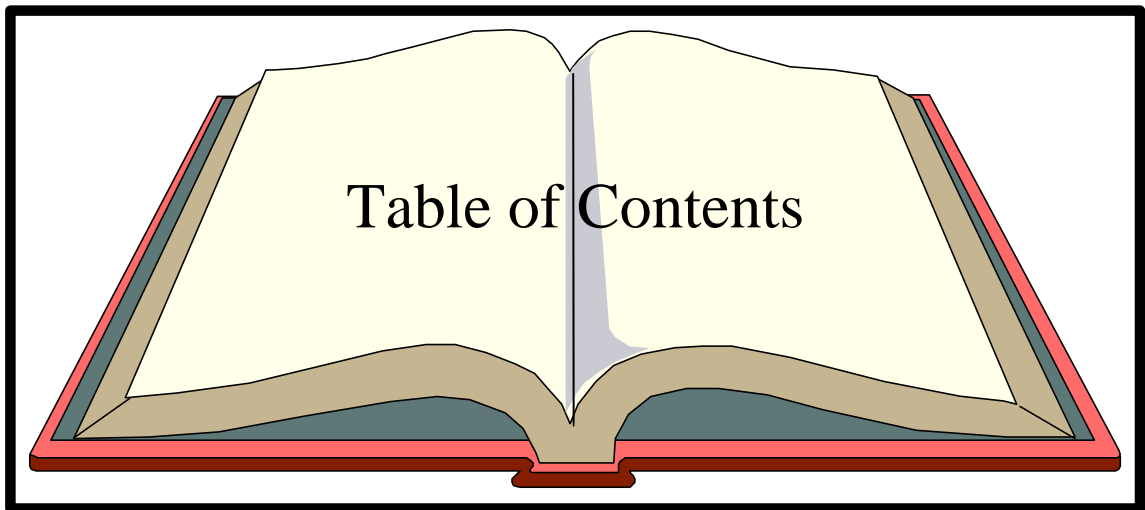




**DIVISION OF NURSING**

**MSN STUDENT HANDBOOK**

**2010-2012**



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## INTRODUCTION AND WELCOME

Welcome to the Division of Nursing at Immaculata University and our Master of Science in Nursing (MSN) Program. We hope that you will find your experience here to be pleasant, challenging and rewarding. We are very pleased that you have chosen to pursue your advanced degree with us.

This handbook is intended as a supplement to the current Immaculata University College of Graduate Studies Catalog and Student Handbook (2010-2012) and other university publications. This handbook has been prepared to provide you with a guide to useful information about the Division of Nursing and the MSN Program. You are strongly encouraged to keep this handbook throughout your association with the division, as well as with your personal professional records. You will find it helpful in planning and recording progress in your program and useful at a later date in reconstructing portions of your professional credentials.

Please note that the material in this handbook is subject to change as University and/or division policies are revised. The Coordinator of the MSN Program will keep you informed about the Division of Nursing and the College of Graduate Studies policies. Ultimately, however, it is your responsibility to complete all requirements, to conform to the policies that are in force and to meet all deadlines. Periodic checking of the Division of Nursing bulletin board located outside of Loyola Hall #13, Nursing website (<http://www.immaculata.edu/nursing>) and consultation with the Coordinator of the MSN Program can help to prevent any untimely problems with your practicum experiences or in your date of graduation.

As a faculty, we look forward to a rewarding association with you and hope that you will take advantage of all that our division and the University have to offer.

Margaret D. Lacey, PhD, RN  
Chair, Division of Nursing

Jane H-C. Tang, PhD, RN  
Coordinator, MSN Program

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<http://www.immaculata.edu/nursing>

TEL: 610-647-4400  
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## **IMMACULATA UNIVERSITY MISSION STATEMENT**

Immaculata University is a Catholic, comprehensive, coeducational institution founded in 1920 by the Sisters, Servants of the Immaculate Heart of Mary. Its programs, rooted in academic rigor, ethical integrity and Christian core values, encourage a commitment to lifelong learning and professional excellence. With belief in the dignity and potential of all men and women, Immaculata integrates students into a community of service and empowers them to assume meaningful roles in a diverse and changing world. Contributing to the development of the whole person, Immaculata affirms liberal education as an integrative process in the formation of a truly educated person who is value-oriented and committed to truth, service, justice, and peace.

Revised 2004

### **College of Graduate Studies Vision Statement**

Immaculata University, rooted in the IHM tradition, excels as a leader and innovative force among the top Catholic colleges in America. In a dynamic, collaborative environment, learners and scholars interact as compassionate, committed individuals in a community of faith and learning, inviting challenge, embracing service, and pursuing a preeminent educational experience.

### **College of Graduate Studies Objectives**

The vision of the college is to provide opportunities for growth through graduate education by:

1. Supporting a personalized educational program that will enable the student to gain knowledge and skill and to seek the highest standards of professional competence.
2. Enabling the student to strive for the full formation of the human person through sensitivity to personal and social relationships, moral responsibility, and service to others.
3. Encouraging the student to become actively involved in the social issues facing modern society and to seek ethical solutions for them.
4. Preparing the student to deal effectively with value implications found in personal and professional life experiences.
5. Guiding the students in order that he/she may extend and deepen knowledge through research efforts.

## **DIVISION OF NURSING MISSION**

The Division of Nursing, in accordance with the mission statement of Immaculata University, strives to develop “a truly educated person who is value oriented and committed to truth, justice, service, and peace.” The Division of Nursing of Immaculata University seeks to stimulate the expansion of personal and professional consciousness from a holistic perspective within a Christ centered academic environment.

