



**GRADUATE PROGRAM
HANDBOOK**

2009-2010 Academic Year



**COLLEGE OF NURSING
GRADUATE PROGRAM HANDBOOK
2009-2010 Academic Year**

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I. INTRODUCTION

The MSU College of Nursing offers a **Master of Nursing** (MN) degree that emphasizes rural nursing and rural health care. The MN degree was first offered at MSU in 1957. The program is recognized nationally for leadership in the field of rural nursing and is fully accredited by the Commission on Collegiate Nursing Education (CCNE).

The options available in the MN degree program are **Clinical Nurse Leader** (CNL), rural **Family Nurse Practitioner** (FNP), and **Family Psychiatric Mental Health Nurse Practitioner** (FPMHNP). A **Certificate in Nursing Education** also can be earned while working on the MN degree.

Faculty teaching in the MN degree program can be accessed during the academic year at any of the College's campuses located in Billings, Bozeman, Great Falls or Missoula. The main campus of Montana State University (MSU) in Bozeman includes extensive library facilities and access to the full array of courses and research opportunities available through all departments at MSU. Students access all graduate courses through Desire2Learn (MSU's computer software for distance delivery of courses), teleconference, or interactive video. Students must be prepared to travel to Bozeman at the beginning of each fall semester for face-to-face classes. An orientation for new graduate students is also held in the fall in Bozeman.

The College of Nursing (CON) enrolls about 800 undergraduate and approximately 70 graduate students. Students work under the supervision of more than 80 faculty. The administrative offices of the College are located in Bozeman. The Associate Dean for Research and Graduate Education has general responsibility for the graduate program. Each campus has a Campus Director who arranges faculty advising for students. Faculty advisors are available in person, by phone, or by e-mail to guide students through their Program of Study.

Students should bear in mind that each lecture credit requires one hour of class time and each clinical laboratory credit requires three hours of practicum each week. In addition, students should plan time for class preparation and assignments, library work, and clinical experiences including preparation and travel to rural sites. Clinical laboratory experiences are arranged on an individual basis with supervision provided to students by faculty.

The MSU College of Nursing is enthusiastic about its rural MN options. Graduates are readily employable in a variety of nursing and health care settings. The MN degree program provides students with a strong base for future doctoral study, if desired.

II. GRADUATE PROGRAM: PURPOSE AND TERMINAL OBJECTIVES

The purpose of the Graduate Nursing Program is to educate baccalaureate prepared nurses to function in advanced roles in nursing. The graduate with a Master of Nursing (MN) is prepared in theory, research and practice in order to assume leadership positions in meeting the health care needs of rural individuals, families and communities. Certificate programs provide additional education for master's prepared nurses seeking to expand their competencies.

The graduate of the program is prepared to:

1. Contribute to the development of nursing knowledge, practice, and health care delivery in rural areas.
2. Participate in the nursing research process which expands nursing knowledge, improves nursing care and directs health policy and planning.
3. Provide nursing leadership in the evolution and evaluation of rural health care systems.
4. Manage health of individuals, families, and/or communities in environments characterized by limited health resources.
5. Design nursing care based on theory and research for individuals, families and communities in rural areas.

III. CERTIFICATE IN NURSING EDUCATION

The Certificate in Nursing Education is designed for nurses who seek professional advancement and personal enrichment as well as preparation for teaching. See **Appendix A** for course sequencing. Course descriptions are accessible online at [://www.montana.edu/wwwcat/courses/courses2.html](http://www.montana.edu/wwwcat/courses/courses2.html).

IV. GRADUATE STUDENT RESOURCES

The MSU home page (www.montana.edu) includes an A-Z Index tab to quickly find information and resources such as Renne Library <http://www.lib.montana.edu/>, Information Technology Center (computer assistance) <http://www.montana.edu/wwwitc/>, residency information, academic calendar, student health service, etc.

Other campuses (University of Montana, MSU Billings) may have similar resources available (student health clinic, library facilities) to MSU Bozeman students. Keep in mind; however, you are a MSU student regardless of your geographical location.

Students are encouraged to become familiar with the **Division of Graduate Education's** website. For master's degree requirements, graduation requirements, dates and deadlines, procedures, forms, etc. refer to the online graduate catalog at <http://www.montana.edu/wwwdg/catalog.shtml>.

Fax and Photocopy Use

The following guidelines have been established for fax use.

- College of Nursing faxes may be sent in response to a faculty member's specific request.
- Faxes should be no more than five pages.
- Faxes must be sent through local campus Administrative Assistants

NOTE: Faxes that do not meet the guidelines listed above should be sent through an outside source (for example, Kinko's). Campus Directors are given the discretion to determine if faxes are appropriate.

Because adequate alternatives are available on each campus, students do not have access to the College's photocopy machines.

Videoconference and Teleconference Reservations

All reservations (committee meetings, comprehensive exam, thesis/professional paper defense scheduling) are made through the College of Nursing Information Technology Specialist. For reservations, please use the videoconference/teleconference reservation form available at <http://www.montana.edu/nursing/facstaff/videotcrequest.htm>. Limited use of the teleconference equipment will be made available to students who are responding to a specific request made by a faculty member.

Teleconference Use and Etiquette

To make the teleconference learning environment effective and pleasant, a few "rules of etiquette" are suggested:

- Call in on time – when people arrive late, it disrupts the class and the learning environment.
- Mute your microphone unless you are ready to speak and contribute to class discussion – it is disruptive to the class to hear papers shuffling, dogs barking, children crying, etc. If your phone does not have a "mute" function, make sure you are on the phone in a "quiet" location.
- Identify yourself when you are ready to participate in a discussion so that everyone knows who is speaking – remember that the TC system will only allow one person to speak at a time.
- Be sure to "unmute" the microphone when speaking.
- Do not leave before class ends unless the class is on a break – it is disruptive to the class for students to be leaving and returning in the middle of class. If the class is on a break, be sure to come back on time to avoid disruption.

Your courtesy in teleconference classes is much appreciated by faculty and classmates.

**V. SUMMARY OF PROCEDURES AND REQUIREMENTS
FOR A MASTER’S DEGREE, PROGRAM OF STUDY,
THESIS, PROFESSIONAL PROJECT, AND COMMITTEE**

Ultimately, it is the student’s responsibility to know what is required by the Division of Graduate Education (DGE) and to follow the established deadlines. Links to important forms required by the College of Nursing and DGE are listed in **Appendix B**. Detailed information is available at http://www.montana.edu/wwwdg/cat_for_masters_stud.shtml.

