

**Montana State University (MSU) College of Nursing
Undergraduate Student Handbook (2009 - 2010 Academic Year)**

Introduction: This handbook contains information frequently requested by undergraduate nursing students. It also serves as a general resource guide to the requirements of the program. It is not intended to duplicate information available in other documents of the university and the College of Nursing. Therefore, there are many links to information that is already available at other parts of the university and College of Nursing Web sites.

Additional useful sources of information include:

- *Montana State University-Bozeman 2008-2010 Graduate and Undergraduate Bulletin:* Link to <http://www.montana.edu/wwwcat/>
- *Montana State University-Bozeman Schedule of Classes* (Fall 2009, Spring 2010, and Summer 200910): Link to https://atlas.montana.edu:9000/pls/bzagent/bzskcrse.PW_SelTerm; and
- *Montana State University-Bozeman 2009-2010 Student Academic and Grievance Procedures and Conduct Guidelines:* Link to http://www2.montana.edu/policy/student_conduct/student_conductc-code_2007-2008.htm.

**College of Nursing Mission, Strategic Goals, and Expected Outcomes
for the Baccalaureate Program**

Mission: Link to <http://www.montana.edu/nursing/about/index.htm>;

Strategic Goals: Link to http://www.montana.edu/nursing/pdf/strategic_plan_20052010.pdf;

Expected Outcomes for the Baccalaureate Program: Link to the Foundational Level and Terminal Program Objectives (Policy C-13) at:

<http://www.montana.edu/nursing/facstaff/policies.htm>.

Description of the Baccalaureate Program

Majors in the MSU-Bozeman College of Nursing earn the Bachelor of Science degree in Nursing (BSN) and are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) when they complete the degree requirements. The baccalaureate program is a 120 semester credit curriculum which includes 65 semester credits of lower division (freshmen and sophomore) level coursework (including the University Core 2.0 requirements) and 55 semester credits of upper division (junior and senior) level coursework.

The BSN program includes two years of lower division study and two years of upper division study. It is possible for a student to complete most or all lower division courses at institutions other than MSU-Bozeman, including the five lower division nursing courses (15 semester credits). All transfer courses are carefully evaluated to ensure equivalent content when students transfer to MSU-Bozeman and the College of Nursing curriculum. While it is possible to complete the program in four years, this requires careful planning and uninterrupted progression through the curriculum. Delays in progression related to reduced credit loads,

repeated coursework, securing upper division placement, a semester abroad or exchange opportunity, or change of curriculum commonly result in the student taking longer than four years to complete the program.

Select place bound students may take the five required lower division nursing courses in Billings, Great Falls, Kalispell and Missoula over a summer and fall semester prior to beginning upper division coursework, provided there are enough students to make this economically feasible. N115 is offered via Desire to Learn (D2L) every semester; N220 and N224 are offered via D2L during the summer semester; and N223 and N239 are offered during the fall semester with on-site clinical supervision and the theory portion of N239 provided via interactive video (Polycom) to all campus sites. Students who take advantage of this option are not required to take courses on the Bozeman campus, but are required to pay an additional fee of \$500 per course for the sophomore nursing courses. The upper division (junior and senior level) coursework is completed at one of the five upper division campus sites located in Billings, Bozeman, Great Falls, Kalispell and Missoula.

General Information

- **Admission to the BSN Program:** Link to **Upper Division Placement Application** <http://www.montana.edu/nursing/academic/placement.htm>.
 - **Admission to the pre-nursing major:** Enrollment in the pre-nursing major is available for any student admitted to MSU - Bozeman. Pre-nursing students are assigned to advisors in the College of Nursing.
 - **Admission to the nursing major:** Admission to the College of Nursing as a nursing major is achieved through the upper division application. Placement in the nursing major is based on the student's grades in the required prerequisite courses for the nursing major. Pre-nursing majors (at MSU - Bozeman and transfer institutions) apply for admission to the nursing major during the Spring semester of the first year of lower division study. (See Upper Division Placement Application above.) Admission to the College of Nursing as a nursing major permits students to be enrolled in restricted entry sophomore, junior, and senior nursing courses.
 - **Abilities required for Success in the BSN degree program:** Link to Policy A-19 <http://www.montana.edu/nursing/facstaff/policies.htm>.
- **Transfer Students/Transfer Credit:** The criteria and procedures for progression through the nursing curriculum apply to transfer students as well as MSU-Bozeman students. Students do not have to be enrolled at MSU-Bozeman to file an application for admission to the nursing major and upper division placement. However, students who have been enrolled as nursing students at any other institution (have nursing courses on their transcripts) must provide a letter from their Dean or Director regarding their status at the time they left the previous nursing program.

