

WSU

SCHOOL OF NURSING



Master's in Nursing Education

STUDENT HANDBOOK

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Idaho State University
School of Nursing
Handbook
Master's Degree in Nursing, Education Option Handbook

Welcome from the Associate Dean for Academic Affairs, Director of Graduate Studies and Professor, Karen Neill Ph.D., R.N., SANE-A, DF-IAFN



As the Associate Dean for Academic Affairs and Director of Graduate Studies, I welcome you to the School of Nursing, Kasiska Division of Health Sciences at Idaho State University. The faculty and I are pleased that you have chosen Idaho State University, School of Nursing as the destination site for your graduate studies. Achievements in the Master's in Nursing Education program will prepare you for a position in nursing education as well as the educator role in varied settings such as hospitals, health department, clinics, among other practice areas. Students are prepared as nurse leaders to respond to current and projected changes in the health care system.

Please take time to read the Master's in Nursing Education Handbook and utilize this as a resource as you enter and progress through the program. The Handbook is updated each year, or as needed so this is an important document to read and review on a regular basis. Please feel free to contact me if I can be of assistance as you move forward in this endeavor at (208) 282-2102 (office) or neilkare@isu.edu.

All students in the Master's in Nursing Education program must meet and maintain the requirements specified by Idaho State University (ISU), the Idaho State University (ISU) Graduate School, and the School of Nursing (SON) including the Graduate Master's Student Homeroom and within the Master's in Nursing Education Handbook.

Students will be enrolled in a Graduate Master's Student Homeroom upon admission. This site will provide ongoing information for Master's in Nursing Education students, documentation requirements for progression, forms, guidelines, policies and procedural information, as well as other pertinent information. The student must access the Master's Student Homeroom on a regular basis to remain informed and to support progression.

Students will enter the program holding a Bachelor's degree in Nursing from an accredited nursing program. The student will complete a minimum of 43 credit hours in the Master's in Nursing Education option on full time status. See the posted curriculum pattern at www.isu.edu/nursing for the clinical component in the curriculum.

All students will begin with a required on campus orientation (Pocatello) in August of year of admission. For additional information about graduate education at ISU refer to:

<http://www.isu.edu/graduate/index.shtml>

For additional information about the Master's in Nursing Education program in the SON refer to:

<https://www.isu.edu/nursing/programs/master-of-science-ms-in-nursing/>

School of Nursing Vision, Mission, and Philosophy

Mission

The SON Mission is to prepare caring, exemplary nurse leaders who integrate education, practice and research, to enhance the quality of life for rural and diverse populations (November, 2016).

Vision

The SON vision is to be a distinguished College of Nursing committed to being as humanistic and compassionate as we are scientific and innovative (November, 2016).

Philosophy

The faculty in the School of Nursing subscribe to a common philosophy about human beings, nursing, and nursing education that encompasses both the undergraduate and graduate programs. Faculty strive to be leaders and visionaries in their role as nurse educators, consumers and advocates for consumers of health care and health professionals.

Humans are dynamic, holistic, and multidimensional. They have intrinsic worth and needs which are uniquely experienced and expressed within the totality of their environment. The manner in which those needs are met influences the individual, family, and community growth and development through the life cycle. Humans have the right and the responsibility for their health and welfare. Moreover, they have the right to access basic services for health promotion, disease prevention, and treatment of acute or chronic illness. To this end, the faculty recognize their social and professional responsibility to sanction access for health care through educational, leadership, political, and public service activities.

Education is a community responsibility shared by recipients and providers of health care, students, and faculty. Faculty are committed to creativity in the learning process and continuous quality improvement in curriculum and program development. Faculty facilitate the educative process, promote an environment for effective application of knowledge integration, stimulate critical thinking, and professionalism. Learning is a lifelong process. Students are active participants in their education and are accountable for developing personal and professional knowledge.

Professional nursing is educative, facilitative, and caring. Professional nursing practice is grounded in sound scientific and humanistic knowledge formed from a complex and diverse field of study. Furthermore, nursing practice is a collaborative endeavor, which promotes health and wellness in a variety of ways and settings. Nurses administer healing arts and support families through normative and tragic transitions. Professional nurses use knowledge integration from theories, research and practice, to plan and deliver holistic client care. Decision-making, teaching-learning, research, therapeutic communication, and critical thinking processes are used by professional nurses.

Utilization of nursing knowledge is the major focus in the undergraduate curriculum in the development of beginning level practitioners. The undergraduate program prepares graduates to meet the present and emergent community health concerns at local and global levels. Throughout the development of the professional role, students learn to view the recipients of nursing care as individuals, families, groups, or

communities within cultural and environmental contexts. The population distribution and geographical nature of Idaho mandates that graduates be proficient in rural and frontier nursing.

