GRADUATE PROGRAM HANDBOOK

2014-2015 Academic Year

Last Revised: August, 2014
Approved: Associate Dean for Research and Graduate Education
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I. INTRODUCTION

The MSU College of Nursing offers Master of Nursing (MN) and Doctor of Nursing Practice (DNP) degrees. The MN degree was first offered at MSU in 1957 and the first class to seek the DNP degree matriculated in 2013. The MN degree focuses on the Clinical Nurse Leader (CNL) role and the DNP focuses on advanced practice nursing for Family/Individual or Psych/Mental Health populations. A Certificate in Nursing Education can be earned while working on either the MN or DNP degrees.

The graduate program is recognized nationally for leadership in rural nursing and the MN degree is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The college will apply to accredit the DNP degree before the first class of DNP students graduates. The College of Nursing has 70 to 80 graduate students enrolled.

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. 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 and is located in Bozeman.

Students access all graduate courses through Desire2Learn (MSU’s computer software for distance delivery of courses). Graduate courses may be enhanced with teleconference and/or interactive video at the instructor’s discretion and a one-day orientation for new graduate students is held in the fall in Bozeman. Students must travel to Bozeman at the beginning of each fall semester for face-to-face classes.

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 sites are arranged on an individual basis in collaboration with clinical faculty (MN-CNL), the DNP (Family/Individual) Clinical Coordinator, or the DNP (Psych/Mental Health) Clinical Coordinator.

We are proud of our graduate program and we welcome strong, enthusiastic, and hard-working graduate students to join us each year. Graduates from the MSU College of Nursing are readily employable in a variety of nursing and health care settings.
II. MASTER OF NURSING GRADUATE DEGREE: PURPOSE AND TERMINAL OBJECTIVES

The purpose of the Master of Nursing (MN) graduate degree is to educate baccalaureate prepared nurses to function in advanced roles in nursing. The Clinical Nurse Leader (CNL) graduate with a MN degree is an advanced generalist who is prepared in theory and practice to assume leadership positions in meeting the health care needs of individuals, families and communities.

The graduate who earns the MN degree is prepared to:

1. Effect change through advocacy for the client, interdisciplinary health care team and the profession.

2. Communicate effectively to achieve quality client outcomes and lateral integration of care for a cohort of clients.

3. Pursue knowledge and skills as the CNL role, needs of clients, and the health care delivery system evolve.

4. Delegate and utilize the nursing team resources (human and fiscal) and serve as a leader and partner in the interdisciplinary health care team.

5. Identify clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality, and the degree to which they are client-centered.

6. Use information systems and technology at the point of care to improve health care outcomes.

7. Participate in systems review to critically evaluate and anticipate risks to client safety to improve quality of client care delivery.

8. Assume accountability for healthcare outcomes for a specific group of clients within a unit or setting recognizing the influence of the meso-system and macro- system on the microsystem.

9. Assimilate and apply research-based information to design, implement and evaluate clients’ plans of care.

10. Synthesize data, information and knowledge to evaluate and achieve optimal client and care environment outcomes.

11. Use appropriate teaching-learning principles and strategies as well as current information, materials and technologies to facilitate the learning for clients, groups, and other health care professionals.
III. DOCTOR OF NURSING PRACTICE GRADUATE DEGREE: PURPOSE AND TERMINAL OBJECTIVES

The Doctor of Nursing Practice (DNP) degree focuses on educating baccalaureate (BSN to DNP) and Masters (MN to DNP) prepared nurses to the highest standards of the profession to care for people living in Montana and beyond and lead change in health care systems. The DNP degree is a clinical degree designed to prepare advanced practice nurses as nurse practitioners who focus on either Family/Individual or Psych/Mental Health populations. The purpose of the DNP is to prepare graduate students in clinical expertise, judgment, scholarship, and leadership and provide the highest level of nursing practice in the primary health care setting.

