

**SMSU Department of Nursing  
MSN Student Handbook  
2024-2025**

Signature: Director of MSN Program  <i>Tracy Hadler</i>	Date  4/15/2024
Signature: Chair of Nursing Department  <i>[Handwritten Signature]</i>	Date  4/15/2024

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*(Please Note: The Student Handbook is subject to changes at any time)*

## Welcome and Purpose

Welcome to the Southwest Minnesota State University (SMSU) MSN Student Handbook. The purpose of the handbook is to inform students about the SMSU MSN Nurse Educator Program.

The courses in the SMSU MSN Nurse Educator Program are online. Graduates from the MSN Nurse Educator Program will be prepared as advanced, visionary, holistic nurse educators who synthesize scientific evidence for application to nursing and teaching practice.

Effective March 21, 2023, the MSN nursing program at Southwest Minnesota State University in Marshall, MN, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 21, 2025.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program [on the ACEN's website](#).

## Preface

The SMSU MSN Program is designed for registered nurses with a Baccalaureate Degree in Nursing from a nursing accredited program (ACEN (formerly NLNAC), NLN/CNEA, or CCNE). Applicants must have an active, unencumbered RN license in the U.S. and a total cumulative grade point average of at least 3.0 (on a 4.0 scale) in undergraduate courses from the baccalaureate nursing degree.

### Application to the MSN Nurse Educator Program Admission Criteria Policy

Application to the SMSU MSN Nurse Educator Program is as follows:

Complete the following steps to be considered for admittance into the MSN program:

#### Apply to SMSU

- Apply online to graduate studies at: <https://www.smsu.edu/graduatestudies/apply.html>

#### Apply to MSN Nurse Educator Program

- Once admitted to SMSU, you will receive instructions to apply to the SMSU MSN Program (including an application code). *(Note: Student must apply and be admitted to SMSU before applying to the MSN program).*

#### **Once these two steps are completed, the applicant's eligibility will be determined:**

\*The MSN program requires an active, unencumbered RN license in the U.S

\*A bachelor's degree in the science of arts of nursing from an accredited nursing program (ACEN (formerly NLNAC), NLN/CNEA, or CCNE)

\*Total cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale in undergraduate courses from the baccalaureate nursing degree

For additional information, visit our website at:

<https://www.smsu.edu/graduatestudies/programs/msn/index.html>

**Department of Nursing Contact Information:**

Southwest Minnesota State University  
1501 State Street  
Marshall, MN, 56258 h

**Telephone:** 507-537-7591

**Fax:** 507-537-6815

**Email:** [NursingDept@smsu.edu](mailto:NursingDept@smsu.edu)

**Application Deadlines**

The MSN program starts in the fall of each academic year. Applications are considered in the order they are received, after acceptance requirements have been met completely. MSN applications expire two years from their completion date.

**Notification of Decision**

The SMSU MSN Program will notify applicants of their standing upon completion of acceptance requirements. Students are admitted as they meet the acceptance requirements. Students will receive an acceptance, provisional acceptance, or non-acceptance notification by email and U.S. mail.

**SMSU Mission Statement**

SMSU prepares students to meet the complex challenges of this century as engaged citizens in their local and global communities. Our comprehensive degree programs, taught in the liberal arts tradition, are dedicated to connecting students' academic and practical professional development experiences in southwestern Minnesota to the wider world.

**SMSU Vision Statement**

SMSU aspires to be recognized throughout Minnesota and beyond for being an inclusive and student-centered university.

**SMSU Value Statement**

We value:

1. Discovery through innovative teaching, research, and other high-impact experiences.
2. Civic engagement and strategic partnerships.
3. Developing broadly educated and well-rounded leaders.

Southwest Minnesota State University views itself as a community and expects that each community member will become familiar with the standards of the community and assume responsibility for making decisions governing their behavior with this community. The SMSU Student Handbook is intended to provide the student with information about services available at the University and University procedures and should be used as a reference for basic

University expectations. Updates, as they occur during the year, will be made to the handbook on the SMSU website.

### **SMSU Department of Nursing Mission**

The mission of the Department of Nursing is to provide leadership in nursing education, scholarship, and practice that reflects cultural, ethical, and compassionate presence in the preparation of nurses that will serve with excellence in a diverse and ever-changing society.

### **Introduction**

The Southwest Minnesota State University (SMSU) Master of Science in Nursing (MSN) Program is a graduate nursing program that prepares advanced, visionary, holistic nurse educators who synthesize scientific evidence for application to nursing and teaching practice. The core framework includes advanced nursing study in leadership, continuous quality improvement, self-care and health promotion, population health, and evidence-based practice.

The Nurse Educator specialization consists of academic nursing, professional development nursing, teaching in clinical and community settings, educational theory, instructional technology, curriculum, education assessment/evaluation, and culturally responsive teaching. Using flexible programming and experiences, MSN students develop vital interprofessional collaboration, leadership and communication skills, teaching, and ethical foundations of contemporary nursing.

### **Alignment of Mission with University Mission and Program Goals**

The Department of Nursing adheres to and supports the mission and values of SMSU.

### **MSN Program Faculty Teaching/Learning Philosophical Statement**

The SMSU MSN Faculty incorporates adult learning theory, constructivism, and values interprofessional collaboration. Faculty use research and current standards of practice to inform the curriculum and teaching/learning in the MSN program.