Students seeking a Master of Nursing degree select either:

- Thesis (N590) - Plan A, 10 credits minimum (**Appendix C**) or
- Professional project (N575) - Plan B, 6 credits maximum. (**Appendix D**)

For the thesis option (Plan A) register for N590 credits – graded Pass/Fail (P/F). For the professional project option (Plan B) register for N575 credits – graded with a letter grade (A, B, C, etc).

Important Note: Students who initially select the thesis (N590) option may switch to the professional paper (N575). However, students who initially select the professional paper (N575) **may not** switch to a thesis (N590).

Comparison of Thesis (N590) versus Professional Project (N575)

N590 Thesis	N575 Professional Project
Total credits required: 10	Total credits required: 6
Grading: Pass/Fail	Grading: Letter grade
Can change to a N575	Cannot change to a N590
Will work with research active faculty and do research	May work with non-research active faculty on a project
Must have a tenured/tenure track faculty as Chair	Must have a tenured/tenure track faculty as a Chair
Other members of the committee may be master’s prepared faculty and professionals from outside the College of Nursing and/or University (for example, practicing FNP, faculty from nutrition, others)	Other members of the committee may be master’s prepared faculty and professionals from outside the College of Nursing and/or University (for example, practicing FNP, faculty from nutrition, others)

The graduate student and the student’s Primary Advisor negotiate selection of the student’s committee chair and members with coordination through the Associate Dean for Research

and Graduate Education's office. Each committee consists of at least three members. The chair must be tenured or on tenure track in the College of Nursing. Other committee members may be from outside the College of Nursing. Committee membership collectively should reflect knowledge in research methodology, knowledge in the specific content area, and expertise in writing. All College of Nursing faculty are expected to participate on thesis or project committees whether or not they teach in the graduate program. Community members are encouraged to participate in committees. The community member must provide a vita or resume (<http://www.montana.edu/nursing/student/forms/vitashrtform.doc>) and is subject to College of Nursing review.

The Program of Study must be approved by the committee as indicated by the signature of each committee member on the Graduate Program of Study and Committee Form (**Form 1, Appendix B**). The form is then sent to the Associate Dean for Research and Graduate Education for signature, and finally routed to the Division of Graduate Education. The form must be completed and on file with the Division of Graduate Education by the end of the first semester for students completing a 1 ½ year CNL program or by the end of the second semester for all other students.

Committee Chairperson and Member Responsibilities

The chairperson and committee members sign off on and give approval for the student's topic before the student performs the study (**Form 2, Appendix B**).

The chairperson is responsible for contracting with the student each semester regarding the specific aspects of thesis/professional paper work to be completed. A negotiated time frame for the overall document should be constructed. A written contract or plan is recommended. The contract can be altered by mutual consent. The chairperson will submit a grade each semester (pass/fail for N590; letter grade for N575) for the supervised work. The chairperson signs the student's Application for Advanced Degree (**Form 3, Appendix B**). The deadline for filing the application is on (or before) the third Friday of the semester in which the student expects to complete the degree requirements. Refer to the online *Graduate Dates and Deadlines* at http://www.montana.edu/gradstudies/cat_dates&dead.shtml. The committee approves the defense of the thesis/paper when it is completed (**Form 4, Appendix B** and **Form 5, Appendix B**).

The chairperson is responsible for guidance and arbitration on all matters of content and format in the thesis or professional paper. This is done in consultation with the student and committee members. The chairperson and the committee members have primary responsibility for matters of the document content and quality.

Committee members are responsible for providing guidance to the student in the members' particular areas of expertise as these relate to the thesis or professional paper. The committee is responsible for helping the student identify format errors, particularly with regard to APA editorial standards. The chairperson has the responsibility of final review before it is signed by the Dean of the College of Nursing (**Form 6, Appendix B**) and submitted to the Division of Graduate Education. Final acceptance or rejection of the thesis or professional paper, however, is the responsibility of the Vice Provost of Graduate Education. Professional papers

are subjected to the same rigorous standards as a thesis and are submitted electronically to the Division of Graduate Education.

Committee Changes In the event of committee changes, revisions are submitted to the College of Nursing using a Graduate Committee Revision form. Both the original and revised committee sections must be filled out with the person(s) being removed and the one(s) being added to the committee initialing next to their name indicating their concurrence. An explanation for the revision(s) must be included. The Revision form is then sent to the Associate Dean for Research and Graduate Education for signature and finally routed to the Division of Graduate Education. The form is available at [://www.montana.edu/wwwdg/newforms/comm_revision](http://www.montana.edu/wwwdg/newforms/comm_revision).

Student Responsibilities

Students must be responsive to the direction of the chairperson and committee members regarding all matters of content and quality of the thesis or professional paper.

The student is responsible for all format requirements and corrections. It is the student's responsibility to be aware of and meet all deadlines with regard to thesis or professional paper review and approval.

The Division of Graduate Education requires all students to submit an electronic version of their thesis or professional paper (ETD). The Certificate of Approval (**Form 4, Appendix B**) is used for archiving your ETD with the MSU library and requires **original committee signatures**. DGE prefers that this form be typed prior to committee signatures. See <http://www.montana.edu/wwwdg/newforms/ETDApprovalform.doc>.

Note: DGE will accept more than one copy of this Approval form if more than one copy is needed to obtain original signatures in a timely manner. For detailed information regarding ETD preparation, formatting, submissions, including a checklist, see <http://www.montana.edu/etd/>.

VI. COMPREHENSIVE EXAMINATIONS AND ORAL DEFENSE OF THESIS/PAPER

The Division of Graduate Education and the College of Nursing require that students successfully defend their thesis or professional paper or project and pass a comprehensive examination as a requirement for graduation. The primary purpose of the comprehensive examination is to demonstrate the ability to analyze and synthesize theoretical and conceptual material relevant to advanced nursing practice. The primary purpose of the defense of thesis/paper is the demonstration of scholarship by the graduate student.

The Comprehensive Exam and Oral Defense must be passed at least 28 days before the end of the semester in which graduate work is completed. It is advisable to complete the Oral Defense before the deadline to insure enough time for any last minute revisions if required by the Committee. Note: exact dates vary by semester and should be checked ahead of time.

Comprehensive Examination

The comprehensive examination cannot be taken prior to the last semester of regular coursework. The comprehensive examination is a closed session; only the student, Committee and Associate Dean for Research and Graduate Education (when possible) are in attendance. The comprehensive examination may be scheduled on the same day as the thesis/paper defense. The student and Committee chairperson make this determination together. The student, in consultation with the Committee chairperson, schedules the date of the comprehensive examination with the Associate Dean for Research and Graduate Education's office one month prior to the examination date. The student must be registered for a minimum of three credits in the term in which the comprehensive examination takes place.