The generic BSN program is designed to prepare a holistic generalist nurse to practice within complex healthcare systems. Building on the liberal arts and sciences, the program promotes the growth of knowledge, professional skill, and intellectual inquiry. The RN to BSN Program is designed to facilitate the educational mobility of graduates of associate degree and diploma programs of nursing. Building on the liberal arts and sciences, the Program promotes the growth of knowledge, professional skill, and intellectual inquiry. The Program prepares the students for graduate study and to meet the challenges of a dynamic health care system for a global community.

The MSN Program builds on baccalaureate nursing education and prepares nurses for the roles of advanced practice, of educator and of manager/leader and for doctoral study. In a framework of the liberal arts it strives to provide opportunities to integrate knowledge through logical and critical thought, independent study, aesthetic and cultural awareness, and practical experience. The MSN Program fosters students in the process of scientific inquiry and the development of research to expand nursing knowledge. The students are challenged to develop as leaders and innovators who impact the nursing profession and the global health care system.

Rev 10/08

Rev 9/05

Rev 9/01

Dev 9/88

## **DIVISION OF NURSING PHILOSOPHY**

The nursing faculty believes that education is an intellectual journey that involves critical thinking, intellectual inquiry, problem solving and application to professional practice. In accordance with the beliefs stated in the university's goals, the nursing faculty believes that "the highest service a university can render its students is to prepare them for life." The faculty believes that the BSN program should prepare a holistic generalist nurse to practice within complex healthcare systems; the RN-BSN program should build on the strengths of diploma and associate degree nursing programs and on the knowledge, experience, and skills students bring with them and that a masters in nursing program should build on the BSN education.

As a Catholic liberal arts university, Immaculata is an ideal setting in which to educate professionals for a changing society. The preparation of students for service within a Christ centered academic community is an institutional commitment. The faculty values the individual uniqueness of each student and strives to create an atmosphere that promotes the development of the whole person with consideration for the physical, intellectual, social, moral, aesthetic and spiritual nature of humans.

The faculty believes that nursing is an art and a science that incorporates the physical, psychological, and social sciences and the humanities into its practice. As an art, nursing is the use of self in assisting persons to promote, restore, and maintain health, and to die in comfort and with dignity. Nursing necessitates the development of a sense of equity, justice, freedom, dignity, group membership, community and the encompassing environment. The faculty believes that the discipline of nursing has a scientific basis derived from research. Critical thinking is viewed as the basis of all nursing inquiry and therapeutic nursing actions. Nursing is also acknowledged as a legally sanctioned practice defined in the Pennsylvania Nurse Practice Act as the, "diagnosis and treatment of human responses to actual or potential health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive or restorative of life and well being..." (Professional Nursing Law, 1987). Health is wholeness derived from the harmonious internal interaction of the body, mind, and spirit and the harmonious balance between person and environment. It is an individually perceived and dynamic state.

The faculty embraces a holistic Christian, worldview that views all humans as composed of mind, body, spirit and believes these components are intertwined and inseparable. The faculty also believes that humans are cultural beings who are unique and who have worth and dignity, and who interact continually in a changing environment. The environment comprises internal and external systems of which the person is an integral part. The internal systems are the somatic, psychic, spiritual, and cultural nexi which form the individual personhood. External systems are comprised of the social, physical, political and cultural milieus in which the person moves, has being, and through which humanity is expressed. It is believed that person and environment are inseparable. The faculty believes this perspective is essential for understanding the human condition.

Rev 10/08, Rev 9/05, Rev 9/04, Dev 9/88

# MSN PROGRAM

## **Overview**

The MSN Program is designed to prepare professional nurses as leaders in administration and education in a variety of organizations. The competencies acquired through an interdisciplinary and cross-disciplinary model of education prepares the MSN nurse to practice in a complex and dynamic professional milieu. Students may choose from one of two areas of specialization: Nursing Administration or Nursing Education.

## **MSN Program Goals:**

- Promote critical analysis of theory, research, policy and organizational systems
- Develop leaders and change agents
- Enhance collaboration skills
- Provide the foundation for doctoral studies
- Prepare for successful passage of certification examinations
- Promote a commitment to lifelong learning

## **Graduate Learning Outcomes:**

- Critically seek, evaluate, and develop expanding nursing knowledge.
- Use leadership abilities, moral and ethical principles, and professional standards to guide practice of self and others.
- Impact nursing practice through scientific inquiry and the dissemination of research findings.
- Integrate concepts, models, and theories from nursing science and related disciplines into advanced nursing practice.

Rev 2/08

Dev 5/05

## **Accreditation**

Immaculata University is currently accredited by the Commission on Higher Education Middle States Association of Colleges and Schools. The MSN Program received initial approval from the Pennsylvania Department of Education (PDE) in 2003 and received final approval in 2007. The MSN Program was granted accreditation by the Commission on Collegiate Nursing Education (CCNE) in October, 2006 for a term of five years.