In order to facilitate transcript evaluation, transfer students must provide a copy of their transcript(s) to the College of Nursing Undergraduate Student Services Coordinator. In addition, out-of-state transfer students should provide course syllabi and/or a catalog from their former institution(s), if possible. Students need to carefully plan their course

of study in order to complete required lower division courses prior to upper division placement. Transfer equivalencies are available at <https://atlas.montana.edu:9000> for many out-of-state as well as in-state institutions.

- LPN to BSN students: Licensed Practical Nurses (LPNs) wishing to become Registered Nurses (RNs) can select either an Associate Degree in Nursing (ASRN) or a Bachelor of Science degree in Nursing (BSN) program. At this time, either program will prepare a student to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). MSU-Bozeman offers a Bachelor of Science degree in Nursing (BSN) program which prepares the graduate for independent professional practice as a generalist in a wide variety of structured and unstructured settings. A baccalaureate degree also provides the necessary academic base for future graduate study and specialized advanced nursing practice. LPNs may challenge the sophomore level nursing courses, N220, N223, N224 and N239 by passing the challenge examinations. Arrangements for advisement and taking the challenge exams can be made by contacting the Undergraduate Program Assistant at (406) 994-3785 or dmccray@montana.edu. Link to <http://www.montana.edu/nursing/academic/lpn.htm> and Policy C-11 <http://www.montana.edu/nursing/facstaff/policies.htm>.
- Generic BSN students: Link to <http://www.montana.edu/nursing/academic/bsn.htm>

➤ Required Computer Access and Skills:

Access to and skill in using computer hardware and software are required for students entering and continuing in the Bachelor of Science in Nursing (BSN) degree program. Because some of the courses in the nursing program are web-based or web-enhanced, students must have access to and skills in using a computer and a printer. They must also have a reliable connection to the Internet with a current Internet browser. Word processing skills are required. Microsoft Word is recommended. Questions about requirements can be directed to the College of Nursing Information Technology Coordinator at (406) 994-5752 or tmurray@montana.edu.

- Degree Requirements: Link to <http://www.montana.edu/nursing/academic/bsn.htm>.
- Recognition Ceremony: Link to <http://www.montana.edu/nursing/about/recognition.htm>.
- Commencement: Link to <http://www.montana.edu/registrar/commencement>.

Curriculum

- Mission, Role, Scope, and Philosophy: Link to Policy A-3 <http://www.montana.edu/nursing/facstaff/policies.htm>.
- Conceptual Framework for Professional Nursing, Curricular Threads, Foundational Objectives, and Terminal Objectives: Link to Policy C-13 <http://www.montana.edu/nursing/facstaff/policies.htm>.
- Curriculum Plan (Sample Plan of Study based on CORE 2.0 and new common course numbering (last updated 2/09): (see next page).

**MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING SAMPLE PLAN OF STUDY
(Updated 2/09 based on new Common Course Numbering)**

Freshmen Year			
Semester I (Fall)		Semester II (Spring)	
CLS 101US Knowledge & Community	3 crs	CHMY 123 Intro to Organic & Biochem	4 crs
CHMY 121IN Intro to General Chemistry	4 crs	BIOL 207 Anatomy & Physiology I	5 crs
HDCF 150IS Lifespan Human Development	3 crs	WRIT 101W College Writing I	3 crs
SOCI 101IS Introduction to Sociology	3 crs	HDFN 221CS Human Nutrition	<u>3 crs</u>
*N115 Nursing as a Profession (Can be taken anytime before or w/sophomore nursing courses)	<u>2 crs</u>		
TOTAL CREDITS	15 crs	TOTAL CREDITS	15 crs
Summer Semester between Freshman & Sophomore Years: (optional)		MATH (if needed) for STATS 216Q	3 crs
		Arts CORE 2.0 – IA or RA	<u>3 crs</u>
		TOTAL CREDITS	3-6 crs
Sophomore Year			
Semester III (Fall)		Semester IV (Spring)	
BIOL 208 Anatomy & Physiology II	4 crs	CORE 2.0 (Diversity)	3 crs
MB 201IN Infectious Diseases	3 crs	N220 Foundations of Ethical Nursing Practice	2 crs
Humanities CORE 2.0 IH or RH (Encourage PHIL105 IH)	3 crs	N223 Foundations for Planning and Providing Clinical Nursing Care (2 lec/2 clinical lab)	4 crs
PSYX 100IS Introduction to Sociology	3 crs	N224 Pathophysiology	3 crs
STAT 216Q Elementary Statistics	<u>3 crs</u>	N239 Health Assessment Across the Lifespan (2 lec/2 college lab)	<u>4 crs</u>
TOTAL CREDITS	16 crs	TOTAL CREDITS	16 crs
Summer Semester between Sophomore & Junior Years: (optional)		Complete any CORE 2.0 still needed (Arts - IA or RA, Humanities IH or RH, or Diversity) or other required prerequisite courses (if needed) before starting Junior level nursing courses	