The committee develops five questions reflecting the terminal objectives of the graduate program and the student's area of interest. General criteria for determining adequacy of responses should also be developed and outlined by the committee. Two weeks prior to the examination date, the student is given the five questions. On the day of the examination, the committee poses three of the five questions to the student. The student is given 15-20 minutes to discuss each of the three questions. A maximum of one hour is allotted to the comprehensive examination. Students may use notes created in the preparation process. No additional aids are permitted.

The student is excused from the room while the committee determines adequacy of the student's responses to each of the posed questions. Two of the three committee members must deem the response to be adequate for each question for a judgment of "pass" on the examination.

For students who do not pass the Comprehensive examination, a record of the questions posed, brief notes capturing the essence of the student's response and a record of the committee vote is prepared and forwarded by the Chair to the Associate Dean for Research and Graduate Education's office within one week of the examination. Students receiving a do not pass may repeat the examination once with a different set of questions after two months have elapsed. Failure to pass a second examination will result in the student's termination from the graduate nursing program.

At the time of the examination, the Report on Comprehensive Exams/Thesis Defense (**Form 4, Appendix B**) must be completed and signed by all committee members. The completed report form will be sent to the Associate Dean for Research and Graduate Education for signature and forwarded to the Vice Provost of the Division of Graduate Education.

Oral Defense of Thesis/Paper or Project

The thesis/paper or project defense is conducted only when the final draft copy of the thesis/paper or project, in its entirety, is complete. The thesis/paper or project defense is a formal presentation open to all faculty and graduate students. The defense may be scheduled on the same day or separately from the comprehensive examination. The student and

committee chairperson make this determination together. The student must be registered for a minimum of three credits in the term in which the thesis/paper defense takes place.

The thesis/paper defense must be scheduled by the student a minimum of 28 days before the end of the term in which the student completes graduate work. In consultation with the Committee chairperson, the student schedules the date of the defense with the Associate Dean for Research and Graduate Education's office one month prior to the defense date.

The Associate Dean for Research and Graduate Education's office sends an e-mail announcement of the time, date and location of the thesis/paper defense to all College of Nursing faculty and graduate students and posts a written announcement on each campus.

The formal presentation by the student describes key components of the thesis/paper. The student consults with the committee chairperson to determine format and stylistic issues of the presentation. The use of audio-visual aids is encouraged. The time allotted for the defense is one hour: 20-30 minutes for the presentation and 30 minutes for committee and audience questions. The committee may formulate specific questions to ask the student or the committee may choose a more spontaneous format in questions.

The student is excused from the room while the committee determines adequacy of the student's presentation and responses to posed questions. Two of the three committee members must deem the presentation and responses to be adequate for a judgment of "pass."

For students who do not pass the thesis/paper defense, a record of the questions posed, brief notes capturing the essence of the student's response and a record of the committee vote is prepared and forwarded by the Chair to the Associate Dean for Research and Graduate Education's office within one week of the examination. Students who do not pass may repeat the defense once with a different set of questions after two months have elapsed. Failure to pass a second defense will result in the student's termination from the graduate nursing program.

At the time of the examination, the Report on Comprehensive Exams/Thesis Defense (**Form 4, Appendix B**) must be completed and signed by all Committee members. The completed Report form will be sent to the Associate Dean for Research and Graduate Education for signature and forwarded to the Division of Graduate Education.

Final Approval of Thesis/Professional Paper or Project

The thesis/professional paper must be submitted electronically in final form to the Division of Graduate Education at least 14 days before the end of the semester in which graduate work is completed. Refer to the ETD website for further information (<http://www.montana.edu/etd/>).

The student's Chairperson is the final reviewer. After the Chairperson signs the Approval Page (page ii - **Form 6, Appendix B**), the Approval Page is forwarded to the College of Nursing Dean for signature then to the Division of Graduate Education. The ETD Certificate of Approval Form (**Form 5, Appendix B**) must be submitted in hard copy (faxed copies are

not permitted) with original committee member signatures. Note: DGE will accept more than one copy of this Approval Form if more than one copy is needed to obtain original signatures to meet the deadline. Students must factor in the extra time needed to circulate this document prior to the deadline.

VII. GRADES AND GRADING

To complete a graduate degree from MSU, a student must earn a cumulative grade point average (GPA) of B (3.0 on a 4.0 scale) or higher in the major and elective areas in order to graduate. Any course listed on the Program of Study in which a grade lower than C (a C- is not acceptable) has been earned must be repeated.

Incomplete ("I") grades must be made up no later than the end of the next semester that the student is in attendance (other than summer semester). "I" grades not made up in the prescribed time lapse into "F" grades. Once a course listed on the Program of Study has been taken it may not be removed from the Program of Study.

All required nursing courses, nursing education elective courses, and N575 Professional Paper credits receive a letter grade. N590 Thesis and N571 Primary Care IV are graded as pass/fail. This information is important to know as it can impact one's cumulative GPA.

College Probation

http://www.montana.edu/wwwdg/cat_academic_prob.shtml

A student will be placed on College Probation if the semester GPA falls below a 3.0, even though the cumulative GPA remains above a 3.0. Students are placed on College Probation to maintain satisfactory progress for degree completion.

University Probation

http://www.montana.edu/wwwdg/cat_academic_prob.shtml

A student will be placed on University Probation if:

- her/his semester GPA, cumulative GPA or graduate program GPA (or any combination of the above) falls below a 3.0.
- the student fails to successfully complete a majority of the courses each semester with a grade of B or better.
- the student does not meet the Division of Graduate Education provisions of admission (e.g., statistics requirement)

Suspension

A student whose semester, cumulative, or program GPA falls below a 3.0 after University Probation status, who did not meet the provisions of admission, or who has failed to progress satisfactorily through the program, may be suspended from the degree program and the Division of Graduate Education. Students admitted on a provisional basis may be suspended without a probationary period if the provision of admission has not been met. Students also may be suspended for failing to maintain a cumulative or program GPA for two (not necessarily consecutive) semesters without a previous probationary status.

Petitions, Appeals and Grievances

For information see http://www2.montana.edu/policy/student_conduct/cg500.html.

VIII. GUIDELINES FOR TRACKING UNSATISFACTORY ACADEMIC PROGRESS WITHIN THE GRADUATE NURSING PROGRAM

1. The individual course instructor will notify the Associate Dean for Research and Graduate Education, in writing, in the event of problems, concerns, or issues relevant to graduate student progression. These concerns may include but are not limited to such things as health issues, scheduling problems (including excessive working outside of school), deficits in progress, and writing and/or verbal skill difficulties. Concerns related to FNP or FPMHNP clinical course progress will be referred to the Clinical Coordinator.
2. The Associate Dean and the Clinical Coordinator will maintain tracking records and follow progress in the noted areas.
3. The Associate Dean will contact the Advisor/Chairperson and/or others as necessary (for example, Dean, Campus Director, Clinical Coordinator) to share the profile (from any or all courses) that best represents the faculty concerns about the individual student and to determine a plan for resolution with the student.