## **Requirements for Admission to the MSN Program**

Students are selected on the basis of individual merit. Immaculata University uses the following criteria for decisions concerning admission to graduate programs:

- Quality of previous academic work
- Ability to respond to a personal interview
- Evaluation of standardized test scores
- Strength of candidate's writing sample and recommendations

Admission into the College of Graduate Studies at Immaculata University requires a completed application form with a non-refundable application fee of \$50.00 in the form of a check or money order sent to:

College of Graduate Studies  
Immaculata University  
1145 King Road, Campus Box 500  
Immaculata, PA 19345-0500

The prerequisites for admission to the MSN Program are designed around a set of competencies that the division faculty consider critical for success in the program. In addition to meeting the general requirements for admission to a degree program at Immaculata University, the minimum admission standards for the Division of Nursing include:

1. Current RN license.
2. Official transcripts sent from the registrar to the College of Graduate Studies documenting a BSN degree from an NLNAC or CCNE-accredited school. RNs from an NLNAC or CCNE-accredited nursing program with a non-nursing baccalaureate degree may be admitted, but must meet BSN equivalent competencies\* in nursing leadership, research, and community health. These competencies may be met through documentation in a professional portfolio or collegiate course work after admission.  
  
*\*BSN equivalent competencies as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008).*
3. An undergraduate GPA of at least 3.0 on a 4 point scale.
4. Acceptable scores on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE). Applicants with an undergraduate grade point average of 3.0 or higher are not required to submit test scores.
5. Official score of Test of English as a Foreign Language (TOEFL) for international students which includes the Test of Written English (TWE). Other required documentation for international students is listed in the graduate catalog (p. 9).
6. Goals Statement: a one-page essay addressing the following: Discussing your professional goals and how graduate study at Immaculata University will enable you to achieve those goals.

7. A current professional resume.
8. Two letters of recommendation appraising the applicant's personal and professional qualities as well as capability for graduate study. References must be completed by academic professors or employers and forwarded directly to the College of Graduate Studies.
9. A formal interview with the Coordinator of the MSN Program.

#### MSN Admission Criteria for Non-BSN RNs

1. Students who meet the admission criteria but do not have a BSN degree will be admitted as a non-matriculated student.
2. Students admitted without BSN degrees must complete the BSN equivalent competencies as MSN prerequisites (see below for options).
3. Students who demonstrate attainment of the BSN equivalent competencies will be changed from non-matriculated status to matriculated.
4. Students who fail to demonstrate attainment of the BSN equivalent competencies will be advised to take the failed subject(s) (i.e., Nursing Research, Nursing Leadership, or Community Health) from the College of Lifelong Learning (CLL).

***Two options are available to students to validate BSN equivalent competencies:***

1. The student will demonstrate exemplary knowledge in nursing leadership, research, and community health by successfully completing a professional portfolio. The portfolio will include 1) documents that provide evidence of RN learning, progress, & achievements over time (such as CEUs, publications; honors/awards; letters from patients, families or supervisors); and 2) responses to essay questions related to the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008).
2. The student will demonstrate content mastery in nursing leadership, research, or community health by successful completion of an undergraduate collegiate course from an accredited institution in the relevant subject.

## **Students With Disabilities**

Students with a documented disability (learning, physical, psychological), who are requesting reasonable academic accommodation, must contact the Assistant Dean of the College of Graduate Studies, Room 1, Terrace Loyola, 610-647-4400 ext. 3220. The Disability policy may be found in the Graduate Catalog.

## **Family Educational Rights and Privacy Act of 1974**

The Family Education Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions concerning FERPA may be referred to the College of Graduate Studies.

## **Off-Site Cohorts**

Students who have enrolled in an off-site cohort are expected to maintain their enrollment in the course sequence specific to the off-site location. Students who cannot maintain the cohort course schedule are invited to complete their program on campus.

## CURRICULUM OVERVIEW FOR THE MSN PROGRAM

The MSN Program will assist the BSN prepared nurse to obtain the skills necessary to assume leadership or education roles in a variety of organizations at an advanced level. The comprehensive skills acquired through an interdisciplinary and cross-disciplinary model of education and nursing practice prepare the MSN student to operate in a complex health care delivery system that continues to evolve.

The general core curriculum focuses on the development of interpersonal skills, on the acquisition of quantitative and qualitative approaches to research questions, and on an understanding of the phases of human development. The interdisciplinary aspect of education, experienced through the core, enables students to review content from various perspectives and sources and to appreciate multiple ways of viewing issues and projecting change. Interaction with students pursuing other careers in public service, such as organization leadership, educational leadership, nutrition education, counseling, and music therapy will expand and deepen the MSN students' views and prepare them for interdisciplinary collaboration after graduation.

The nursing concentration presents a foundation in nursing role and theory, health care policy, and nursing research. An essential aspect of this concentration is the integration of ethics and the application of cultural theory in the delivery of care to diverse populations. All of the university's graduate programs have a holistic philosophy emphasizing personal growth and development. Thus, the MSN program benefits from and augments the strong holistic and cultural emphasis already present in the Division of Nursing and the College of Graduate Studies.

The specialization tracks empower students to build on the solid foundation of the nursing concentration and to focus on one of the following: nursing administration or nursing education.