Junior Year			
Semester V (Fall)		Semester VI (Spring)	
N337 Nursing Pharmacotherapeutics (2/1)	3 crs	N348 Nursing Care of Childbearing Family (2/3)	5 crs
N342 Psychosocial Nursing Concepts (2 lec, 1 clinical lab)	3 crs	N349 Nursing Care of Children and Families (2/3)	5 crs
N354 Acute & Chronic Illness (2/3)	5 crs	N387R Research in Healthcare	3 crs
N377 Introduction to Community-based Nursing (2)	2 crs	Nursing elective (if desired)	<u>2-3 crs</u>
Nursing elective (if desired)	<u>2-3 crs</u>		
TOTAL CREDITS	13-16 crs	TOTAL CREDITS	13-16 crs
Summer between Junior & Senior Years: (optional)		<u>Electives:</u> N416 Internship (elective) OR Any nursing elective offered 3 crs	
		Any above unfinished CORE 2.0 could be completed at this time as well <u>3 crs</u>	
		TOTAL CREDITS 3-6 crs	
Senior Year			
Semester VII (Fall)		Semester VIII (Spring)	
N437 Psychiatric Nursing (3/3)	6 crs	N477 Population Based Nursing Care in the Community (3/3)	6 crs
N444 Care Management (1lec/1RD) (includes ethical-legal issues)	3 crs	N485C Nursing Leadership & Management (3/3) (Capstone Course)	6 crs
N454 Urgent and Palliative Care (3/3)	6 crs	N418 Issues in Health Policy & Health Care Economics (1/1)	2 crs
Nursing elective (if desired)	<u>2-3 crs</u>	Nursing elective (if desired)	<u>2-3 crs</u>
TOTAL CREDITS	15-18 crs	TOTAL CREDITS	14-17 crs

Lower Division = 65 required crs. (including 15 required nursing credits)
Upper Division = 55 required crs.
Total credits needed for graduation = 120 crs

According to the 2008-10 University Bulletin (p. 56), "at least 1/3 of the total credits required for graduation (a minimum of 42 credits for the first degree . . .) must be earned in courses numbered 300 and above (upper division courses)." This model meets that requirement with 55 required credits numbered 300 and above. This model also considers the new University CORE 2.0 requirements and can be completed in four years (probably would realistically include one summer semester). The addition of a summer semester (between the Freshmen & Sophomore years) is a reflection of what most students already do to graduate in four years. No Spring or Fall semester requires more than 16 credits. Some nursing electives are also available. The summer internship (N416) between the Junior & Senior years would be one optional (elective) experience. Since students often need to take 6 crs for Financial Aid in the summer, students who plan this option in advance may want to complete remaining CORE at this time as well.

Progression through the Nursing Program

Satisfactory Progress/Grading System:

- Acceptable Performance in Required Undergraduate Courses: Link to Policy C-1
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Acceptable Performance in Undergraduate Clinical Nursing Courses: Link to Policy C-2
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Grading of Laboratory Performance: Link to Policy C-14
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- College of Nursing Scholastic Committee: Link to Policy A-8
<http://www.montana.edu/nursing/facstaff/policies.htm>.

Clinical Information

Students may not be enrolled in any clinical nursing course prior to obtaining the required Background Check through VerifiedCredentials.com at:

<https://client.verifiedcredentials.com/montanastate/default.cfm>. Link to Policy A-36
<http://www.montana.edu/nursing/facstaff/policies.htm>. The cost of the Background Check is \$60.

Additional Expenses: Nursing students have additional expenses beyond those normally required in other curricula. Nursing students must have a uniform, current professional lifespan CPR certification, and all immunizations before enrollment in clinical coursework (N223). Other special purchases include, but are not limited to, bandage scissors, a penlight, stethoscope, etc. In addition, there is a \$200 application deposit (see section on Application Procedure for Placement in Nursing Major), and a \$185.50 undergraduate nursing program fee each semester of full-time enrollment or prorated when enrolled part-time in nursing courses. Student Liability Insurance is provided to nursing students at no additional cost.