The graduate who earns the DNP degree is prepared to:

1. Integrate nursing science and theory, biophysical, psychosocial, ethical, analytical, and organizational sciences as the foundation for the highest level of nursing practice.

2. Analyze complex health care system to assess strengths and weaknesses to facilitate organization-wide changes in practice delivery.

3. Synthesize, interpret, and apply knowledge from nursing practice, research, theory, and informatics to evaluate outcomes and sustain evidence-based advanced nursing practice.

4. Advocate for health care policy addressing issues of social justice and equality in the delivery of advanced practice nursing services.

5. Enact leadership and effective communication in inter- and intra-professional collaborator relationships to facilitate and improve outcomes for individuals, populations, and health care systems.

6. Assess epidemiological, financial, sociopolitical, occupational, and organizational forces in the development, implementation, and evaluation of clinical prevention and population health.

7. Integrate professional standards, values, accountability, and ongoing self-reflection into role acquisition as an advanced practice nurse.

8. Influence health outcomes by providing advanced independent comprehensive health care services including health promotion and counseling, health assessment and diagnosis, and disease prevention and management of health and illness of individuals and families throughout the lifespan.
IV. CERTIFICATE IN NURSING EDUCATION

The Certificate in Nursing Education is designed for nurses who seek professional advancement and preparation for teaching nursing students. See Appendix A for course sequencing.

Certificate in Nursing Education Objectives:

1. Use assessment strategies to evaluate educational needs.
2. Facilitate learning in cognitive, affective, and psychomotor domains.
3. Implement teaching strategies in classroom, clinical, or online situations.
4. Evaluate course or program outcomes.
5. Participate in curriculum development.
6. Function within an educational environment.

V. MAJOR ADVISOR/COMMITTEE CHAIR/FACULTY

The Associate Dean for Research and Graduate Education serves as temporary academic advisor for all entering graduate students (MN and DNP) until a major advisor is identified (during each student’s first fall semester). The major advisor serves as the student’s chairperson and acts as a channel of communication within the college. If a major advisor is not identified by the end of the first semester, the Associate Dean will assign an advisor to guide the student until a major advisor/chair is selected.

MSU College of Nursing faculty across the state are available in person, by phone, or by e-mail to guide students through their Program of Study and professional (MN) or scholarly (DNP) project. Faculty teaching in the graduate program can be accessed during the fall, spring, and summer semesters when school is in session.

VI. PROGRAM OF STUDY, PROFESSIONAL/SCHOLARLY PROJECT AND COMMITTEE

Important forms required by the Graduate School and the College of Nursing are listed in Appendix B. The most up-to-date forms are available at http://www.montana.edu/gradschool/forms.html for the Graduate School and http://www.montana.edu/nursing/student/graduate.html for the College of Nursing.

Program of Study and Committee
The graduate student’s major advisor serves as the chair of their professional (MN) or
scholarly (DNP) project committee. The graduate student and their major advisor/chair negotiate selection of committee members. For the MN degree, each committee consists of at least three members (two members must be from the College of Nursing). For the DNP degree, at least four members are required for the committee (majority from the College of Nursing). The Graduate School will designate a fifth member (Graduate School representative) from outside the College for DNP committees. Collectively, committee membership should reflect knowledge in methodology, knowledge in the specific content area, and expertise in writing. All College of Nursing faculty are available to participate on project committees whether or not they teach in the graduate program.

The Graduate Program of Study & Committee form (Form 1, Appendix B) acknowledges service of committee members and it certifies that the student’s coursework included on the Program of Study meets the minimum requirements for the MN or DNP degree at Montana State University. The Program of Study & Committee form must be signed by the committee chair, the student, and all members of the student’s committee. Community members may participate on committees after providing a vita or resume (Form 2, Appendix B), which is subject to College of Nursing and Graduate School review. The Graduate Program of Study & Committee form plus non-MSU Committee Membership CV/Resume form (if applicable) are then sent to, reviewed by, and signed by the Associate Dean for Research and Graduate Education in the College of Nursing (in Bozeman). Once everything is in order and complete, the form(s) are routed to the Graduate School by the Associate Dean’s office. The form(s) must be on file with the Graduate School by the end of the student’s second (MN degree) or third (DNP degree) semester.