The faculty believes that all students are individuals with unique backgrounds, learning styles, and experiences they bring to their learning. The faculty assists students in achieving success through various diverse learning methods and activities. The faculty recognizes their roles as facilitating, guiding, coaching, supporting, evaluating, and advising. Faculty uses interactive learning, projects, and individual coursework to engage students in learning through student-to-faculty, student-to-content, and student-to-student (Garrison et al., 1999). The faculty recognizes the importance of effective communication, lifelong learning, and self-care. Culturally responsive teaching is vital for MSN faculty practice.

*Approved by Graduate Nursing Faculty 8/24/2022*

### **SMSU MSN Nurse Educator Goal Statement**

The Southwest Minnesota State University (SMSU) Master of Science in Nursing Nurse Educator (MSN-NE) Program builds on baccalaureate nursing education by preparing visionary, collaborative, holistic nurse educators who synthesize current scientific evidence for nursing and teaching. Graduates utilize and evaluate informatics to promote safety and quality improvement in healthcare. The MSN-NE graduate integrates leadership theories, evidence-based practice, teamwork, and interprofessional collaboration to foster changes that lead to better health outcomes in diverse individuals, families, and populations globally. MSN-NE graduates

recognize the knowledge, skills, and attitudes vital for self-care, well-being, and lifelong learning. Graduates have advanced knowledge, skills, and attitudes in nursing theories, ethics, standards of nursing, health assessment, pathophysiology, and pharmacology to promote person-centered care and advocate for improved health outcomes and equity.

The MSN-NE program prepares graduates for various academic, professional development, and clinical practice settings. MSN-NE program graduates apply nursing and education theories, standards of nursing practice, legal/ethical considerations, and informatics to facilitate the teaching/learning experience. Graduating nurses synthesize knowledge, skills, attitudes/professionalism, theory, research findings, and evidence in the role of the nurse educator. Graduates enhance nursing education practice with instructional technology, culturally responsive teaching, curriculum development, educational evaluation, and interprofessional collaboration.

### **Program Terms/Definitions**

**Individual:** a single person with unique experiences, backgrounds, and values who is one member of a larger group.

**Families:** a group of people who may be biologically, legally, or socially related.

**Local/Global Communities:** a group of people who have a similarity in geography, religion, interests, race, etc. The local community is geographical whereas the global community is worldwide. For example, members of a specific church are a local community. A community includes an interactive relationship with others in the group.

**Local/Global Populations:** a group of people who have a trait or factor in common. For example, all people with heart disease in the state of Minnesota (local population). A population may not have a relationship with others in the group or interact with others within the group. For example, individuals with heart disease in Minnesota may not know others that also live in Minnesota and have heart disease, much less interact with the individuals. (Interactions and relationships are key differences.)

**Knowledge** is the condition of being familiar with content through an experience (Merriam-Webster, 2022, <https://www.merriam-webster.com/dictionary/knowledge>)

**Skills** are the act of using knowledge effectively to perform or do something (Merriam-Webster, 2022, <https://www.merriam-webster.com/dictionary/skills>)

**Attitudes** are mental states, feelings, and emotions regarding a fact or state (Merriam-Webster, 2022, <https://www.merriam-webster.com/dictionary/attitudes>)

**Health promotion** is the advancement or furthering of human health states (World Health Organization, 2022, <https://www.who.int/westernpacific/about/how-we-work/programmes/health-promotion>)

**Lifelong Learning** is an ongoing practice of self-regulated learning and development throughout life (Oxford Handbook, 2022, <https://www.oxfordhandbooks.com/view/10.1093/oxfordhb/9780195390483.001.0001/oxfordhb-9780195390483-e-001>)

## MSN Nurse Educator End of Program Student Learning Outcomes (EOPSLOs) Core MSN:

1. Analyze nursing theories/frameworks and standards of nursing practice in the role of the advanced nurse.
2. Analyze ethical and scientific nursing processes for health promotion of diverse individuals, families, and populations in society and globally.
3. Apply the scientific method and ethical principles to an evidence-based nursing project for better health outcomes.
4. Evaluate the use of healthcare informatics for safety and quality outcomes.
5. Appraise theory, research findings, and evidence related to teamwork and interprofessional collaboration within organizational and systems leadership.

### Overview Areas of Nurse Educator Role Option Competencies:

*Within each overview area, the MSN Nurse Educator program has detailed competencies termed the New Age Nurse Educator Competencies because these competencies are future focused, modern, preparation for Nurses as Nurse Educators.*

- Create ethical educational offerings based on educational theories/frameworks, and teaching/learning methods/strategies
- Demonstrate instructional technology woven into a nursing educational offering
- Design educational offerings that are inclusive and culturally responsive
- Evaluate theory, research findings, and evidence related to curriculum development
- Evaluate educational programs and offerings for effectiveness
- Contribute to the discipline of nursing
- Plan professional nursing development activities
- Analyze nursing theories and standards of nursing practice in the role of the advanced nurse.

### MSN Nurse Educator Program Guiding Philosophical Concepts

The MSN Nurse Educator Program uses the Guiding Philosophical Concepts (GPC) as the Guiding Standard for concepts in the MSN courses. The GPCs are primarily to guide the core courses, but in a secondary manner guide the nurse educator role courses, as the nurse educator courses (NURS 650-664) also include the Nurse Educator Competencies.