Graduate education is built upon undergraduate education. Students are prepared to assume advanced practice roles by developing nursing knowledge through research, theory, and practice. At the graduate level, faculty and students contribute toward the application and elaboration of nursing theories to describe, explain, predict, and understand nursing phenomena. Graduate education facilitates learning environments where students can construct their own knowledge integration at an advanced level. Advanced practice nurses develop broad based knowledge and experience to facilitate or deliver personalized, holistic health care to clients over the lifespan in a variety of settings with an emphasis on rural practice.

Master's in Nursing Education Program Overview

The Master's degree in Nursing Education program in the SON at ISU will prepare the graduate with advanced knowledge in nursing education and leadership to facilitate knowledge development, integration and evaluation to improve health outcomes. The Master's degree in Nursing Education will prepare the graduate to apply evidence based practices, support teaching and learning practices across varied settings, improve quality through strategic methods, outcome measurement, systems knowledge, and leadership skills and abilities.

Master's in Nursing Education Program Curriculum

The curriculum sequence for the full time Master's in Nursing Education program is 43 credits over two years or four academic semesters. The courses in the program follow a logical sequence. The curriculum is posted on the School of Nursing website under Programs and can be found at www.isu.edu/nursing. Students should take note of the established curriculum pattern for the Master's in Nursing Education program and work closely with assigned Faculty Advisor (FA) upon admission to establish a Plan of Study (POS) which is updated each semester by the student and approved by the FA. Students are admitted under full time status into this graduate program.

Approval of Special Problems or Independent Study Courses

Students may elect to take Special Problems or Independent Study courses in the SON or in other departments on campus to further enhance their education. Enrollment in Independent Study or Special Problems courses requires a contract, approved by the FA which would include learning objectives for the semester and the identification of goals and outcomes to be accomplished.

Master's in Nursing Education Program Outcomes

The graduate will evidence competency in designing, implementing, and evaluating evidence based teaching and learning strategies for improving health outcomes and leading system change. The primary goal of the Master's in Nursing Education program is to prepare experts in nursing education principles and practices with an emphasis on leadership, innovation and evidence based applications. Specific outcomes of the program include:

- 1) Use an evidence based approach that critically applies evidence and integrates theory and research findings to enhance nursing practice.
- 2) Assume a leadership role in managing human, fiscal, and physical health care resources demonstrating application of health care policy, organization, and financing of health care.
- 3) Understand principles, personal values and beliefs that provide a framework for nursing practice.
- 4) Analyze systems of health care and determine how the values underpinning them influence care delivered.
- 5) Understand the nursing profession, advanced nursing roles, the requirements for, and regulation of these roles, and integrate the advanced nursing role into the graduate's professional practice.

- 6) Understand, appreciate and value diversity in health and illness and assure the delivery of appropriate patient-centered care.
- 7) Partner with individuals, groups and communities to achieve and maintain an optimal level of health through an interdisciplinary process.

Advisement

Upon admission, the Administrative Assistant 1 for Graduate Programs in the School of Nursing will assign each student a FA. The student is expected to meet with his/her FA early in the first semester and at the beginning of each semester thereafter. Each student develops collaboratively with his/her FA, a POS that constitutes a unified program, planned within the framework of the established curriculum for the program option.

Qualification and Selection of Faculty Advisors

Faculty Advisors must serve on the Graduate Studies Council and hold Full or Allied Graduate Faculty status.

Role of the Faculty Advisor

The FA plays an important role in orienting the student to the SON and the program, assisting with the initial POS and clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in adjusting to graduate study.

The specific responsibilities of the FA to the student are to:

- Interpret the Master's in Nursing Education program design, requirements and policies.
- Assist in planning objectives for Master's in Nursing Education study and clarifying career goals.
- Assist in developing the student's original and ongoing POS in accordance with program requirements, individual project interests and career goals.
- Assist with selection of appropriate elective courses to create a program of study supportive of the student's project interests and career goals.
- Monitor student progress through verification of completion of coursework and progression in required nursing and elective courses as indicated in established POS.
- Communicate with the student on a regular basis and assist the student to identify strategies for success in the program.