Signatures of chairperson and committee members signify approval of the student’s Program of Study (MN and DNP students, Form 1, Appendix B), passing of the Comprehensive Exam (DNP students only, Form 3, Appendix B), approval of the proposed project topic and plan (MN and DNP students, Form 4, Appendix B), and passing of the project defense (Form 5 [MN]; Form 3 [DNP], Appendix B).

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 (College of Nursing, Bozeman) for signature and then routed to the Graduate School. The form is available at http://www.montana.edu/gradschool/forms.html.

Student Responsibilities
MN and DNP students must be responsive to the direction of the chairperson and committee members regarding all matters of content and quality of the professional/scholarly paper. The student is responsible for all format requirements and corrections. Ultimately, it is the student’s responsibility to know what is required by the Graduate School and the College of Nursing and to follow the established deadlines.
VII. QUALIFYING EXAM

The College of Nursing does not require a qualifying exam for the MN or DNP degrees.

VIII. COMPREHENSIVE EXAM

A comprehensive exam is not required for the MN degree.

DNP students are required to take and pass a comprehensive exam. The comprehensive exam assures that the student has attained sufficient mastery of the program of study, including sufficient knowledge and clinical expertise. The comprehensive exam is administered by the student’s committee and must be both written and oral. Students must be registered for 3 credits during the semester that they take the comprehensive exam. Two-thirds (2/3) of the course work required for the DNP degree must be completed prior to sitting for the comprehensive exam.

The student, committee chairperson, and committee members must attend the defense in person or via videoconference. Per Graduate School policy, graduate committee members are not allowed to attend the defense via teleconference. If there is no committee member present on the campus where the student attends, a proctor must be assigned and present.

At the time of the oral examination, the Report on Comprehensive Exams/Thesis Defense Doctoral Student (Form 3, Appendix B) must be completed and signed by all committee members. The completed form will be sent to the Associate Dean for Research and Graduate Education for signature and forwarded to the Graduate School. Refer to the Graduate School website for more details (link: www.montana.edu/gradschool/).

IX. PROFESSIONAL (MN)/SCHOLARLY (DNP) PROJECT

All graduate nursing students are required to demonstrate scholarship, which will be evaluated by the student’s chairperson and committee of faculty experts. Those seeking the MN degree are required to complete a Professional Project (NRSG 575), Graduate School Plan B, 6 credits maximum (see Program of Study). All students seeking a DNP degree are required to complete a Scholarly Project (NRSG 675) – 9 credits maximum (see Program of Study).

The chairperson is responsible for contracting with the student each semester regarding the specific aspects of the project. A negotiated time frame for the overall document should be constructed and a written contract or plan is recommended. The contract can be altered by mutual consent. The chairperson will submit a letter grade each semester for NRSG 575 (MN) or NRSG 675 (DNP).

The chairperson, in consultation with the student and committee, is responsible for guidance and arbitration on all matters of content and format for the professional/ scholarly project. Committee members are responsible for providing guidance to the student in their area of
expertise as it relates to the professional/scholarly project. The chairperson and the committee members have primary responsibility for the project and final document quality. The committee is responsible for helping the student identify format errors, particularly with regard to APA editorial standards.