For further information, refer to College of Nursing Policy D-8 *Unacceptable Performance in Required Graduate Nursing Courses* and Policy D-10 *Denial of Graduate Student Access to Clinical Experiences* at <http://www.montana.edu/nursing/facstaff/policies.htm>.

IX. COLLEGE OF NURSING RECOGNITION CEREMONY

Degrees are conferred at the completion of the students' Program of Study. The diploma will show the date of the end of the semester in which the degree is granted. Graduate students who attend the College's Recognition Ceremony and/or MSU Commencement must purchase academic robes, hoods, and caps through the MSU Bookstore. It is the student's responsibility to contact the MSU Bookstore for ordering information (usually available the first week of February). Students must complete all financial obligations to the University prior to the degree award.

Students completing the Master of Nursing (MN) degree requirements and who's Chairperson confirms that they will complete all degree requirements by the end of the spring semester may attend the College of Nursing Recognition Ceremony and University Commencement held in May (**Appendix E**). Graduate students are recognized and "hooded" during the Recognition Ceremony which takes place in Bozeman on the Friday before University Commencement. Students whose Chairperson confirms that they will complete all degree requirements by the end of the summer semester may attend the College of Nursing Recognition Ceremony but not the University Commencement. Summer graduates are

welcome to attend the University Commencement held during May of the following year. Early in the spring semester, *Graduate Student Honors and Awards* information is collected from graduating students for the College's Recognition Ceremony program. The *Graduate Student Honors and Awards* information form can be found in **Appendix E**.

Appendix A

Certificate in Nursing Education Elective Coursework

<u>Semester 1 - Summer</u>	<u>Credits & Format</u>
N503 Curriculum Development OR	3 lecture
N504 Assessment and Evaluation of Education	<u>3</u> lecture
Total Semester Credits	3
<u>Semester 2 – Fall</u>	
N501 Teaching Concepts for Nursing Educators	<u>2</u> lecture
Total Semester Credits	2
<u>Semester 3 – Spring</u>	
N502 Effective Clinical Teaching	<u>2</u> lecture
Total Semester Credits	2
<u>Semester 4 - Summer</u>	
N503 Curriculum Development OR	3 lecture
N504 Assessment and Evaluation of Education	<u>3</u> lecture
Total Semester Credits	3
<u>Summary</u>	
Required Nursing Credits	10
Elective Nursing Credits*	1-4
Total Program Credits	10-14 semester credits

- ◆ N503 and N504 are offered in alternate summer semesters: N504 is offered in odd years and N503 is offered in even years.
- ◆ * N574 Teaching Practicum is a 1-4 variable credit elective clinical practicum that can be taken any semester. Prerequisites are N504 or Consent of Instructor.

Appendix B

Sequence of Required Forms

- **Form 1: Graduate Program of Study & Committee Form** (page 4)
<http://www.montana.edu/wwwdg/newforms/CompProg.doc>; and instructions:
http://www.montana.edu/wwwdg/newforms/pos_masters.doc
- **Form 2: Thesis and Professional Paper or Project Proposal Approval Form** (page 5)
[Thesis-Project Proposal Approval Form](#)
- **Form 3: Application for Advanced Degree**
<http://www.montana.edu/wwwdg/newforms/CompAADF.doc>
- **Form 4: Report on Comprehensive Exam/Thesis Defense**
http://www.montana.edu/wwwdg/newforms/comp_report.doc
- **Form 5: Certificate of Approval Form for Theses and Dissertations (electronic submission/ ETDs)**
<http://www.montana.edu/wwwdg/newforms/ETDApprovalform.doc>
- **Form 6: Approval Page (page ii)**
http://www.montana.edu/etd/guidelines/samples/sample_approval_withsignatures.doc



Division of Graduate Education
 (406)994-4145 www.montana.edu/gradstudies

Graduate Program of Study & Committee Form

Date _____ Student ID _____

Last Name _____ First Name _____ Middle/Maiden _____ Phone Number _____

Mailing Address: _____
 Street _____ City _____ State _____ Zip _____

E-Mail: _____ Degree MN in _____ Degree Title _____

Please list all degrees you currently hold (include both undergraduate and graduate degrees):

Degree	Major	Institution	Date Conferred

Degree	Major	Institution	Date Conferred

******My signature is an acknowledgement of service on this committee and it certifies that the student's coursework on this Program of Study meets the minimum requirements for the degree and Montana State University. ******

Graduate Committee Appointment & Program Approval:

1. _____
 Name (please print) **(Chair)** Signature _____ Date _____ E-Mail _____
2. _____
 Name (please print) Signature _____ Date _____ E-Mail _____
3. _____
 Name (please print) Signature _____ Date _____ E-Mail _____
4. _____
 Name (please print) Signature _____ Date _____ E-Mail _____
5. _____
 Name (please print) Signature _____ Date _____ E-Mail _____
6. _____
 Name (please print) Signature _____ Date _____ E-Mail _____

Program & Committee Approval:

_____	_____	_____	_____
Department Head	Date	Division of Graduate Education	Date
_____	_____	*Please note a \$50 fee will be charged to your student account for processing this form.	
Student Signature*	Date		

Office Use Only:

Guidelines and Instructions for Completing the Master's Program of Study & Committee Form

A student's Program of Study is a contract created between the student and the committee members that is approved by the department head. This contract establishes the requirements that the student must meet in order to earn a Master's degree from Montana State University.

The Division of Graduate Education (DGE) takes great pride in helping to ensure the quality and integrity of the graduate programs at MSU. The following is a set of instructions and requirements to aid in the process of properly filling out a Program of Study. Please read them carefully. (A more comprehensive description of these policies may be found at www.montana.edu/gradstudies)

As always, please feel free to contact the DGE office directly with any questions.

Personal information Section:

- Complete with the most current and complete contact information.
- Use only your MSU student ID number. Please do not use your social security number.
- The degree you are seeking and the degree title must be filled in.

Committee members Section:

- As a master's student, you must have a minimum of 3 members on your committee. The chair (also known as your major advisor) of your Graduate Committee must be a tenure track (or tenured) faculty member within your department at MSU and the person with whom you will be working with the closest.
- The majority of your committee should be from your department. All committee members must sign and date the form.
- Please attach vitas for all off-campus committee members or faculty affiliates (adjunct faculty, research faculty etc.)
- The department head must also sign to acknowledge the appropriateness of your Program of Study and committee.

Policy and Deadlines:

Master's Programs of Study must be completed by the end of the second semester of registration. (First semester submission is required for one year degrees.)