Student Responsibilities with Respect to Advisement

The student is responsible for:

- Communicating each semester with his/her FA regarding progress, goals and plans.
- Meeting with the FA at the beginning of each semester to review and update the Plan of Study.
- Reach out to the FA with questions regarding the program, progression, student concerns in a timely manner.
- Reporting problems that delay completion of the degree requirements to the FA.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the SON, GSC, Graduate School, Kasiska Division of Health Sciences, (DHS), and ISU. Policies and procedures relevant to the SON can be found in the Student Homeroom. Policies related to the Graduate School can be found at the Graduate School website at <http://www.isu.edu/graduate/> or in the Graduate Catalog at <http://coursecat.isu.edu/graduate/> which is updated yearly. ISU policies and procedures can be found at <http://www.isu.edu/policy/>.

***Note: Reference to deadlines presented in this Master's in Nursing Education Handbook are based on a full time admission status and Plan of Study.**

Procedure for Changing a Faculty Advisor;

When a graduate student seeks a change in his/her FA, the following procedure must be followed:

1. The student must submit to the Director of Graduate Studies a written request for change of FA. This request shall contain the rationale on which the request is based and may if the student wishes, propose a specific replacement.
2. If the FA and Director of Graduate Studies accept the rationale, and if a qualified replacement is secured, the student will be reassigned to a FA and this will be documented through the Administrative Assistant I and Graduate School.
3. Any student appeal of the decision in this regard shall be directed to the Director of Graduate Studies in the SON.

Final Program of Study

The Final Program of Study lists all course requirements that must be completed by the student in order to receive the Master's Degree in Nursing Education. A Final Program of Study form must be reviewed and completed by the student based on all coursework completed through to graduation. The Final Program of Study will then be signed by the student, submitted to their advisor to review who will turn the form into the Administrative Assistant I to forward on for further review and appropriate signatures. The form will then be forwarded to the Kasiska Division of Health Sciences for review and signatures then finally sent forward to the Graduate School for the final signature and a thorough review with the student's transcript and registration data. The student has the responsibility of completing the Final Program of Study form and forwarding this to their advisor. Based on the established timeline set by the Graduate School, the Final Program of Study must be submitted and approved by the Graduate School the semester prior to the semester in which a student intends to graduate.

Protection of Human Subjects

Any scholarship/research conducted as an ISU graduate student must be approved by the ISU Human Subjects Committee (HSC), Institutional Review Board (IRB). Application for IRB approval or exemption is required through the Cayuse system. Any student seeking IRB approval must complete the training offered through the ISU Office of Research [CITI module on Minimal Risk Student Research; see ISU Office of Research site]. Completion of this training will provide for access to the Cayuse system to submit a proposal for IRB review. Once the student completes the CITI training, the student needs to forward the certificate to their FA who can assist the student in accessing the Cayuse system as needed.

Specific policies are listed in the Standards and Procedures for Graduate Study at ISU available online at:

<http://www2.isu.edu/policy/7000/7050-Human-Subjects.pdf>

CITI training modules can be found at:

<https://www.isu.edu/research/research-outreach-and-compliance/citi-training/#d.en.13721>

The Cayuse application can be found at:

<https://isu-idp.cayuse424.com/idp/Authn/UserPassword>

Student Progression

The SON has delineated the following grading system:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Student Progression Policy

Students enrolled in all graduate programs must achieve a B or higher in all required courses and electives toward the degree based on Plan of Study. If a student receives a B-, C+, C or C- in any one required course or elective, the student will be initially placed on probationary status. If the student receives a second B-, C+, C or C- in any additional required course or elective, the student will be dismissed from the program.

Any student who receives a D or F in any required course or elective based on the Plan of Study will be dismissed from the program.

Students who receive a grade of “U” or unsatisfactory in any clinical or lab course required in any option will be dismissed from the graduate program.

A grade point average of 3.0 must be maintained for progression in the Masters in Nursing Education program. If the FA in the SON determines that a student is not making satisfactory progression toward the degree, a request may be submitted to the Director of Graduate Studies to place the student on probation. Unsatisfactory progress may include; unsatisfactory grades, incomplete grade not completed by the subsequent semester, failure to maintain communication with FA, failure to maintain requirements of the Master’s Student Homeroom, and/or failure to successfully complete any component of the Master’s in Nursing Education program. Failure to maintain any requirements may result in termination from the graduate program in the School of Nursing.

See the Graduate School home page at <http://www.isu.edu/graduate/graduation.shtml>; and Graduate Catalog at <http://coursecat.isu.edu/graduate/> for further information.