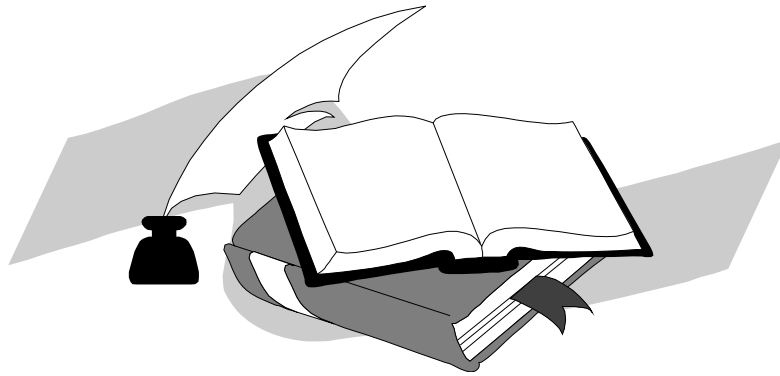
### **Specialization Tracks**

#### ***Administration Track:***

The administration specialty responds to the needs of practicing nurses who are interested in becoming entry or middle level managers in nursing administration or advanced management roles. The curriculum prepares the graduate for the ever-changing arena of health care, by providing a sound understanding on how organizations run. Specific strategies will be identified and discussed so that there will be a smooth transition from staff nurse to nurse manager. **Completion of this track plus two years of full-time employment in a nursing administrative position enables students to submit their credentials for eligibility to take the American Nurses Credentialing Center (ANCC) Certified Nurse Executive Exam (formally known as the Nursing Administration).**

***Education Track:***

The nurse education specialty examines the current and future roles of nursing education, regardless of the intended population. The curriculum prepares the graduate to teach nursing in a collegiate setting or provide health care counseling and teaching to either a patient population or to function in a staff development role, educating nurses on new procedures or assisting recent graduates of nursing programs to make the transition from nursing student to registered nurse. **Completion of this track plus two years of full-time employment in an academic faculty role enables students to submit their credentials for eligibility to take the NLN Certified Nurse Educator Exam.**



## COURSE REQUIREMENTS FOR THE MSN PROGRAM

This 39 credit hour MSN program consists of the following:

- General Core (9)
- Nursing Concentration (15)
- Specialization Core (15)

### **Prerequisite**

NURS 500 Professional Portfolio (3 credits) (for non-nursing bachelor's admits)

### **General Core (9 credits)**

GEN 503	(3 credits)	Interpersonal Relations (required)
GEN 502	(3 credits)	Methods of Research (required)
GEN 501	(3 credits)	MSN students may elect a <b>cross-disciplinary course</b> in lieu of GEN 501 Human Development or GEN 505 Adult Human Development

### **Nursing Concentration (15 credits)**

NURS 620	(3 credits)	Role Theory and Development
NURS 625	(3 credits)	Healthcare Policy and Politics
NURS 640	(3 credits)	Advanced Health Assessment
NURS 655	(3 credits)	Nursing Research
NURS 690	(3 credits)	MSN: Challenges and Solutions

### **Specialization Core (15 credits)**

#### **Nursing Administration**

ORGL 610	(3 credits)	Organizational Behavior
NURS 670	(3 credits)	Nursing Administration
NURS 681	(3 credits)	Clinical Practicum
NURS 684	(3 credits)	Administration Practicum
Elective	(3 credits)	One Organization or Health Care Elective

#### **Nursing Education**

NURS 674	(3 credits)	Curriculum Theory & Design
NURS 675	(3 credits)	Teaching Strategies
NURS 676	(3 credits)	Measurement & Evaluation Strategies
NURS 681	(3 credits)	Clinical Practicum
NURS 683	(3 credits)	Education Practicum

## **PROGRESSION AND RETENTION**

The College of Graduate Studies Catalog and Student Handbook addresses Probation (p. 12), Suspension, Non-Continuation, or Exclusion (p. 12), Transfer (p. 14), and Re-Admission policies (p. 12) and the Grievance Policy (p. 93). The Division of Nursing follows these guidelines. Specific guidelines of the Division of Nursing for progression and retention in the MSN Program are:

1. Students are required to obtain a course grade of “B” or better in any required nursing course.
2. A course grade of lower than “B” in any required nursing course must be repeated prior to progression to any practicum course.
3. Students must have an overall GPA of 3.0 to remain in good academic standing.
4. Violation of the Nursing Practice Act in any state will result in dismissal from the MSN Program.

## GRADUATION REQUIREMENTS

The Division of Nursing follows the guidelines set forth in the Graduate Handbook for graduation. A master's student is expected to complete degree requirements in a maximum of six years. In order to receive a diploma, the candidate must fulfill the following requirements:

Successful completion of academic program

Completing all course work in the following areas:

General Core (9 credits)

Nursing Concentration (15 credits)

Specialization Core (15 credits)

Recommendation of the faculty

Final GPA of 3.0 or higher

Completion of all clinical practicum requirements



## COURSE DESCRIPTIONS

### *Prerequisites*

#### **NURS 500 Professional Portfolio (3 credits)**

This course validates BSN equivalent competencies in nursing leadership, research and community health as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (2008). In this course the RN students (who do not have a BSN degree) present a completed professional portfolio to demonstrate knowledge foundational for MSN study.

(Prerequisite: RN with a non-nursing baccalaureate degree).

### *General Core Courses*

#### **GEN 501 Human Development (3 credits)**

Because of the increasing complexity of global relationships, this course provides opportunities for students to understand and appreciate the developmental experiences of all people across the lifespan. Included in the course are: development theories which relate to the human growth process, and salient biological and environmental factors which affect the process of human growth and development.

#### **GEN 502 Methods of Research (3 credits)**

This course is designed to examine comprehensive methodological approaches to qualitative and quantitative research. Rudiments of basic research process, skills in evaluating the research outcomes as valid, reliable and useful and application of this knowledge and skill in the creation of a simulated study are included. (Prerequisite: statistics course). Students who receive a grade of B- or below in Methods of Research at the master's level will be required to repeat the course.