Effective Communication	Leadership, Management, and Advocacy
Health Care Safety and Quality Care	Evidence-Based Practice and Research Skills
Informatics and Technology	Integrative Preventative and Population Health (persons, families, local/global communities, and populations) and Health Promotion Practices
Ethics/Legal	Transcultural Nursing
Educational Philosophies, Theories, Frameworks, and Teaching/Learning Methods/Strategies	Instructional Technology and Informatics

Culturally Responsive Teaching	Curriculum
Educational Assessment and Evaluation	Scholarship and Service
Professional Nursing Development	

### Code of Ethics for Nurses

The Department of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses (2015). Students are expected to learn and perform in accordance with this code. The ANA Code of Ethics for Nurses is free to SMSU Nursing students in the SMSU Library as an eBook. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA website (link below):

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

### Course Descriptions Core Courses (21 Credits)

#### **NURS 600: Transitions to Graduate Nursing Practice, 3 theory credits**

Students in this course examine knowledge, skills, and attitudes in contemporary nursing through advanced analysis of nursing theories, philosophies, and standards of practice. The course includes the scientific problem-solving approach and applied analysis of advanced nursing practice. The course incorporates an in-depth study of ethical codes with connections to contemporary nursing practice. Students orient to the MSN program, University learning platform, Library database search skills, and resources available to students during the MSN program. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program or documented instructor and director permission required.

#### **NURS 620: Holistic Nursing Approaches to Self-Care, and Health Promotion in a Contemporary Society, 3 theory credits**

This course is grounded in holistic nursing strategies for self-care, promoting self-care in others, and health promotion. Emphasis is on the context of current issues in today's society. The course includes advanced study of strategies and motivating factors for self-care and health promotion considering individual and community/population needs. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or corequisite or documented instructor and director permission is required.

#### **NURS 624: Advanced Health Assessment and Pathophysiology, 3 theory credits**

This course enhances knowledge and skills through advanced health assessment and pathophysiology at the cellular, organic, and systemic levels. Holistic perspectives, including biochemical, environmental, genetic, psychosocial, and spiritual realms and the impact on human disease, are included. An examination of evidence-based health assessment and pathophysiology comprises the incorporation of interprofessional collaboration. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove



students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or co-requisite or documented instructor and director permission is required.

### **NURS 628: Advanced Principles of Pharmacology, 3 theory credits**

Students in this course examine principles of clinical pharmacology for use in the treatment of disease and health promotion in the role of advanced nursing. The course includes an examination of the major classifications of medications related to pharmacodynamics, such as the mechanism of action, therapeutic effects, adverse reactions, indications, and contraindications. Students study pharmacological differences, such as age, gender, and genetics. The course includes the use of informatics as related to pharmacology and safety, evidence-based practice, patient education, and patient safety related to medications. Students explore medication monitoring for therapeutic and potential adverse outcomes. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program or documented instructor and director permission is required.

### **NURS 630: Advanced Global & Societal Health Nursing, 3 theory credits**

In this course, advanced concepts of culturally congruent nursing practice in contemporary society are addressed. Students examine the promotion of healthy futures for humans and the planetary interactions locally and worldwide based on applied analysis of data and ethical conduct. Research, interprofessional collaboration, and health policy development are vital aspects of the advanced study of societal and global health nursing. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or corequisite or documented instructor and director permission is required.

### **NURS 638 Advanced EBP and Applied Analysis in Nursing, 3 theory credits**

In this course, students develop their knowledge, skills, and attitudes about scientific inquiry within the discipline of nursing. The course includes the research process, designs, methodology, data collection, analysis, ethical issues related to human research, evidence-based practice, and lifelong learning in nursing. Applied analysis in the nursing and healthcare context is an integrated aspect of the course. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or co-requisite or documented instructor and director permission is required.

### **NURS 640 Advanced Leadership, and Continuous Quality Improvement through Interprofessional Collaboration, 3 theory credits**

In this course, students explore advanced leadership knowledge, skills, and attitudes of systems and organizations, including safety and continuous quality improvement. The development of interprofessional collaboration, effective communication, conflict management, and fostering a diverse, inclusive work environment is included. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students from the course who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or documented instructor and director permission required.

## **Nurse Educator Specialization (15 credits)**

### **NURS 650: Education Theory and Practice/Methods for Nurse Educators, 3 credits theory**

This course focuses on knowledge, skills, and attitudes of worldview and education philosophies. A key emphasis in the course is teaching-learning theories applied to nursing education. Students examine evidence-based teaching/learning methods, variables that impact learning, scaffolding, and lifelong learning. Students explore the roles and settings of nurse educators from academia, clinical teaching, organizational orientation/education departments, and continuing education. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 600 as a prerequisite or co-requisite or documented instructor and director permission is required.

### **NURS 654 Instructional Technologies in the Nurse Educator Role, 2 credits theory, 1 credit experiential learning**

In this course, students focus on developing knowledge, skills, and attitudes related to instructional technology in the role of the nurse educator. The emphasis includes instructional technology theories, learning technology research, technology tools, open education resources (OER), and creative commons. Students collaborate with professionals of other disciplines related to an instructional technology project. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program or documented instructor and director permission required and NURS 650 (pre-requisite or co-requisite) or approved equivalent course.