- Course work may not be more than 6 years old at the time of graduation.
- Transfer credits: a maximum of 9 credits are allowed and cannot be approved without an official transcript from the previous University(s).
- Non-Degree/Reserved credits: a maximum of 9 credits allowed.

PLEASE NOTE: The combination of transfer credits, reserved credits, & non-degree credits may not exceed more than 1/3 of the credits on your Program of Study.

- Pass/Fail: A maximum of 3 credits allowed.
- 500, 570, 576: May not exceed 1/3 of total credits required for degree.
- 570: A maximum of 4 credits for plan "A", 6 credits for plan "B".

- 4XX level courses may be used on a Program of Study: a maximum of 9 credits are allowed
- **PLEASE NOTE:** 400, 470, 476, 489, 588, & 589 courses are not allowed on the Program of Study
- 3XX level courses are not allowed on the program of study.
- Grade Performance on Program of Study: Grades below “C-“ must be repeated.
- “I” grades must be resolved before graduation.
- 3 credits minimum registration is required during the term of comprehensive exams, defense of thesis, and graduation.
- Continuous enrollment (minimum of 3 credits) becomes mandatory once all coursework on the Program of Study is completed or any portion of the comprehensive exam has been taken.

Graded Coursework Section:

- A minimum of 30 credits is required to earn a master’s degree.
- For “**Plan A**” students, 10 thesis credits and 20 coursework credits (9 of which can be at the 4XX level) are required.
- For “**Plan B**” students, a minimum of 21 credits must be at the 5xx level.
- Please list in this section only graded courses used to fulfill degree requirements completed or to be completed at MSU as a degree seeking student at Montana State University.
- Designate how many credits you plan to take for each course in the appropriate semester box you plan to take it.
- Pass/Fail courses, seminars, independent study (570’s), practicum, and internship credits should be listed in this section.

Transfer/ Non-Degree/Reserved Credits:

Please list in this section all graduate credits taken as a Non-Degree Graduate at MSU or at another accredited institution that you wish to apply to your degree program.

You may transfer up to 9 graduate level credits taken at an accredited institution as a graduate student.

A maximum of 9 non-degree credits may be applied towards your degree requirements.

A maximum of 9 reserved credits may be applied towards your degree requirements.

PLEASE NOTE: The combination of transfer credits, reserved credits, & non-degree credits may not exceed more than 1/3 of your program and must be a grade of “B” or better.

Research Credits:

- List all research credits here. 10 thesis credits (590) may be included on a Plan “**A**” program, and a maximum of 6 professional paper/project credits (575) may be included on a Plan “**B**” program.

When listing research credits, you do not need to lay out each semester you intend to take them unless your Committee requires it.

Departmental Requirements:

- Departments may require additional coursework towards your degree that is not part of your Program of Study (i.e. 3xx courses, additional seminars or 570’s, etc.). List all such coursework here.



**THESIS AND PROFESSIONAL PROJECT
OR PAPER PROPOSAL APPROVAL
FORM**

This is to confirm that the research study or professional paper _____

Proposed by _____, a graduate student at the College of Nursing, has been **APPROVED**. Permission is granted to conduct the study after the approval by the appropriate Human Subjects Review Boards and with the following changes:

GRADUATE FACULTY ADVISORY COMMITTEE:

CHAIR: _____
PRINTED NAME SIGNATURE DATE

MEMBER: _____
PRINTED NAME SIGNATURE DATE

MEMBER: _____
PRINTED NAME SIGNATURE DATE

DONNA A. WILLIAMS, PHD SIGNATURE DATE
Associate Dean for Research and Graduate Education



Division of Graduate Education
(406)994-4145 www.montana.edu/gradstudies

Application for Advanced Degree

Application Deadline: Completed Applications for Advanced Degree are due to the DGE on or before Sept. 20th for Fall Semester, Feb 5th for Spring Semester, and June 10th for Summer Semester. A \$20.00 audit fee will be assessed to the student's account each semester an application is submitted (this fee must be paid through the Student Accounts Office). A one time \$30.00 commencement fee will be charged to your account the first time you apply to graduate.

Diploma Information: Diplomas will be issued under the name listed on the student's permanent record. Please verify your name and diploma mailing address with the Office of the Registrar. Diploma mailing dates vary with each semester; please contact the Office of the Registrar to find out when to expect your diploma in the mail.

FOR CANDIDATE

Full Legal Name Student ID#

E-mail Address

Mailing Address Street P.O. Box City State Zip

Check here if you are utilizing the One Credit Extension

I hereby apply for the degree of MS in Degree Title (select one)

to be awarded in:

- August 20
Dec. 20
May 20

Candidate's Signature Date

FOR MAJOR PROFESSOR (Approval)

The student's graduate Program of Study and related requirements are completed or in progress. I have reviewed and completed the checklist on the reverse of this form with the above stated student.

Major Professor's Signature Date

FOR DIVISION OF GRADUATE EDUCATION OFFICE (Approval)

Division of Graduate Education Date

For Office use Only:

Courses in Progress

Deficiencies

Advanced Degree Audit Checklist

Using a copy of your approved *Program of Study* and a *current* transcript (available through myinfo) please use the following checklist to review graduation requirements. Please submit any necessary Program of Study changes with this paperwork. Remember that coursework listed on the Program of Study may not be removed once the course has been taken.

MASTER'S DEGREE

DOCTORAL DEGREE

Cumulative GPA – Total GPA of all course work taken as a graduate student.	GPA	Cumulative GPA – Total GPA of all course work taken as a graduate student.	GPA
Total GPA of only the courses in your Program of Study.	GPA	Total GPA of only the courses in the Program of Study.	GPA
All courses listed on Program have been completed or student is currently registered for remaining courses.	<input type="checkbox"/> yes <input type="checkbox"/> no	All courses listed on Program have been completed or student is currently registered for remaining courses.	<input type="checkbox"/> yes <input type="checkbox"/> no
Pass/Fail – max of 3 credits allowed (excluding thesis).	credits	Pass/Fail – max of 9 credits allowed (excluding dissertation).	credits
Non-Degree/Reserved credit – max of 9 credits allowed.	credits	Non-Degree /Reserved credit – max of 9 credits allowed.	credits
Transfer credits from an accredited institution may not exceed 1/3 of total credits on Program of Study.	credits	Transfer credits from an accredited institution may not exceed 1/3 of total credits on Program of Study.	credits
Minimum of 20 credits of course work beyond 10 required thesis credits. (Thesis plans only.)**	total credits	Minimum of 9 credits of course work in supporting area, 18 dissertation credits, and 3 additional credits in major area.**	total credits
All "I" grades received during graduate career have been resolved.	<input type="checkbox"/> yes <input type="checkbox"/> no	All "I" grades received during graduate career have been resolved.	<input type="checkbox"/> yes <input type="checkbox"/> no
Grades on Program below a "C-" have been repeated, resulting in an acceptable grade.	<input type="checkbox"/> yes <input type="checkbox"/> no	Grades on Program below a "C-" have been repeated, resulting in an acceptable grade.	<input type="checkbox"/> yes <input type="checkbox"/> no
Course work must not be more than six (6) years old at time of graduation.	year of oldest course on program	Course work must not be more than ten (10) years old at time of graduation.	year of oldest course on program
Three (3) minimum credits required during:		Three (3) minimum credits required during:	
a. term of comprehensive exam	<input type="checkbox"/> yes <input type="checkbox"/> no	a. term of comprehensive exam	<input type="checkbox"/> yes <input type="checkbox"/> no
b. term of defense of thesis (if applicable)	<input type="checkbox"/> yes <input type="checkbox"/> no	b. term of defense of dissertation	<input type="checkbox"/> yes <input type="checkbox"/> no
c. term of graduation	<input type="checkbox"/> yes <input type="checkbox"/> no	c. term of graduation	<input type="checkbox"/> yes <input type="checkbox"/> no