#### **GEN 503 Interpersonal Relationships (3 credits)**

Study of the meaning of interpersonal relationships, focusing on key concepts: raising the level of one's self-awareness, and developing a basic framework for understanding person to person and group interactions.

#### **GEN 505 Adult Human Development (3 credits)**

Focus on human development as a lifelong process of interaction between the individual and the environment within particular contexts with objectives to study and appreciate one's own and other's adult developmental process. Seminal adult development scholars and their theories are presented and discussed. Cognition, emotions, and values are seen as influencing behavior and the role people play in their own development.

### *Nursing Concentration Courses*

#### **NURS 620 Role Theory & Development (3 credits)**

Focuses on the role of the nurse in advanced practice in the context of current and future healthcare realities. Domains of direct clinical practice, teaching and coaching,

consultation and collaboration, research, nursing theory, leadership, professional role and ethical decision making will be examined.

**NURS 625 HealthCare Policy & Politics (3 credits)**

Focuses on the social, political, and economic factors that influence health policy decisions. Students will examine the legal, ethical, financial, and political foundations of the health care delivery system and its function as a social institution. The role of the nurse in advanced practice in influencing policy decisions and in addressing the needs of vulnerable and culturally diverse populations will be emphasized.

**NURS 640 Advanced Health Assessment (3 credits)**

Builds on the undergraduate foundation in health assessment. Course content focuses on cultural competence, evidence-based practice and clinical decision making for the nurse in advanced practice. Course instruction includes didactic, laboratory and interactive components.

**NURS 655 Nursing Research (3 credits)**

Expands on the research competencies developed in GEN 502. The theoretical foundations for nursing research will be explored utilizing theories of health promotion and the prevention of illness as examples. Integrated throughout the course is a focus on complex ethical issues inherent in the conduction of nursing research.

**Pre-requisite: GEN 502**

**NURS 690 Challenges and Solutions (3 credits)**

In this final course in the student's educational program, students demonstrate synthesis of the knowledge gained from all previous graduate course work. During a field experience, students identify, research, and analyze a critical issue related to their practice area. The students present their capstone project, an action research plan, to a professional audience.

**Pre-requisites: Successful completion of all required courses.**

*Specialization Core Courses*

**NURS 670 Nursing Administration (3)**

Using professional standards and competencies as a framework, examines the roles, functions and responsibilities of a nurse administrator. Content focuses on principles of leadership and management, health care organizations and systems, and human resource management. Research related to administrative practice and contemporary issues that affect practice and roles of nurse administrators are examined.

**NURS 674 Curriculum Theory and Design (3)**

Introduces students to traditional and contemporary approaches for curriculum planning and design as applied to nursing education. Historical, philosophical, social, political, economic, and professional issues that need to be considered in planning, evaluating and changing curricula, are examined.

### **NURS 675 Teaching Strategies (3)**

Examines the theory and methods of effective classroom and clinical teaching in nursing. Learning theory and teaching strategies will be explored.

### **NURS 676 Measurement and Evaluation Strategies (3)**

Introduces the concepts and theories of measurement and evaluation with application to classroom and clinical nursing education. Techniques for constructing and analyzing appropriate testing measures are explored. Ethical, social, cultural, and legal issues related to evaluation are discussed.

### **NURS 681 Clinical Practicum (1 credit theory; 2 credits of practicum)**

The role, scope and function of an advanced practice nurse are explored during a clinical practicum. In consultation with the faculty, students select a specialty area of nursing practice for the clinical component. In conjunction with role exploration, students also examine current research, trends in practice and emerging technology related to their selected area.

Pre-requisites: NURS 620 & 640.

### **NURS 683 Education Practicum (2 credits of theory; 1 credit practicum)**

Focuses on the role of the nurse as an educator in the classroom and clinical setting. Case study methodology and analysis will examine challenges confronting the nurse educator. Students will explore and experience the role of the nurse educator during the teaching practicum.

Pre-requisites: NURS 674, 675, 676, & 681

### **NURS 684 Administration Practicum (2 credits of theory; 1 credit practicum)**

Focuses on concepts and theories related to the management of financial resources, quality outcome management, and legal and ethical issues in relation to selected administrative functions of the nurse administrator. Contemporary trends and issues affecting the role and function of the nurse administrators are also discussed. During the practicum experience, under the guidance of a master's prepared nurse administrator, students develop competencies in the nurse administrator role.

Pre-Requisites: NURS 670, 681 & ORGL 610.

### ***\*Cross Disciplinary Electives***

In consultation with the Coordinator of the MSN Program, the students will select a cross-disciplinary elective that will enhance their area of specialization. The following list provides a sample of the courses that may be taken as the cross-disciplinary elective:

<b>CLD 503</b>	<b>Issues in Contemporary Culture of the United States</b>
<b>CLD 546</b>	<b>Multicultural Multilingual Issues in Education</b>
<b>EDL 635</b>	<b>Psychology of Learning</b>
<b>EDL 636</b>	<b>The Art and Science of Grant Writing</b>