### **NURS 658: Culturally Responsive Teaching in Nursing Education, 2 credits theory, 1 credit experiential learning**

In this course, students develop fundamental knowledge, skills, and attitudes about addressing the needs of a growingly diverse student body. Content includes a variety of teaching/learning methods, inclusive communication approaches, and delivery of culturally responsive feedback in the nurse educator role. Students examine the creation of an inclusive and welcoming educational environment. The practicum experience includes developing or revising a lesson plan to be culturally responsive, inclusive of all, using various teaching/learning methods, inclusive communications, and evaluation. The practicum includes an applied analysis component with a data-driven project to promote culturally responsive teaching. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program with NURS 650 as a prerequisite or co-requisite or documented instructor and director permission is required.

### **NURS 660 Curriculum Development, Assessment/Quality Improvement, and Evaluation for Nurse Educators, 2 credits theory, 1 credit experiential learning**

Students in this course focus on curriculum development, educational assessment/evaluation, and continuous quality improvement in the role of a nurse educator. Advanced level practicum includes curriculum development, curriculum alignment, applied analysis of educational assessment/evaluation data, and writing educational assessment narratives with supporting data. Additionally, students complete the nursing contact hour application for a continuing education activity/session, including evaluation. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course

requirements and prerequisites. Prerequisite: Admission to the MSN Program or documented instructor and director permission required. Prerequisite/corequisite: NURS 650.

**NURS 664: Nurse Educator Capstone Course, 1 credits theory, 2 credits practicum**

The nurse educator capstone project concentrates on synthesizing knowledge, skills, attitudes/professionalism as a culturally responsive nurse educator. The clinical practicum capstone project connects theory, research evidence, technology and informatics, ethical practices, interprofessional collaboration, and lifelong learning. Curriculum development, assessment/evaluation, writing narratives, and creating table/chart data are components of the capstone project. Admission to SMSU Graduate Studies required. The Department of Nursing reserves the right to remove students who do not meet the course requirements and prerequisites. Prerequisite: Admission to the MSN Program or documented instructor and director permission required and NURS 650 or approved equivalent course. Co-requisites or pre-requisites are NURS 654, 658, 660.

**Elective (3-4 credits)**

ELECTIVE: 3-4 graduate credits: Must be graduate level at 600 or higher level, specific to the role of the nurse educator or nursing and approved by academic advisor/graduate director.

**TOTAL CORE, NURSE EDUCATOR, & ELECTIVE = 39 required credits**

**Program Prerequisite or Corequisite by the end of the first term:** Biostatistics (stats with health/bio focus)

**MSN Orientation course:** A pre-start MSN orientation course is held asynchronously to help students with a good start to the program. This orientation is asynchronous and helps orient students to navigation of the SMSU website, library, and resources. The first course in the MSN program is NURS 600: Transitions to Graduate Nursing Practice and includes more MSN program orientation. Students must take NURS 600 first or together in the same term with other courses.

**Program of Study**

Link: [SMSU MSN Program of Study](#)

**MSN Progression Policy**

Nursing students must maintain an overall GPA of 3.0 and attain a minimum grade of 3.0 in all courses required in the MSN Program. The expectation is for MSN students to have A and B grades in all courses. If a student falls below the minimum GPA, the student will be placed on probation. A grade of "C-" or below will not apply toward a Graduate Program, Degree, or Certificate. A maximum of two (2) Cs will be allowed. Two courses with grades of C are allowed. The student may not progress in the MSN Program if

- Student is unable to maintain an acceptable RN license
- Not taking any courses (NURS or general courses) during the spring or fall semester (refer to SMSU Graduate Policies)
- Student does not meet all policies stated in the most recent edition of the Department of Nursing Student and SMSU's Student Handbook at <http://www.smsu.edu/administration/studenthandbook/?id=8216>

### Satisfactory Academic Progress

Grade Point Average (GPA): A minimum GPA of 3.0 must be maintained throughout the Graduate Programs, Degrees and/or Certificates. If a student falls below the minimum GPA, the student will be placed on probation. A grade of “C-” or below will not apply toward a Graduate Program, Degree, or Certificate. A maximum of two (2) Cs will be allowed. Should an MSN student have a third C, they are required to repeat the course to earn a higher grade.

SMSU MSN graduate students must establish and maintain a cumulative minimum grade point average of 3.0. If an MSN Graduate student is identified as having a cumulative grade point average lower than 3.0, the Department will allow the student an opportunity to explain any special circumstances. If the student fails to provide an acceptable explanation, the Department may drop the student from the Graduate program. Then the student would have to reapply for admission to the University and into the Graduate program. Readmission to the Graduate program is not guaranteed. Please also see the SMSU Graduate Studies Policies.

### Grading Policy

All grade point averages are managed by the registrar’s office. Grade point averages (GPA) are to be calculated to the second decimal and are truncated, not rounded. The following will not be calculated in determining the GPA: I, IP, AU, NA, W, CR, and NC. The actual GPA from the registrar is used in guiding acceptance decisions in the MSN program.

### Grading Key

Grading Abbreviation	Meaning
I	Incomplete
IP	In progress
AU	Audited
NA	Never attended
W	Withdrawn
CR	Credit
NC	No credit

### Grading Scale

A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	Less than 60%

### Grades

Graduate students are expected to earn a grade of 80% for assignments within an MSN nursing course. If a student scores an average of less than 80% total on an assignment or in a nursing

course, the student is required to immediately contact their course faculty and academic advisor for assistance. Your course faculty and academic advisor will help you with a plan for success, so you earn a course grade of 80% (B) or higher. Percentages will not be rounded up. SMSU Graduate studies sets 80% as a minimum benchmark for passing a graduate level course. A minimum GPA of 3.0 must be maintained throughout the Graduate Programs, Degrees and/or Certificates. If a student falls below the minimum GPA, the student will be placed on probation. A grade of “C-” or below will not apply toward a Graduate Program, Degree, or Certificate. A maximum of two (2) Cs will be allowed. Should students earn three Cs, they are required to repeat one of the courses to earn a higher grade.