** Requirements for each degree may vary.



Report on Comprehensive exam/Thesis Defense

****Masters Students Only****

Student ID

This report certifies that on

_____ Date Last name First Middle

completed the following:

- Comprehensive Exam Passed Failed
- Defense of Thesis Passed Failed

as prescribed and required for the degree of: _____

The Division of Graduate Education recommends that all comments regarding the exam be *made in writing* to the student. This document is meant solely to inform the Division of Graduate Education of the pass or fail on the event noted. This form is not to be submitted by the student.

Examining Committee Signatures

Approvals:

Chair _____

Dissenters :

Department Head _____ Date _____ Division of Graduate Education _____ Date _____



Division of Graduate Education
 (406)994-4145 www.montana.edu/gradstudies

Certificate of Approval Form for Theses and Dissertations

*This form serves as the official record of thesis/dissertation submission to the Division of Graduate Education.
 This form is not included in the thesis or dissertation.*

The information provided below should **INCLUDE THE SAME INFORMATION** approved on the title page of your thesis/dissertation.

TYPE this information for legibility.

Author's Name (Use Full name)		Student ID		Semester and year of Graduation	
Degree Type (PhD, EdD, MS, MA, MEd, MFA, M)		Degree program (match Title Page)		Document Type	
Name of Department		College			
Thesis/Dissertation Title					
Keywords or Phrases concerning subject of thesis/dissertation (separated by commas)					

Student Agreement:

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or project, allowing distribution as specified below.
2. I certify that the version I submitted is the same as the final copy approved by my advisory committee.
3. I hereby grant to MSU and its agents the non-exclusive license to archive and make accessible my thesis, dissertation, or project in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, dissertation, or project. I also retain the right to use in future works (such as articles or books) all or part of the thesis, dissertation, or project.

Student and Committee Agreement *(select one of the following):*

- 1. Release the entire work immediately for access worldwide.
- 2. Secure the entire work for patent and/or proprietary purposes for a period of one year. At the end of the one year secure period, the work will be handled under option 1 above.

Review and Acceptance:

The aforementioned document has been reviewed and approved to meet the thesis, dissertation, or project requirement by the student's supervisory committee. The undersigned agree to abide by the statements above, and confirm that this Approval Form serves as the Certificate of Approval for the thesis, dissertation or project including any abstract enclosed within.

_____ Student (please print)	_____ Signature	_____ Date
_____ Chair Name (please print)	_____ Signature	_____ Date
_____ Co-Chair (please print)	_____ Signature	_____ Date
_____ Committee member (please print)	_____ Signature	_____ Date
_____ Committee member (please print)	_____ Signature	_____ Date
_____ Committee member (please print)	_____ Signature	_____ Date

APPROVAL

of a [thesis/dissertation] submitted by

[your full name, first, middle, last]

This [thesis/dissertation] has been read by each member of the [thesis/dissertation] committee and has been found to be satisfactory regarding content, English usage, format, citation, bibliographic style, and consistency, and is ready for submission to the Division of Graduate Education.

[type name of chair of committee]

Signature

Date

Approved for the Department [type department name: College of Nursing]

[type name of department head]

Signature

Date

Approved for the Division of Graduate Education

Dr. Carl A. Fox

Signature

Date

Appendix C

N590 THESIS (PLAN A)

Purpose

The thesis is a formal document that provides a means for students to demonstrate mastery of graduate level competencies through application of course content. Its sole purpose is to demonstrate that the student has made an original, meaningful, and useful or practical contribution to knowledge in the discipline of nursing. To that end, a thesis must include two important components:

- Identification of a worthwhile problem or question that has not been studied previously, and
- Solution of the problem or answer to the question.

The selected problem or question should take into account the purpose and objectives of the graduate program and should be congruent with the student's professional goals.

The final document is a reflection of the student, the Chairperson and Committee, the College of Nursing, and MSU.

Objectives

The student will:

1. Conceptualize a researchable nursing problem.
2. Design a researchable study.
3. Conduct the research study.
4. Produce a scholarly report of the problem studied.

Definition and refinement of the research problem may be developed in *N505 Evidence Based Practice* or *N521 Theory and Research in Nursing*. The student continues work on the thesis in subsequent semesters. This work is reflected by N590 credits earned.

Proposal

The student should prepare a thesis proposal with the help and guidance of the thesis committee. The chairperson is informed by the student regarding all aspects of thesis work and maintains supervisory responsibility. The thesis proposal (Chapters 1, 2, and 3) must be typewritten and must be approved by the chairperson. Following the chairperson's approval, approval of the entire committee and Institutional Review Board (IRB) must be obtained before the study is conducted. Committee approval is documented by the Thesis and Professional Paper or Project Proposal Approval Form (**Form 2, Appendix B**). The signed form is forwarded to the Associate Dean for Research and Graduate Education's office.

Human Subjects Review

Montana State University and the College of Nursing students and employees support and are committed to the responsible conduct of research. Data collection on human subjects does not begin until the University Institutional Review Board (IRB) approves the students' study. See <http://www2.montana.edu/irb/index.html> for instructions.

Components of the Thesis

Components for a thesis can be found on the DGE website (go to DGE homepage <http://www.montana.edu/wwwdg/> → select Electronic Thesis/Dissertation Information → select Style and Composition Guide → select Master's template for WORD). An example follows:

Chapter I -- Introduction

- A. Statement of Problem/Research Questions
- B. The Purpose
- C. Background and Significance of Study
- D. Conceptual/Theoretical Framework (if applicable)
- E. Hypotheses (if applicable)
- F. Definitions
- G. Assumptions (if applicable)
- H. Limitations

Chapter II -- Review of Literature

The written review of the literature is guided by the research questions and/or hypotheses and the conceptual/ theoretical framework of the student's study. The review should include discussion and critique of selected theory and all relevant research in the area.