**NED 653 Health Counseling**  
**ORGL 600 Leadership and Ethics**  
**ORGL 601 Strategic Planning & Change Management**  
**ORGL 602 Organizational Finance**  
**ORGL 615 Conflict Utilization and Negotiation**  
**ORGL 620 Leading Through Technology**  
**OREF 611 Interpersonal and Group Interaction**  
**OREF 626 Coaching Effective Leaders**  
**HCA 602 Health Services Finance**  
**HCA 619 Leading Through Technology in Health Care Services**  
**HCA 621 Health Ethics**  
**HCA 630 Health Economics**  
**HCA 640 Health Care Policy and Law**  
**PSYC 604 Group Process**  
**PSYC 606 Family Counseling**  
**PSYC 607 Treatment of Children and Adolescents**  
**PSYC 608 Psychopathology**  
**PSYC 614 Substance Abuse Education and Counseling**  
**PSYC 640 Diversity Counseling**

## **GUIDELINES FOR PRACTICUM COURSES**

The MSN students will complete two practicum experiences in the program: clinical practicum and track specific practicum. Each practicum experience is conducted in conjunction with theory and seminar. The practicum experiences are individualized for every student, and their professional and educational goals. The goals of the clinical practicum course are to increase the student's knowledge of health care and current trends in a specialty area (Medical-Surgical, Pediatrics, Psychiatric-Mental Health, Maternal Child Health, and Community/Public Health). The Administration Practicum course will enable the student to develop competencies in the nurse administrator role under the guidance of a master's prepared nurse administrator. The Education Practicum course will enable the student to focus on the role of the nurse as an educator in the classroom and clinical setting. Students are expected to adhere to Professional Practice Standards and HIPAA guidelines.

### **PRACTICUM PLANNING PROCESS AND PROCEDURE**

1. The student will need to initiate the process by finding a preceptor and practicum site for their practicum experiences.
2. One semester prior to registering for any practicum course, the student must discuss, with the MSN Clinical Liaison, the potential practicum preceptor and agency and seek approval. The preceptor must provide her/his resume/CV to the MSN Clinical Liaison for review.
3. Once approved, the student has to provide the MSN Clinical Liaison with name(s), credential, title, email address, phone number and address of the potential preceptor and the practicum site.
4. The MSN Clinical Liaison will send a letter and related materials to the preceptor so s/he is aware of a preceptor's responsibilities and course expectations.
5. The MSN Clinical Liaison will work with the practicum agency liaison on practicum agreement/contract.
6. The student must submit required practicum documents prior to the start of the practicum course.
  - Copy of current RN licensure in the State where the practicum is scheduled.
  - Copy of face sheet of liability insurance policy documenting coverage in the amount of \$1,000,000/ 3,000,000.
  - Current Health insurance coverage.
  - Documentation of a current physical examination.
  - CPR certification – American Red Cross or American Heart Association Life Support (two person) CPR. The CPR course must include resuscitation of infants and children.
  - Current HIPAA training certificate, and
  - Specific agency requirements (e.g., TB test, Criminal background check).

**IMMACULATA UNIVERSITY  
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**INFORMATION PACKET FOR PRECEPTORS**

**CREDENTIALS OF THE PRECEPTOR:**

1. The preceptor will hold a minimum of an MSN degree.
2. The preceptor will serve as a role model for the graduate nursing student.
3. The preceptor will demonstrate expertise in nursing education, administration or clinical specialty area.

**ROLE OF THE PRECEPTOR:**

1. The preceptor will review with the student the course and the student's specific practicum objectives to be met during the experience.
2. The preceptor will plan experiences with the student that will meet the objectives.
3. The preceptor will facilitate the student's meeting of the objectives in the setting.
4. The preceptor will provide feedback to the faculty member as part of the evaluation process.
5. The preceptor will meet weekly with the graduate student to discuss the practicum.

**ROLE OF THE GRADUATE NURSING STUDENT:**

1. The graduate nursing student will submit to the faculty member copies of a current nursing license, current malpractice insurance, a current health assessment report, and current CPR certification.
2. The agency may require the graduate nursing student to provide other agency specific documents.
3. The graduate nursing student will write specific graduate level practicum objectives for the experience.
4. The graduate student will meet with the preceptor weekly to discuss the practicum experience.
5. The graduate nursing student will submit a practicum log, which documents experiences that fulfill the course and student specific objectives. The practicum log should include annotated bibliographies of current research related to the practicum experience. The practicum log/journal is evaluated at the end of the experience by the course faculty.

**ROLE OF THE FACULTY MEMBER IS TO:**

1. Collaborate with the students and the preceptor in planning the practicum experience.
2. Monitor the student's progress and evaluate the student's success in meeting the objectives of the course.
3. Visits the practicum site to ensure the student is meeting the course objectives.
4. Review the practicum objectives with the student prior to initiating the practicum.

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**STUDENT EVALUATION OF THE PRACTICUM EXPERIENCE**

Please rate your level of satisfaction with the following activities related to your preceptor and the practicum site using the following scale from 1-5 with 1 being “very unsatisfied” and 5 as “very satisfied.”

1	2	3	4	5
Very unsatisfied	Unsatisfied	No opinion	Satisfied	Very satisfied

\_\_\_\_\_ 1. Effectiveness of initial planning meeting with the preceptor

\_\_\_\_\_ 2. Availability of the preceptor to guide the student in appropriate learning opportunities to meet course objectives.

\_\_\_\_\_ 3. Preceptor’s willingness to share knowledge and expertise.

\_\_\_\_\_ 4. Site/agency provided diverse learning experiences and was conducive to learning.

Should we use this preceptor again? Yes \_\_\_\_\_ No \_\_\_\_\_  
Why?