If a student feels that points or grades awarded are inappropriate, the student is encouraged to discuss concerns with the course instructor. The student is encouraged to present appropriate documentation and/or research to support their concerns. The student is required to always be professional in their communication with the course instructor and open to the rationales presented by the course instructor. Students can find the academic appeals process under Administrative Policies in the SMSU MSN Student Handbook.

### **Individual Requirements and Support Systems for Students**

The professional nurse performs many tasks as part of their practice. Training for this type of work requires the nurse educator to perform these same tasks and demonstrate certain characteristics. The following is a list of tasks/characteristics that may need to be performed/demonstrated as part of the training to become a professional nurse. This is not an all-inclusive list; it is a collection of examples of what might be encountered throughout the program and career as a nurse educator.

- Gross motor - walking, stooping, bending, pulling, pushing (significant strength, endurance, and balance are required for many of these tasks)
- Fine motor - writing (English), pinching, injections, keyboarding
- Sensory/perceptual - hot/cold, sight (acuity, color), smell, hearing (high/low pitch/volume)
- Emotional – stability, sensitivity, caring
- Moral - reliable, honest

### **Health**

Students are encouraged to maintain current health insurance as the student is responsible for any injuries or health concerns that may incur during studies at SMSU. Southwest Minnesota State University and clinical agencies are not responsible for injuries incurred as part of any type of nursing-related learning experience. The student is responsible for meeting all their health care needs related to any issues or health concerns that arise.

### **Health Requirements**

Prior to the NURS 664 capstone course, students are required to provide the following Health Documents:

1. Provide a demonstration of personal health consistent with a safe nursing practice determined by a Department of Nursing Health Information Form.
2. Provide applicable immunizations, declination waivers, if applicable

3. Follow the immunizations/clinical requirements required by the practicum agency/organization. Depending upon the practicum experience selected, students may need to complete additional health compliance requirements, including immunizations.
4. Students may be asked to provide TB testing documentation per the clinical agency/organization.
5. A declination waiver is required for any required immunizations the student opts out of.
6. Required immunizations/titers that must be current include MMR (Measles, Mumps, and Rubella).
7. Hepatitis B series is strongly encouraged and/or titer;
8. Students are encouraged to always keep original documents of the Health History form and immunization documentation as federal law prohibits SMSU from providing a copy of the documents to a student or healthcare facility;
9. Any significant change in health while actively taking nursing courses must be immediately communicated to the NURS664 faculty member or faculty advisor. The faculty member or advisor will then work with the Director of Nursing to determine an appropriate course of action, such as clearance from a medical provider. If documentation of the Health Information form is needed at the clinical agency/organization, it will be the student's role to share medical clearance with the course faculty, Director of Nursing, and the site.

**Measles, Mumps, & Rubella (MMR) (required):**

- Dates of **two** doses of MMR immunizations (which must be after 12 months of age); **OR**
- An antibody blood titer documenting immunity of measles, immunity of mumps, and immunity of rubella.
- If the document is a printed vaccination or titer record from a healthcare facility, then a signature is not required. However, if the vaccine or titer information is handwritten or is not a printed document from a healthcare facility, then it **MUST** be signed by a medical provider. Electronic signatures and stamps from the healthcare facility are also acceptable forms of signatures. State Immunization Registry reports are accepted.

**Hepatitis B Immunization (strongly encouraged):**

- Series of three doses of Hepatitis B Immunization. At minimum, this series must be started before acceptance into the Program **OR**
- An antibody blood titer documenting immunity of Hepatitis B.
- If the document is a printed vaccination or titer record from a healthcare facility, then a signature is not required. However, if the vaccine or titer information is handwritten or is not a printed document from a healthcare facility, then it **MUST** be signed by a medical provider. Electronic signatures and stamps from the healthcare facility are also acceptable forms of signatures. State Immunization Registry reports are accepted.

**TB Testing (students may be asked to provide documentation (per the clinical facility/organization requirements))**

- a. A negative two step TB skin test (TST) consists of two separate negative tuberculin skin tests. The two-step TST involves placement of a purified protein derivative (PPD) to test

- for tuberculosis. The first reading must be read by a healthcare professional within 48 – 72 hours after placement, and the area of induration must be recorded. The second TST should be administered one to two weeks after the first test. TST must be done within the past 12 months.
- b. Submission of two previous negative TSTs within 13 months of each other, with the last TST in the past 12 months.
  - c. One Interferon-Gamma Release Assay (IGRA) test, which includes QuantiFERON TB Gold (QFT-G), QuantiFERON Gold in tube test (GFT-GIT) or T-Spot for TB (T-Spot) along with any required follow-up, done within the past 12 months.
  - d. Students who are positive reactors to a TST must have a report of one negative chest x-ray on file and the SMSU TST Reactor Form signed by a health care provider, assuring the absence of symptoms. Once a student has provided documentation of a negative chest x-ray taken after a positive TST, they will need not repeat it if they are symptom-free.
  - e. Bacille Calmette-Guerin (BCG) vaccinated individuals who test positive by TST and negative by IGRA are not required to have a follow-up x-ray.