➤ Uniform Information:

*Uniforms and Accessories for Students Enrolled in Clinical Nursing Courses
(currently under review by Student Forum)*

Students enrolled in clinical nursing courses will need to wear a student uniform and have the appropriate accessories when practicing in the clinical facilities. The same uniform style is worn in both lower and upper division; however, one uniform should be sufficient during the lower division semester(s). Uniform styles available for women are either the dress or tunic top and white pants; for men, the uniform consists of a tunic top and white pants. Uniform dresses and tunic tops are sold at the MSU Bookstore. The Bookstore usually stocks sufficient numbers in sizes 12-16 (women) and medium (men). However, if a different size is needed it could take 2-3 weeks for the order to arrive. For this reason, it is best to purchase uniforms early. White pants may be purchased anywhere, including uniform catalogs.

Professional Appearance Policy A-46: Link to Policy A-46
<http://www.montana.edu/nursing/facstaff/policies.htm>.

1. Name tags: A nametag is provided to the student when enrolled in N223. If students change their name or lose their nametag,

they will be responsible for replacing the nametag at their own expense. These are purchased at CatCard in the

Strand

Union Building for \$5.00

2. MSU arm patches: To be sewn on the left sleeve with the top edge two inches below the shoulder seam. The MSU patches are sold by *MSNA for \$2.00.
3. Watches: Must have a second hand to use when calculating vital signs.

*In addition to the MSU arm patches, the Bozeman MSNA chapter sells stethoscopes, bandage scissors and penlights to support various MSNA projects. Although a stethoscope is not required in N223, they are used in N239 (Health Assessment across the Life Span) and upper division as well as later as a professional nurse. All prices are subject to change.

- Travel and Transportation: Access to an automobile is necessary particularly for clinical work in the community including home visits. Public transportation is not adequate in the cities with upper division campuses. Students are responsible for providing their own transportation. Link to Policies A-39 and A-40
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Varied Schedules: Students are expected to participate in clinical experiences in a variety of community agencies and at variously scheduled times. Therefore, students must arrange to accommodate an irregular academic schedule that may include evening and weekend hours.
- Student Refusal of a Clinical Assignment: Link to Policy C-12
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Removal of Undergraduate Students from Clinical Settings: Link to Policy C-6
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Drop Policy for 8 week Upper Division Clinical Nursing Courses: Link to Policy A-13
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Student Attendance at Clinical Course Orientation: Link to Policy C-7
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Undergraduate Student Skills Inventory: Link to Policy C-10
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Summer Internship: Link to MRO for N416
<http://www.montana.edu/nursing/facstaff/mro.htm>; and Policy C-8
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Evaluation of Faculty by Students: Link to Policy E-6
<http://www.montana.edu/nursing/facstaff/policies.htm>.

Health and Immunization Requirements

- University requirements: Link to
<http://www.montana.edu/wwwhs/medserv/immunization.html>.
- College of Nursing requirements: Link to Policies A-31, A-32, A-33, and A-34
<http://www.montana.edu/nursing/facstaff/policies.htm>.

Student Resources

- Library: Link to <http://www.lib.montana.edu/>.
- Tutoring (TRIO Student Support Services): Link to <http://www.montana.edu/wwwabc/>.
- Writing Center: Link to <http://www1.english.montana.edu/wc/>.
- Student Health Service: Link to <http://www.montana.edu/wwwhs/>.
- Counseling and Psychological Services: Link to <http://www.montana.edu/wwwcc/>.
- Disability, Re-Entry and Veterans Services: Link to <http://www.montana.edu/wwwres/>.
- MSU American Indian Research Opportunities: Link to <http://www.montana.edu/wwwai/>.
- College of Nursing Caring for Our Own Program (CO-OP) for Native American students: Link to <http://www.montana.edu/nanurse/>.

Student Rights and Responsibilities

- Class/Clinical Attendance
Children Attending College of Nursing Classes: Link to Policy A-3
<http://www.montana.edu/nursing/facstaff/policies.htm>.
- Grade Grievance Procedures: Link to
http://www2.montana.edu/policy/student_conduct/student_conductc-code_2007-2008.htm.
- Professional Behavior - Standards of the Nursing Profession: Link to
<http://www.montana.edu/wwwcat/programs/colnur.html#standards>.

Participation in University, College of Nursing and Professional Governance

- University: ASMSU Link to <http://www.montana.edu/wwwasmsu/>.
- College of Nursing:
 - Student Forum: Check with the Campus Director on your individual campus.
Student Forum Constitution at:
<http://www.montana.edu/nursing/student/undergrad.htm>.
 - Undergraduate Academic Affairs Committee (UAAC): Link to Policy G-1,
Article XI <http://www.montana.edu/nursing/facstaff/policies.htm>.
- Professional: Student Nurses' Association
 - Montana Student Nurses' Association:
(check on your local campus)
 - National Student Nurses' Association: Link to <http://www.nсна.org/>.