Please provide any suggestions for strengthening the clinical practicum experience. Please use the other side of this page for additional comments.

\_\_\_\_\_  
Student Name and Date

\_\_\_\_\_  
Course Faculty and Date

**IMMACULATA UNIVERSITY  
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**EVALUATION FORM FOR PRECEPTORS**

Thank you very much for serving as a preceptor for an Immaculata University MSN student this past semester. We appreciate your support of our graduate program and hope that the experience has been a positive one for you. Please rate your level of satisfaction with the following activities by placing a number from 1-5 next to the statements listed below.

1	2	3	4	5
Very unsatisfied	Unsatisfied	No Opinion	Satisfied	Very satisfied

- \_\_\_\_\_ 1. Provision of objectives and course materials by the program.
- \_\_\_\_\_ 2. Effectiveness of the planning process with the graduate student
- \_\_\_\_\_ 3. Quality of the interaction with the course faculty during the practicum experience.
- \_\_\_\_\_ 4. Quality of time spent with the graduate student during the practicum experience.
- \_\_\_\_\_ 5. Student's quality of performance in the practicum experience.

Do you have any suggestions for improving the practicum experience? Please use the other side of this page for additional comments.

Would you be willing to serve as a preceptor for another Immaculata University graduate student in the future? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Preceptor's Name and Date

\_\_\_\_\_  
MSN Clinical Liaison and Date

**IMMACULATA UNIVERSITY  
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**PRECEPTOR'S EVALUATION OF GRADUATE STUDENT'S PERFORMANCE  
DURING CLINICAL PRACTICUM**

Thank you for your support of our graduate program in being a preceptor for the practicum experience. Please rate your graduate student's performance during the practicum experience using the following scale:

1	2	3	4	5
Unsatisfactory	Satisfactory	Good	Very Good	Excellent

\_\_\_\_\_ Communicates effectively, both orally and in writing.

\_\_\_\_\_ Demonstrates critical thinking and decision-making skills.

\_\_\_\_\_ Demonstrates ability to analyze, synthesize, and utilize nursing knowledge.

\_\_\_\_\_ Employs appropriate theory(ies) to guide practice.

\_\_\_\_\_ Articulates the differentiated roles of the advanced practice nurse.

\_\_\_\_\_ Actualizes/implements the advanced practice role.

\_\_\_\_\_ Advocates for the nursing profession and actively recruits potential students into the nursing profession.

\_\_\_\_\_ Incorporates ethical principles into practice.

\_\_\_\_\_ Demonstrates respect for diversity

\_\_\_\_\_ Promotes healthy lifestyles for individuals, families, and communities

Please use the other side of this page for additional comments.

\_\_\_\_\_  
Preceptor's Name and Date

\_\_\_\_\_  
MSN Clinical Liaison and Date

## **CAMPUS RESOURCES**

### **Office of Graduate Studies**

The office of the College of Graduate Studies is located in 130 Loyola Hall. Students may utilize the office for schedules and forms for registration, leave of absence, degree candidacy, and graduation. The telephone number is 610-644-4400, Extension 3211. The hours are Monday – Friday- 8:30AM - 8PM. The Graduate Studies home page may be accessed [www.graduate@immaculata.edu](http://www.graduate@immaculata.edu). Most forms are available via the web.

### **Graduate Student Advisory Committee**

The Graduate Student Advisory Committee acts as a liaison between students and faculty. Members communicate to the faculty student opinions and suggestions for improvement of the graduate programs. Students interested in membership on this committee should contact the Coordinator of the MSN Program.

### **Division of Nursing Committees**

The MSN representatives to the Division of Nursing standing committees are:  
BSN Curriculum & Outcomes Committee  
Graduate Curriculum & Outcomes Committee  
Faculty-Student Affairs Committee  
Admission & Retention Committee

Students interested in participating on any of these committees should contact the Coordinator of the MSN Program.

### **Network and Email**

Network and E-mail addresses are automatically assigned to all registered students. You can also contact the helpdesk at ext. 1234 for this information. Students must log into the campus network to use the computers in the labs. Please refer to the College of Graduate Studies Catalog for specific instructions for access. **All graduate students are required to use their Immaculata University email for correspondence with the faculty and library.** To access your IU email log into MyIU at <http://myiu.immaculata.edu> and click the email icon. Your username is first initial last name (i.e. jsmith) and your default password is your birth date in the mmddyy format. Your IU email address is [firstinitiallastname@mail.immaculata.edu](mailto:firstinitiallastname@mail.immaculata.edu). If you have trouble accessing your email please contact the Help Desk. Additional information is provided on the Office of Technology Services (OTS) website <http://www.immaculata.edu/node/648>.

### **SSIU**

SSIU allows students to view grades and course schedules, pay bills online, and register for classes. To access SSIU log into the MyIU portal and click on the SSIU logo.

## **ANGEL**

ANGEL is IU's Learning Management System. Students can find their web-enhanced and online courses on their ANGEL homepage. To access ANGEL, please visit direct URL at <https://immaculata.angellearning.com/> or visit Immaculata's homepage at <http://www.immaculata.edu>. The link for ANGEL is in the top, right-hand corner of the screen. Your username is first initial+last name (i.e. jsmith) and your default password is your birth date in the mmddyy format (021589) or the last six digits of your Student ID #. If you need help with ANGEL you can call the IU Help Desk at 610-647-4400 x1234 from 8AM-5PM, Monday-Friday. Please call the After Hour Support Center at 866-767-9460 if the IU Helpdesk is not available. You can also view tutorials at: <http://angel.immaculata.edu/>.