### **Refusal to Obtain Immunizations or Titters**

If the student is unable to comply with any or all requirements, or if the student has contraindication(s) to a required immunization, the student must:

1. Sign an Immunization Medical Exemption Acknowledgment form (from your clinical/provider) indicating the specific immunization(s) or titers or tests that are being voluntarily refused and the rationale for the refusal and/or secure a letter from their physician indicating the medical reason for not obtaining the required immunizations(s).
2. Students need to understand that SMSU will not be responsible for immunization medical exemptions or any related outcomes. SMSU will work with the student to secure alternative practicum experiences. Practicum experiences may not be available to the student without proper immunizations and as a result the student may not be allowed to complete the required experiential experiences necessary to graduate.
3. Please be aware that some practicum experiences/sites require additional immunizations, drug screens, background/criminal studies, and documentation to participate in the experiential experience. If a student cannot complete immunizations, this information must be communicated to their NURS 664 faculty member. The NURS 664 faculty member may communicate this to the practicum location before the student initiates hours.

**NOTE:** The preceding documentation is required by the Department of Nursing and is to be submitted. Students will not be permitted to progress or continue in the NURS664 capstone/practicum course if the above health reports are not current and on file. If clinical time is missed due to missing health requirements, students' progression may be affected.

### **Professional Requirements**

1. RN license - Students must maintain a current/active, unencumbered RN license, which will be verified prior to the NURS 664 course.
2. Background Study – the MSN Program requires students to complete a Minnesota Department of Human Services (DHS) Background Study prior to the NURS664 practicum course. *Students are responsible for the cost of the background study through*

*DHS.* Minnesota law requires background studies on individuals who provide direct contact services to patients/clients in facilities and programs approved by MN DHS. Instructions on how to complete and pay for an MN DHS Background Study will be provided to students. If a student has been convicted of certain crimes, they may not be allowed to work, or perform clinical activities, in certain facilities. Progression in the MSN Program will not be guaranteed, as students convicted of these crimes may be unable to complete the clinical requirements of the MSN Program. Any questions should be addressed to – the Minnesota Department of Human Services, Division of Licensing, Background Study Unit at 651-431-6620. Students are encouraged to always keep documentation of background studies as federal law prohibits SMSU from providing a copy of the documents to a student or healthcare facility. Agencies may require an additional background study, such as a criminal study.

3. HIPAA training– the Minnesota Department of Human Services Health Insurance Portability and Accountability Act (HIPAA) training will be completed by students prior to the NURS664 course.
4. Liability Insurance - Student nurse liability insurance is provided by SMSU and only covers students practicing as nursing students at SMSU.

**Providing Healthcare Services** - It is unlawful for anyone who is not a licensed healthcare professional to provide healthcare to others. Nursing students may not provide nursing care to any person unless that activity/task was appropriately delegated to them by a designated licensed preceptor. For example, a nursing student may not practice nursing procedures on others unless directed to do so by their designated licensed preceptor.

**Substance Abuse or Impairment** - Students may not participate in experiential learning activities or experiences, classroom, lab, etc. while under the influence of any substance that may impair judgment or result in disruptive or disorderly behavior. Any student using substances (including prescription medication) needs to communicate this to their course faculty member. Discovery of prior history of substance abuse or impairment requires that the student's background and situation be reviewed by the MSN Program prior to acceptance or progression in the MSN Program.



## SMSU Nursing: MSN Nurse Educator Program

### Practicum Hours

Practicum hours are supervised within the SMSU Department of Nursing. All practicum experiences must include evidence-based nursing practice. Additional Practicum information will be available as part of the MSN Preceptor Handbook.

MSN Nurse Educator Course	Experiential Learning Activities	EOPSLO #	Role-Option Competencies Specific to the Competency—listed are the overall competencies—see course syllabus for detailed competencies
NURS 664  90 hands-on contact hours w/preceptor	<ul style="list-style-type: none"> <li>• Capstone Synthesis Educational Project</li> <li>• Capstone Analysis and Evaluation Assignment</li> <li>• Discussion #1: Education Theory/Research/Teaching Methods</li> <li>• Discussion #2: Culturally Responsive Pedagogy/Reflection/Curriculum Application</li> <li>• Discussion #3: Test Construction/Item Writing</li> <li>• Comprehensive Assessment/Reflection of EOPSLOs &amp; Nurse Educator Competencies</li> </ul>	<ol style="list-style-type: none"> <li>1. Analyze nursing theories/frameworks and standards of nursing practice in the role of the advanced nurse.</li> <li>2. Analyze ethical and scientific nursing processes for health promotion of diverse individuals, families, and populations in society and globally.</li> <li>3. Apply the scientific method and ethical principles to an evidence-based nursing project to improve health outcomes.</li> <li>4. Evaluate the use of healthcare informatics within healthcare to promote safety and quality outcomes.</li> <li>5. Appraise theory, research findings, and evidence to promote teamwork and interprofessional collaboration related to organizational and systems leadership.</li> </ol>	<ul style="list-style-type: none"> <li>• Educational Philosophies, Theories, Frameworks, Ethics, and Teaching/Learning Methods/Strategies</li> <li>• Instructional Technology &amp; Informatics</li> <li>• Curriculum</li> <li>• Educational Assessment &amp; Evaluation</li> <li>• Scholarship &amp; Service</li> <li>• Professional Nursing Development</li> </ul>

### Resource Requirements

#### Book supplies

Many books in the MSN course are provided via eBooks or the internet. There may be some textbooks students will need to purchase or rent. Students are responsible for attaining their own textbooks and supplies. Instructors and/or advisors can provide guidance regarding which textbooks to purchase, rather than rent, to create a cost-effective plan for the student.