Summary of Projects in the College of Nursing

<table>
<thead>
<tr>
<th>NRSG 575 Professional Project (MN)</th>
<th>NRSG 675 Scholarly Project (DNP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum credits: 6</td>
<td>Maximum credits: 9</td>
</tr>
<tr>
<td>Grading: Letter grade</td>
<td>Grading: Letter grade</td>
</tr>
<tr>
<td>Must have a tenured/tenure track faculty as Chair</td>
<td>Chair must be faculty in the College of Nursing and have a doctorate (PhD, EdD, DNP). Tenured/tenure track faculty not required.</td>
</tr>
<tr>
<td>Majority of committee from the College of Nursing</td>
<td>Majority of committee from the College of Nursing</td>
</tr>
<tr>
<td>Minimum committee membership: 3 members (Chair plus 2 members)</td>
<td>Minimum committee membership: 5 members (Chair plus 3 members plus Graduate School representative)</td>
</tr>
<tr>
<td>Professionals from outside MSU may serve on committees (vita required, Form 2, Appendix B) – submit with Program of Study (Form 1, Appendix B)</td>
<td>Professionals from outside the MSU may serve on committees (vita required, Form 2, Appendix B) – submit with Program of Study (Form 1, Appendix B)</td>
</tr>
</tbody>
</table>

Defense of Professional/Scholarly Project

The Graduate School requires that students successfully defend their professional/scholarly project as a requirement for graduation. The primary purpose of the project defense is for the graduate student to demonstrate scholarship (guidelines for Dissertation defense on the Graduate School website apply to Project defenses in the College of Nursing).

The chairperson decides when the project is ready for the defense. The project is defended by the student in front of the student’s committee. The defense is a formal presentation that is open to all faculty and graduate students. The student, committee chairperson, and committee members must attend the defense in person or via videoconference. Per Graduate School policy, graduate committee members are not allowed to attend the defense via teleconference.

The student must be registered for a minimum of three credits during the term in which the
defense takes place. The project defense is conducted only when the final draft of the project is complete (as determined by the chairperson) and before the end of the term in which the student completes graduate work.

To schedule the defense, the committee chairperson and student decide on the date. Once a mutually acceptable defense date is determined, the student or chairperson schedule one videoconference room per College of Nursing campus (5 total) using the Videoconference/Teleconference Request Form (link: http://www.montana.edu/nursing/facstaff/infotech/vidotcrequest.html). If the student submits the Videoconference Request Form, they must use their “montana.edu” e-mail address so the IT Coordinator knows that the request is valid. The student must include the chairperson’s name on the form in the notes section.

When rooms are confirmed the chairperson notifies the Associate Dean for Research and Graduate Education’s office of the presentation title, date, time, room numbers, and connection information. This information is announced to all graduate students and faculty who are welcome to attend. The defense will be posted on the MSU calendar by the Associate Dean’s office.

It is advisable to complete the defense before the Graduate School deadline for electronic submission to insure enough time for any last minute revisions if required by the committee. Exact deadline dates vary by semester and should be checked ahead of time.

The formal presentation by the student describes key components of the project. The student consults with the committee chairperson to determine format and stylistic issues of the presentation. The use of 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 for questions.

The student is excused from the room while the committee determines adequacy of the student’s presentation and responses to posed questions. A majority of the committee members must deem the presentation and responses to be adequate for a judgment of “pass.”

At the time of the examination, the Report on Comprehensive Exams/Thesis Defense (Form 5 [MN], Form 3 [DNP], Appendix B) must be completed and signed by all committee members. The completed form will be sent to the Associate Dean for Research and Graduate Education for signature and forwarded to the Graduate School.

For students who do not pass the project 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 chairperson to the Associate Dean for Research and Graduate Education 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 nursing graduate program.
Final Approval of Professional/Scholarly Project
The chairperson has the responsibility of final review of the paper before it is submitted to the Graduate School.

Final acceptance or rejection of the professional/scholarly paper is the responsibility of the Dean of the Graduate School. Professional papers from the College of Nursing graduate students are subjected to rigorous standards and must be submitted electronically to the Graduate School before graduation by the published deadline. Refer to the Electronic Thesis/Dissertation (ETD) website for further information (http://www.montana.edu/etd/). The Certificate of Approval (Form 6, Appendix B) is used for archiving the ETD with the MSU library. The Graduate School prefers that this form be typed prior to committee signatures. The form is available at http://www.montana.edu/gradschool/forms.html.