## **Student ID Cards**

In order to borrow books from the library, graduate students must present their University ID (identification card). An ID card can be obtained from the One Card Office, Nazareth Hall Room #7 (ext. 3600). When requesting an ID card, the following information is required: (1) Current student schedule (class schedule must include your name and ID number), and (2) Second form of identification (License)

## **Parking Permit**

Parking Permits are issued in person at the Parking Permit office, terrace level, Nazareth Hall Room #7 (ext. 3604). A vehicle registration card must be presented at the time of permit registration. The parking form may be downloaded from ([http://www.immaculata.edu/sites/default/files/file/Administration/Campus%20Safety/ParkingForm%202010-2011\\_.pdf](http://www.immaculata.edu/sites/default/files/file/Administration/Campus%20Safety/ParkingForm%202010-2011_.pdf)) and brought in person to the Parking Permit office. Copies of the form are available at the Campus Safety & Protection office in Lourdes, CLL and Graduate offices, and also in Student Affairs.

## **Bookstore**

The Immaculata University Bookstore, a division of Barnes and Noble, is located in Good Counsel Hall. You may contact the bookstore at 610-647-4400, ext. 3090.

## **Gabriele Library**

The Gabriele Library offers the graduate student an excellent environment for study and research. The library provides a full range of services to students, including interlibrary loan, copiers, microfilm reader/printer, wireless connectivity, wireless notebook computers, a computer lab, and group study rooms. An online catalog (MacCat) facilitates access to the collection providing full text availability to a wide variety of quality research journals through services such as ERIC/EDRS, PsycINFO, Psych/Articles, Academic Search, Business Source, PROQUEST Nursing, CINAHL, etc. The library website, <http://library.immaculata.edu/>, provides students whether working on or off campus with access to the library's electronic resources. The library has day, evening and

weekend hours of operation. The Circulation desk telephone number is 610-647-4400, Ext. 3839. The Reference Desk ext. is 3829. The Interlibrary Loan desk ext. is 3826. Through the Intranet, students may request full text articles be sent to their Immaculata email. For more detailed information please visit the library website <http://library.immaculata.edu/>.

## **The Writing Center**

The Writing Center, located in Loyola Hall Room103 ext. 3494, is open 45 hours per week during the Fall and Spring semesters and 16 hours per week during the Summer Sessions.

<b>Fall and Spring</b>	<b>Hours</b>
Mon.- Thurs.	9:00 a.m. to 7:00 p.m.
Fri.	9:00 a.m. to 2:00 p.m.
<b>Summer Sessions I and II</b>	
Mon. - Thurs.	3:00 p.m. to 7:00 p.m.

Since writing is a key component of the academic process, the Writing Center focuses on enhancing the writing skills of Immaculata students. The one-on-one Writing Sessions provide students with the tools necessary to become more confident and effective writers. More specific information and resources are provided on the Writing Center's website, <http://www.immaculata.edu/writingcenter>.

## **The Academic Computer Labs**



The general services Computer Labs are located in Loyola Hall, Room 3 and 117, in the terrace area of Gabriele Library, and in Good Counsel, Room 30.

## **The Office of Career Services**

The Office of Career Services, located in the Bruder Center (ext. 3501), offers a variety of career resources and information for all student populations to assist them with their career development. For more information, please visit <http://www.immaculata.edu/CareerDevelopment>.

## **Graduate Financial Assistance**

The MSN Program has several funding sources that include: loans, graduate student scholarships, Nurse Scholars Grant (Independence Blue Cross), and the Advanced Education Nursing Traineeship grant provided by the Health Resources and Services Administration (HRSA). Please refer to the College of Graduate Studies Catalog for more specific information on eligibility.

## **The Financial Aid Office**

For any questions please contact the Financial Aid Office at (610) 647-4400, ext. 3028 or via email at [finaid@immaculata.edu](mailto:finaid@immaculata.edu). For more information, please visit <http://www.immaculata.edu/FinAid>.

## STUDENT ACTIVITIES

### **Sigma Theta Tau International Honor Society of Nursing**

On November 15, 2005, the Honor Society of the Division of Nursing of Immaculata University became the fourth member of Delta Tau Chapter-At-Large of Sigma Theta Tau, the International (STTI) Honor Society of Nursing. The other universities that make up Delta Tau are Eastern University, Holy Family University, and Neumann University. The purposes of this society are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. The criteria for membership follow the guidelines established by Sigma Theta Tau International Nursing Honor Society for graduate students. Membership is by invitation only, to those students who meet the following criteria:

- Academic Excellence (Grade point average of 3.5 or better)
- Completed one-quarter of the graduate curriculum
- Evidence of academic achievement, academic integrity and professional leadership potential

The site for the annual induction ceremony is rotated among the four members of Delta Tau Chapter-At-Large. Immaculata University will host the 2014 induction of graduate and undergraduate students. For more information, please visit STTI at <http://www.nursingsociety.org/default.aspx> or Delta Tau Chapter at Large at <http://www.deltatau.libertynet.org>.

### **Research Conference**

In the spring semester, chapters of Sigma Theta Tau International Honor Society of nursing from Immaculata University and West Chester University as well as the Pennsylvania State Nurses Association join together for *The Jean Brown Excellence in Nursing Conference*. Graduate students are encouraged to attend and to present posters during this day.