#### Transportation

All students are responsible for meeting their own transportation needs.

### Uniform/Appearance

Students must maintain neat, professional attire for any presentations of appearance. MSN students must purchase a name badge before the NURS664 course. Though this may be rare, students may video record a presentation or present via online conferencing and should be in clean professional attire.

### Writing Assignments

The most recent edition of the American Psychological Association (APA) *Publication Manual* will be used as the style guide for all written assignments in the MSN Program.

### Assignment Usage Disclaimer

All assignments and written work submitted by students are subject to being shared with others to meet accreditation and regulatory requirements. Course material may also be used anonymously for assessment of student learning outcomes (SLOs) addressed by the MSN Program. When student assignments are shared, the student's identity will be retracted. Course artifacts may also be used for campus-wide program assessment.

### Attendance Policies

Attendance policies may vary between courses and instructors. Weekly course activity and progress are expected by all students. Please refer to the course syllabi for specific information, including experiential learning coursework. Should you have any concerns or questions about attendance, please contact the course faculty for communications.

Tardiness at experiential/practicum learning opportunities, or unexcused absences may result in dismissal for the nursing program.

### Support Services

<p><b>Deeann Griebel Student Success Center</b></p>	<p><a href="#">Deeann Griebel Student Success Center</a></p> <ul style="list-style-type: none"> <li>• Study, meet friends and seek assistance with coursework in the Deeann Griebel Student Success Center.</li> </ul> <p>The purpose of the Deeann Griebel Student Success Center is to encourage student development and academic success. The center provides services for all SMSU students and coordinates programs, academic advising for specific populations, and assists students in selecting an academic major and/or minor. In addition, the center answers student questions about academic forms and policies, as well as works with students on academic warning or probation due to their Satisfactory Academic Progress (SAP) status. The center functions as a drop-in center for student questions and concerns, helping students to achieve their academic goals.</p>
<p><b>Career Services</b></p>	<p>Career Services at <a href="https://www.smsu.edu/campuslife/careerservices/index.html">https://www.smsu.edu/campuslife/careerservices/index.html</a></p>

	Provides comprehensive career resources to assist SMSU students and alumni with their career development and employment goals. The role of Career Services is not to act as a placement center. Career Services strives to equip students with resources to successfully manage their career development during their academic experience and beyond their graduation.
<b>Counseling and Testing Services</b>	<p>Counseling and Testing Services at <a href="#">Counseling &amp; Testing Services</a></p> <p>Provides a variety of assessments and test proctoring services as well as confidential, short-term counseling services to enrolled students by mental health professionals.</p>
<b>Accessibility Services</b>	<p>Accessibility Services at: <a href="https://www.smsu.edu/accessibility/index.html">https://www.smsu.edu/accessibility/index.html</a></p> <p>Coordinates accommodations for students with disabilities and serves as a resource for faculty, staff and the university community in an effort to assure equal access to learning for all.</p>
<b>Financial Aid</b>	<p>Financial Aid at <a href="https://www.smsu.edu/campuslife/financialaid/index.html">https://www.smsu.edu/campuslife/financialaid/index.html</a></p> <p>Provides fair, equitable, and unbiased counseling &amp; service to students seeking financial aid. Guarantees delivery of federal and state financial assistance to students within rules and regulations established by the respective departments of education. Coordinates all federal, state, and institutional financial assistance, including grants, scholarships, student employment, and student loans.</p>
<b>Student Health Services</b>	<p>Student Health Services at <a href="https://www.smsu.edu/campuslife/healthservices/index.html">https://www.smsu.edu/campuslife/healthservices/index.html</a></p> <p>Health Services provides registered students with free and confidential services, including medical evaluations. Assists students with off-campus referrals, as necessary.</p>
<b>Information Technology Services</b>	<p>Technology Resource Center at <a href="https://www.smsu.edu/informationtechnologyservices/index.html">https://www.smsu.edu/informationtechnologyservices/index.html</a></p> <p>Provides support for teaching and learning, administration, and research. Support includes helpdesk support with services including login assistance, password resets, mobile device support, D2L Brightspace support, e-mail assistance, on campus Internet services including on campus wireless access, computer kiosks, and computer labs.</p> <p><b>Computer Recommendations for Students</b>  <a href="#">Computer Recommendations for Students   Southwest Minnesota State University (smsu.edu)</a></p> <p><b>Personal Computers</b></p>

	<a href="https://www.smsu.edu/campuslife/writingcenter/index.html">Personal Computers   Southwest Minnesota State University (smsu.edu)</a>
<b>Writing Center</b>	Writing Center at <a href="https://www.smsu.edu/campuslife/writingcenter/index.html">https://www.smsu.edu/campuslife/writingcenter/index.html</a> Provides an opportunity for students to improve their writing skills. The student writing consultants offer tutoring for students who wish to discuss the drafting, revising, or editing of their written work.

