mailboxes

Nursing faculty offices and mailboxes are located in the College of Nursing Administration Building. The building is open Monday-Friday 8:00 am - 5:00 pm. Students are urged to make arrangements to submit papers directly to the instructor as much as possible. A receiving box for faculty is located in the Receptionist area of the College (first floor lobby).

Non-nursing faculty offices are located on the North Campus. Students are urged to identify location of faculty offices for all courses in which enrolled.

Identification Card

A student identification card is required to use University services including library checkout privileges. This card is obtained in the Office of Admissions located in room 225 Millennium Student Center. Evidence of current enrollment (fee card) is required. Outreach students will be notified by Office of Student Services regarding the process for obtaining an identification card, this may necessitate completing the process on the main UM-St. Louis campus.

Library

The University has two library centers--Thomas Jefferson, located on the main campus and the Ward E. Barnes Library, housed in the South campus complex. While students may have need to use resources from any of the centers, the Health Sciences materials are located in the Ward E. Barnes Library and will be most frequently utilized. Information regarding each library may be found in the *UM-St. Louis Student Handbook*.

Parking

Students must park in student-designated areas only. Illegally parked cars will be ticketed and may be towed at the owner's expense. Grades and transcripts will be held until tickets are paid.

Student Organizations

Alumni Association

The Alumni Association offers graduates the opportunity to support and provide input to the College of Nursing and to be part of a growing network of professional nurses. All alumni are eligible for membership upon graduation.

Sigma Theta Tau

The Nu Chi Chapter of Sigma Theta Tau International was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class with a G.P.A. above a 3.0 and to those recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.

Scholarship/Awards/Traineeships

Graduation Awards

A selected number of graduation awards are presented to nursing graduates each year, which recognize student excellence in nursing research, professional nursing practice and College leadership. Nomination forms are distributed approximately 4 weeks prior to graduation. Nominations for each award may be generated from fellow students, faculty, and self-nomination. A student may be nominated for more than one award, but is eligible to receive only one. The students nominated for each award will be notified in writing by the Student Affairs Committee. Students wishing to pursue the award will submit written documentation of achievement of the criteria listed. The faculty votes to award recognition as the final decision point. Graduates in May, August and January will be considered for awards.

Scholarships

A number of scholarships are available for nursing students. Please contact the Office of Student Services for further information.

Traineeships

Federal grants may be awarded to Master's level students who meet the following criteria:

1. Students enrolled in the Masters Program or Doctoral Program.
2. Student must be enrolled Full Time (9 credit hours) or within 12 months of graduation
3. Student who live in an under-served area are given priority
4. Student must demonstrate financial need

Students may apply through the Office of Student Services (first floor Administrative Building). Grants are awarded yearly beginning in July.

Appendix A