Chapter III -- Methods

- A. Population and sample (for example, type of sample, size, sampling procedures, setting)
- B. Discussion of Rights of Human Subjects and Consent Process. Note: include a copy of the consent form in the Appendices
- C. Design (variables and their measurement; methodological approach – when applicable)
- D. Procedures for data collection (for example, methods and procedures planned, time framework)
- E. Instrumentation (for example, in-depth discussion of the instrument(s) including reliability and validity) or Data Collection Methods (for example, type of interview, interview schedules, observational types and procedures, archival data retrieval, field notes, memos). Note: include a copy of the instrument(s) in the Appendices
- F. Statistical analysis or Analysis

Chapter IV -- Results

- A. Report of results (for example, narrative, tabled figures, or thematic with de-identified data as examples of themes)
- B. Statistics are reported in this section if applicable.

Chapter V -- Discussion

- A. Evaluation of results
- B. Study limitations
- C. Implications

References

Appendices

Thesis Format

Students preparing a master's thesis will be guided by two sources with respect to issues of format. They are:

- the Division of Graduate Education's *ETD Style and Composition Guide* and
- the Publication Manual of the APA, 6th edition, selected by the College of Nursing to be followed in matters of editorial style.

The Publication Manual of the APA, 6th edition is available for purchase at the MSU Bookstore. A reference copy of the Publication Manual of the APA, 6th edition is available on each campus (reference only - cannot be borrowed). The MSU Writing Center (994-5315) or the Division of Graduate Education (994-4145) can provide names of qualified private tutors if assistance is desired.

If exceptions to the format requirements outlined in the governing documents are anticipated, the Division of Graduate Education should be contacted well ahead of the deadline. If the exceptions are appropriate, they will be considered for approval at that time. This will facilitate final approval by the Division of Graduate Education. Failing to obtain approval could delay graduation and cause unnecessary expense. It is strongly recommended that students contact DGE related to format approval prior to the deadline. Students can be directed to the Division of Graduate Education or the Associate Dean for Research and Graduate Education for advice if their Chairperson deems appropriate.

The Publication Manual of the APA, 6th edition, is written to guide the preparation of manuscripts, but the thesis document is not a manuscript. The resulting confusion has sometimes led to frustration, delay, and/or added expense for students. The student should remember that theses submitted electronically are final documents as are books or articles in published journals. Because the thesis is a final document, its format will differ in some ways from the manuscript format described in the Publication Manual of the APA, 6th edition. The exceptions from manuscript style are stated here in order to provide a point of reference for all concerned in the preparation and approval of master's theses.

The title page should say "... submitted in partial fulfillment of the requirements for the degree of **MASTER OF NURSING**" (not a Master of Science in Nursing or Master in Nursing). Do not include the option (FNP, FPMHNP, or CNL) on the title page. The general format and editorial style of the body of the thesis will follow the Publication Manual of the APA, 6th edition. General format means the document will contain Introduction, Review of Literature, Methods, Results, Discussion, and Reference sections as do APA journal articles. Editorial style for the thesis is described in the Publication Manual of the APA, 6th edition. The mechanics of preparing a manuscript also are contained in the Publication Manual of the APA, 6th edition but the student is advised to ignore these chapters, except as specifically noted below. [Note: Students should refer to *ETD Style and*

Composition Guide before preparing the final drafts of their thesis (see <http://www.montana.edu/etd/styleandcomp.shtml>). The *ETD Style and Composition Guide* spells out the mechanics of publishing the thesis/paper document, for example, font, margins, spacing, specific types of pages, and required order of assembly].

In terms of general appearance, the main body of the document will resemble a published journal more closely than a manuscript. The sequence of material at the end of the document should be as follows: reference notes come before the reference section. If footnotes are used they are placed after the reference section (use of footnotes should be avoided if at all possible). All appendices are placed at the very end of the document.

The Publication Manual of the APA, 6th edition instructions should be followed for paragraphs and indentation, spacing with punctuation, and quotations.

Headings (per the *ETD Style and Composition Guide*)

Major section labels (Introduction, Methods, etc.) should be typed in all caps and centered between the margins. INTRODUCTION as a heading must be placed at the introduction section. The title is not to appear on the first page of the thesis text. Each chapter of the document begins on a new page. The correct levels (i.e., main, side, paragraph) of headings are to be used in the document. Normally, Introduction, Methods, Results, etc., are main headings and as such are in ALL CAPS and centered. Subjects, procedures, apparatus, etc., in the Methods Section are side or second order headings.

Figures and Tables

Directions on how to construct and label figures, graphs, or illustrations, are referred to in the Publication Manual of the APA, 6th edition and in the *ETD Style and Composition Guide*. Figures, tables, and/or illustrations prepared for the thesis should be of professional quality. Those who are not graphic artists are advised to have any needed art work done by a professional.

The thesis typist is to be made aware of the departures from Publication Manual of the APA, 6th edition requirements. Questions about format issues are to be referred to the committee Chairperson.

Appendix D

N575 PROFESSIONAL PAPER OR PROJECT (PLAN B)

Purpose

The professional paper or project provides a means for students to demonstrate mastery of graduate level competencies through application of course content. A professional paper or project in nursing addresses a relevant health care issue and makes a meaningful or substantive contribution to nursing practice. The student plans, organizes, implements, and evaluates the methods used as well as the outcome(s) for the selected topic/activity. The selected topic/activity for each professional paper or project should take into account the purpose and objectives of the graduate program and should be congruent with the student's professional goals.

The final document is a reflection of the student, the Chairperson and Committee, the College of Nursing and MSU.

Topic Selections for a Professional Paper

The student develops a professional paper or project based on the following possible activities:

1. Clinical Project
2. Teaching Project
3. Integrative Literature Review of an Important Nursing or Health Care Topic
4. Other scholarly activity.

Objectives

The student will:

1. Plan and organize activities for the professional paper or project.
2. Analyze and synthesize appropriate information and/or data.
3. Describe the significance of the professional paper or project to nursing.
4. Evaluate method(s) in relation to the outcome(s).
5. Generate ideas for nursing practice, education, or research based on the project outcome(s).

The chairperson and committee must approve the topic and procedures proposed before the activities are performed. Committee approval is documented by the Thesis and Professional Paper or Project Proposal Approval Form (**Form 2, Appendix B**). The signed form is forwarded to the Associate Dean for Research and Graduate Education's office.