**For additional student resources visit:**

<https://www.smsu.edu/administration/academicdeans/resources.html>

## **Administrative Policies**

### **Governance**

The MSN Nurse Educator Program Director will recruit and identify MSN students as representatives for regularly scheduled MSN Nurse Educator program meetings. Students will volunteer, or be nominated, from MSN Nurse Educator courses as available, to give a range of perspectives. Students may serve a one-year term during their nursing graduate course work. Student representatives will communicate between students and the MSN Program Director. Communication may include the presentation of their/peer suggestions for program improvement related to, but not limited to, the plan of study, student handbook policies, and communications of relevant team meeting discussions to the nursing student body. All nursing students will also participate in departmental governance through feedback on evaluations and surveys.

### **Communication**

Communication will primarily happen via official SMSU email. For students to be successful when they are enrolled in a nursing course, it is important for students to frequently check their SMSU email account daily. Students may want to forward their SMSU email to their frequently used email account for ease. Instructor email contact will be primarily via SMSU email and not personal email accounts. Specific guidance about communicating with course instructors is provided in each nursing course.

Effective communication is a vital component of the student's overall professionalism. For effective communication, students must follow the appropriate channels. Students should first contact the course instructor for questions or concerns.

### **Formal Complaints**

Students should not use student representatives to discuss course learning opportunities. Professional communication between students and instructors is needed to discuss course concerns.

*Academic Appeals:* If a student has grounds to appeal a grade, the student should present their case to the faculty member who awarded the grade within two weeks of the beginning of the

next semester (not including summer term). Should the student and faculty member fail to resolve the student's complaint, the student may appeal to the Academic Appeal Committee. The complete Graduate Grade Appeals Process policy is available in the SMSU Graduate Policies found in the MSN Program Information Center. Please see the SMSU Graduate Policies for details on the steps to take.

Student Handbook - <http://www.smsu.edu/administration/studenthandbook/?id=8216>

*Student Grievance/Complaints:* A student has the right to seek a remedy for a dispute or disagreement, including issues of institutional or program quality such as an institution's compliance with the standards of an accrediting agency, or a claim of consumer fraud or deceptive trade practices, through a designated complaint or grievance procedure. This policy does not apply to academic grade disputes. Complete Student Grievance/Complaints policy is available in the SMSU Student Handbook or at <https://catalog.smsu.edu/student-handbook/rights-responsibilities/grievance-complaints/>

### **Handbook/Policy Revision**

The nursing faculty will review the most current edition of the SMSU MSN Nursing Student Handbook at least annually and are encouraged to provide feedback to the Director of Nursing regarding the handbook. At the beginning of each fall semester, the most recent up-to-date version of the handbook will be placed on the MSN website and the D2L Brightspace MSN Program Information Center course, with all students bound to the most current edition of the handbook. Updated versions of the handbook may be provided throughout the academic year. All students will complete the Acknowledgement of Receipt of Handbook form upon entrance into the MSN Program during the NURS 600: Transitions to Graduate Nursing Practice course.

### **Academic Honesty**

#### **Southwest Minnesota State University Policy A-032**

Link: [A-032 Academic Honesty](#)

### **Program Orientation Includes the MSN Academic Honesty Pledge Form Completion**

All students will complete the Academic Honesty Statement/Pledge form upon entrance into the MSN Program in the NURS 600: Transitions to Graduate Nursing Practice course.

*The statement/pledge:*

I have read the SMSU Academic Policy, Academic Honesty, and understand that the academic honesty policy aims to maintain the academic integrity of SMSU and promote an intellectual climate of honesty and integrity.

SMSU Nursing is committed to promoting and maintaining an environment of academic integrity. All students are required to accept personal responsibility for their work at SMSU. Any offense against the academic honesty policy compromises the education integrity of SMSU and

will be considered a grave offense. Offenses against academic honesty are acts that unjustly advance one's academic standing at SMSU and include knowingly permitting or aiding a person in an offense against the academic policy.

I am aware of the Academic Honesty policy. I will not breach the policy, including plagiarism, cheating, fabrication, self-grading discussions before making the postings, tampering, or assisting in dishonesty.

By answering yes, you agree to uphold academic honesty in all you do at SMSU.

### **SMSU Department of Nursing Plagiarism Policy**

The SMSU Department of Nursing adheres to the SMSU Academic Honesty Policy. When a lack of academic honesty is a concern, the course instructor(s) will alert the SMSU Department of Nursing Chair and the Director of Nursing who will then be in communication with the student. Repercussions may include, but are not limited to, the following:

- Failing grade on assignment (0 points)
  - The repercussions may include the student successfully completing the plagiarized assignment while adhering to academic honesty without a change in original grade. In cases with this requirement, failure to complete the assignment successfully will result in not passing the course.
- A failing grade in the nursing course
- Expulsion from the SMSU Nursing Program

The SMSU Department of Nursing does not allow nursing students to withdraw from a nursing course to avoid receiving an “F” grade due to academic honesty concerns.

### **Graduation and Commencement**

Completion of the MSN Program requires the student to meet and maintain all program acceptance and progression requirements. One item is the required Degree Check completion the semester prior to commencement. Upon successful completion of all course work and requirements set forth by the SMSU academic catalog and the SMSU MSN Program Student Handbook, the graduate nursing student will be recommended for the appropriate degree. All MSN students **within 9 credits of finishing their MSN degree** are invited to Commencement in May.