Note: The ETD Certificate of Approval Form (Form 6, Appendix B) requires original signatures. The Graduate School will accept more than one copy of the ETD Certificate of Approval form if more than one copy is needed to obtain original signatures in a timely manner. Students must factor in the extra time needed to circulate this document prior to the published deadline. For detailed information regarding ETD preparation, formatting, submissions, including a checklist, go to http://www.montana.edu/etd/.

X. GRADES AND GRADING

To earn a graduate degree from MSU, a student must have 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 within the prescribed time will 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 NRSG 575 or NRSG 675 credits receive a letter grade. This information is important to know as it can impact one’s cumulative GPA.

Good Standing
The student has a cumulative and semester GPA of 3.0 or higher and has met the provisions of admission as stated in The Graduate School admission letter, the student is in good standing.

College Probation
(http://www.montana.edu/gradschool/policy/cat_academic_prob.html)
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.
University Probation
http://www.montana.edu/gradschool/policy/cat_academic_prob.html
A student may be placed on University Probation if:

- The semester GPA and cumulative GPA or graduate program GPA falls below 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 Graduate School or college provisions of admission (e.g. statistics requirement).

Suspension
A student whose cumulative or program GPA falls below a 3.0 after University Probation status, who did not meet the provisions of admission, who has failed to make progress satisfactory progress toward their degree, or who did not maintain a cumulative or program GPA for two (not necessarily consecutive) semesters may be suspended from the College of Nursing graduate degree program and the Graduate School. Students admitted on a provisional basis may be suspended without a probationary period if the provision of admission has not been met.

Graduate Student Academic Appeals
Appeals by graduate students seeking exceptions from established University academic policies such as admission, retention, or graduation requirements must be made in writing by the student. Appeals must include a letter from the student and approvals (signature and/or letter) from the major advisor/chair and Associate Dean for Research and Graduate Education prior to submission to The Graduate School. In instances where the advisor and/or Associate Dean choose not to endorse the request, this must be noted and the student may then forward the appeal directly to The Graduate School.

Appeal letters should include the following:
1. State in writing, the policy or decision that is being appealed;
2. Note the reasons you believe the decision should be changed or policy be waived;
3. Include your major advisor/chair's and Associate Dean's approval statements or signatures with the appeal.

Graduate Student Academic Grievance Procedure
A copy of the current academic grievance procedures is available upon request from The Graduate School, 9 Montana Hall.
www2.montana.edu/policy/student_conduct/student_conduct_code.htm

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

1. The individual course instructor notifies 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 Family/Individual or Psych/Mental Health clinical course progress will be referred to the appropriate DNP Clinical Coordinator as well as the Associate Dean.

2. The Associate Dean and the DNP Clinical Coordinators will maintain tracking records and follow progress in the noted areas.

3. The Associate Dean will contact the faculty major advisor/chairperson and/or others as necessary (for example, Dean, 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-6 Clinical Site Visits and Performance in Required Graduate Nursing Courses and Policy D-8 Denial of Graduate Student Access to Clinical Experiences at http://www.montana.edu/nursing/facstaff/policies.html.

XII. GRADUATION AND MSU COMMENCEMENT

The Master of Nursing (MN) degree or Doctor of Nursing Practice (DNP) degree will be conferred at the completion of each student’s Program of Study along with passing the Comprehensive Exam (DNP students only) and defense of the professional (MN degree) or scholarly (DNP degree) project.

The chairperson signs the student’s Application for Advanced Degree (Form 7, Appendix B) near the beginning of the semester in which the student expects to complete the degree requirements. The deadline for filing the application plus other important Graduate School dates are provided on the Dates & Deadlines page (link: http://www.montana.edu/gradschool/policy/cat_dates-dead.html).