Human Subjects Review

Montana State University and the College of Nursing students and employees support and are committed to the responsible conduct of research. Data collection on human subjects does not begin until the University Institutional Review Board (IRB) approves the students' study. See <http://www2.montana.edu/irb/index.html> for instructions.

Components of the Professional Paper or Project

Components can be found on the DGE website (go to DGE homepage <http://www.montana.edu/wwwdg/> → select Electronic Thesis/Dissertation Information → select Style and Composition Guide → select Master's template for WORD).

1. Clinical Project

A clinical project is an in-depth analysis of a clinical nursing problem and may focus on policies and procedures, systems of care, or nursing practice. It directly influences patient care or the health care delivery system. The clinical project commonly includes a needs assessment and statement of how the project will improve health care.

Examples of a clinical project include:

- Develop an informational brochure or pamphlet
- Develop an evidence-based nursing practice policy
- Present to professionals about an area of clinical practice
- Develop a specialty clinic (for example, congestive heart failure, diabetes, pain management)

2. Teaching Project

A teaching project reflects mastery of graduate level competencies as well as knowledge of current, best evidence in teaching and learning. It may focus on clients or professional colleagues and includes an evaluation component. The target audience may be a specific nurse population, patient population, or an individual patient/family with very complex teaching needs. A graduate level teaching project will be developed in greater breadth (comprehensive, broad audience) or depth (focus, complexity, longitudinal) than an undergraduate level teaching project. The Committee Chairperson determines whether a proposed teaching project has sufficient depth and breadth. The project may or may not include a needs assessment. The student is expected to articulate the rationale for all aspects of the project in the professional paper describing the project.

Examples of teaching projects include:

- Create an online or written self-instruction module.
- Plan, fund, and coordinate a workshop (may or may not teach part of the workshop).
- Conduct monthly continuing education programs for staff development.
- Address teaching needs for a complicated patient or family situation.

Essential components for a professional teaching project include:

- A teaching plan for a specified audience;
- Rationale and evidence for the teaching plan including the mode of delivery, selected content, and method of evaluation;
- Implementation of the teaching plan;
- Evaluation of learning; and
- Evaluation of the project overall.

3. Integrative Literature Review of an Important Nursing or Health Care Topic

An integrative literature review is a specific method that summarizes past empirical and theoretical literature. Although there are many types of literature reviews that contribute to nursing science (for example, meta-analyses, systematic reviews, qualitative reviews), integrative reviews use the broadest types of literature allowing simultaneous inclusion of experimental and non-experimental research.

Integrative reviews can have a wide range of purposes including:

- defining concepts,
- reviewing theories,
- reviewing evidence, or
- analyzing research methods.

Students considering this activity are encouraged to read the following article: Whitehorse, R., & Knafl, K. (2005). The integrative review: Updated methodology. *Journal of Advanced Nursing*, 52(5), 546-553.

Professional Paper Format

Students preparing a master's professional paper will be guided by two sources with respect to issues of format. They are:

- the Division of Graduate Education's *ETD Style and Composition Guide* and
- the Publication Manual of the APA, 6th edition, selected by the College of Nursing to be followed in matters of editorial style.

The Publication Manual of the APA, 6th edition is available for purchase at the MSU Bookstore. A reference copy of the Publication Manual of the APA, 6th edition is available on each campus (reference only - cannot be borrowed). The MSU Writing Center (994-5315) or the Division of Graduate Education (994-4145) can provide names of qualified private tutors if assistance is desired.

If exceptions to the format requirements outlined in the governing documents are anticipated, the Division of Graduate Education should be contacted well ahead of the deadline. If the exceptions are appropriate, they will be considered for approval at that time. This will facilitate final approval by the Division of Graduate Education. Failing to obtain approval could delay graduation and cause unnecessary expense. It is strongly recommended that students contact DGE related to format approval prior to the deadline. Students can be directed to the Division of Graduate Education or the Associate Dean for Research and Graduate Education for advice if their Chairperson deems appropriate.

The Publication Manual of the APA, 6th edition, is written to guide the preparation of manuscripts, but the professional paper document is not a manuscript. The resulting confusion has sometimes led to frustration, delay, and/or added expense for students. The student should remember that papers submitted electronically are final documents as are books or articles in published journals. Because the professional paper is a final document,

its format will differ in some ways from the manuscript format described in the Publication Manual of the APA, 6th edition. The exceptions from manuscript style are stated here in order to provide a point of reference for all concerned in the preparation and approval of professional papers.

The title page should say "... submitted in partial fulfillment of the requirements for the degree of **MASTER OF NURSING**" (not a Master of Science in Nursing or Master in Nursing). Do not include the option (FNP, FPMHNP, or CNL) on the title page. The general format and editorial style of the body of the professional paper will follow the Publication Manual of the APA, 6th edition. General format means the document will contain Introduction, Review of Literature, etc. as do APA journal articles. Editorial style for the professional paper is described in the Publication Manual of the APA, 6th edition. The mechanics of preparing a manuscript also are contained in the Publication Manual of the APA, 6th edition but the student is advised to ignore these chapters, except as specifically noted below. [Note: Students should refer to *ETD Style and Composition Guide* before preparing the final drafts of their professional paper (see <http://www.montana.edu/etd/styleandcomp.shtml>). The *ETD Style and Composition Guide* spells out the mechanics of publishing the professional paper/paper document, for example, font, margins, spacing, specific types of pages, and required order of assembly].

In terms of general appearance, the main body of the document will resemble a published journal more closely than a manuscript. The sequence of material at the end of the document should be as follows: reference notes come before the reference section. If footnotes are used they are placed after the reference section (footnotes should be avoided if at all possible). All appendices are placed at the very end of the document.

The Publication Manual of the APA, 6th edition instructions should be followed for paragraphs and indentation, spacing with punctuation, and quotations.

Headings (per the *ETD Style and Composition Guide*)

Major section labels (Introduction, Methods, etc.) should be typed in all caps and centered between the margins. INTRODUCTION as a heading must be placed at the introduction section. The title is not to appear on the first page of the text. Each Chapter of the document begins on a new page. The correct levels (i.e., main, side, paragraph) of headings are to be used in the document. Normally, Introduction, Review of Literature, etc., are main headings and as such are in ALL CAPS and centered. Subjects, procedures, etc. in the Methods Section are side or second order headings.

Figures and Tables

Directions on how to construct and label figures, graphs, or illustrations, are referred to in the Publication Manual of the APA, 6th edition and in the *ETD Style and Composition Guide*. Figures, tables, and/or illustrations prepared for the professional paper should be of professional quality. Those who are not graphic artists are advised to have any needed art work done by a professional.

The professional paper typist is to be made aware of the departures from Publication Manual of the APA, 6th edition requirements. Questions about format issues are to be referred to the committee Chairperson.