The date on the diploma will coincide with the end of the semester in which the MN or DNP degree is granted. Students completing the degree requirements and who’s Chairperson confirms that they will complete all degree requirements may attend the University Commencement (held in May or December). Graduates who attend the 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 information on ordering academic regalia (usually available the first week of February for spring commencement or the first week of September for fall commencement). Students must complete all financial obligations to the University prior to the degree award.
XIII. 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/wwitc/, residency information, academic calendar and student health service. Other universities and MSU campuses (University of Montana, MSU Billings) may have similar resources available (student health clinic, library facilities). Keep in mind; however, you are a MSU student regardless of your geographical location.

Students are encouraged to become familiar with the Graduate School’s website. For masters and doctoral degree requirements, graduation requirements, dates and deadlines, procedures and forms, refer to the Graduate School at http://www.montana.edu/gradschool/.

Course descriptions are accessible online at http://www.montana.edu/wwwcat/courses/courses2.html.

Videoconference and Teleconference Reservations
All reservations (committee meetings, professional project defense scheduling) are made through the College of Nursing IT Coordinator. For reservations, please use the videoconference/teleconference reservation form available at http://www.montana.edu/nursing/facstaff/infotech/vidotcrequest.html. 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 teleconference 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.
Fax and Photocopy Use
The following guidelines have been established:
• 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
• Students are not allowed access to the College’s photocopy machines.

NOTE: Faxes that do not meet the guidelines listed above should be sent through an outside source (for example, Kinko’s).
### Appendix A

#### Certificate in Nursing Education

**Elective Coursework**

#### Semester 1 - Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 503 Curriculum Development</td>
<td>3</td>
<td>lecture</td>
</tr>
<tr>
<td>or NRSG 504 Assessment and Evaluation of Education</td>
<td>3</td>
<td>lecture</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 3

#### Semester 2 – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 501 Teaching Concepts for Nursing Educators</td>
<td>2</td>
<td>lecture</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 2

#### Semester 3 – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 502 Effective Clinical Teaching</td>
<td>2</td>
<td>lecture</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 2

#### Semester 4 – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 503 Curriculum Development</td>
<td>3</td>
<td>lecture</td>
</tr>
<tr>
<td>or NRSG 504 Assessment and Evaluation of Education</td>
<td>3</td>
<td>lecture</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 3

#### Summary

- Required Nursing Credits: 10
- Elective Nursing Credits*: 1-4

**Total Credits to Earn Certificate**: 10-14

♦ NRSG 503 and NRSG 504 are offered in alternate summer semesters: NRSG 504 is offered in odd years and NRSG 503 is offered in even years.

♦ * NRSG 574 Teaching Practicum is a 1-4 variable credit elective clinical practicum that can be taken any semester. Prerequisites are NRSG 504 or Consent of Instructor.
Appendix B

Sequence of Required Forms

- Form 1: Graduate Program of Study & Committee Form and Instructions (Graduate School form - http://www.montana.edu/gradschool/forms.html)
- Form 2: Non-MSU Committee Membership CV/Resume (College of Nursing form - http://www.montana.edu/nursing/student/graduate.html)
- Form 3: Report on Comprehensive Exam and Defense Doctoral Student (Graduate School form – see link above)
- Form 4: Professional/Scholarly Project Proposal Approval Form (College of Nursing form – see link above)
- Form 5: Report on Comprehensive Exam and Defense Master’s Student (Graduate School form – see link above)
- Form 6: Certificate of Approval Form for Theses and Dissertations - electronic submission/ETDs (Graduate School form – see link above) – required for College of Nursing professional project (MN) and scholarly project (DNP) papers
- Form 7: Application for Advanced Degree (Graduate School form – see link above)
- Form 8: Advanced Degree Audit Checklist (Graduate School form – see link above)