Waiver of Course or Deviation from Published Curriculum

A student may petition, using the **ISU SON Petition* form (found in the Student Homeroom) to substitute a course for an existing requirement, waive an existing requirement, or deviate from the published curriculum for any one option in the graduate program. The student FA, SON GSC, and the SON Director of Graduate Studies must approve such petition. Some waivers may require approval through the KDHS and/or University Graduate Council. The student completes a petition form. The written petition for waiver/deviation is to be accompanied by supporting material which may include:

Published course description
Published course syllabus

Recommendation from Professor of the course

The petition is forwarded by the student to their FA for consideration and signature. The petition is then posted by the FA in the GSC meeting file for review by the GSC. The FA is to make a request to the Director of Graduate Studies to place this item on the agenda for the next GSC meeting. The petition will be placed on the GSC agenda for consideration and outcome determination. Once the decision is made by the GSC, the outcome is documented on the petition form by the FA and submitted to the Director of Graduate Studies for signature. Decision on such matters are documented in the student's file, and information as appropriate is forwarded to the KDHS and/or Dean of the Graduate School by the Administrative Assistant 1 in the SON. A copy of the completed petition with outcome documented on the petition form, is maintained in the student file and the student is notified by the SON Administrative Assistant 1 of the outcome of the petition process.

Incomplete Grades

Students who have submitted work of passing quality, but are not able to complete course requirements on time because of illness or other extenuating circumstances may with professor approval be given a grade of Incomplete (I). The ISU Office of the Registrar Policy for Incomplete Grades can be found at: <http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/>. It is expected that incomplete work will be completed before the end of the following semester unless the faculty has stipulated an earlier deadline for completion of the work. Once the work has been completed, the course faculty will complete the ISU *Change of Grade Form* to have the grade recorded. If the course is not completed within one year of the recorded incomplete grade in the course, the "I" will become a permanent "I". The student must then register for the course(s) and retake the course. Consideration for progression in the MASTER'S IN NURSING EDUCATION program will be evaluated through the GSC based on failure to complete any incomplete grade.

Leave of Absence

A student needing to take a brief period of time off from doctoral studies for an appropriate reason may request a Leave of Absence (LOA). The *Request for Leave of Absence* (see Student Homeroom) must be completed, submitted and approved by the FA and reviewed for approval through the GSC. It is recommended that the student meet with his/her FA to discuss options. The student must have completed at least one semester in good standing (minimum cumulative GPA of 3.0) prior to making the request. Examples of appropriate reasons to request a LOA are: personal illness, pregnancy complications, illness in the family, or unexpected financial crisis requiring the student to work additional hours. A leave may be granted for one to four semesters at a time. The maximum amount of time a student may be on leave is two years. Once the two years have been exceeded, the student must apply for readmission to the university, Graduate School, and the School of Nursing and will be considered in competition with other applicants to the program. The Director of Graduate Studies will notify the student, FA/Scholarly Project Committee Chair and Graduate School if a doctoral student has been approved for a LOA.

Policy on Medical Withdrawal

Students wishing to withdraw completely, medically or otherwise, after the established deadline for withdrawals (see current academic calendar) should contact their advisor in order to determine available options (i.e. incomplete, medical withdrawal, staying enrolled). If the student makes the decision to pursue a medical withdrawal, the ISU SON adheres to all written policies related to medical withdrawal at the university level. Please see the ISU policies on medical withdrawal in the ISU Student Handbook located at: <https://www.isu.edu/media/libraries/student-affairs/Student-Handbook-9-4-18-1.pdf>

Any student that withdraws from the ISU SON graduate program related to medical reasons will be required to submit a formal petition to the Director of Graduate Studies to request readmission to the

graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The Graduate Council will review student progression given intent to return and determine if there is space available to enter into the option in which the student was enrolled. There is no guarantee of placement; re-entry into the option will be determined based on space availability. All students will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option. The student may be required to submit a letter from a licensed professional indicating medical clearance to return to the graduate program.

The student will receive a letter from the Director of Graduate Studies regarding decision made on re-entry within 15 working days of receipt of letter of intent to return to the graduate program in any fall or spring academic semester. If the student submits a letter of intent to return during the summer session, a letter of decision may not occur until the fall or spring academic semester begins.

The Medical Withdrawal Application Form is located at the following website:

<http://www.isu.edu/healthcenter/forms/>

Student Responsibilities Related to Completion of Degree Requirements

The student is expected to:

- Take an active part in planning his/her Plan of Study, including selecting appropriate elective courses, and updating the Plan of Study each semester. The student is responsible for submitting an updated Plan of Study each semester to the FA for review and signature.
- Submit any petitions required for approval of any course to meet curriculum requirements and to support progress.
- Check transcript at the end of each semester to be certain that courses are listed correctly and grades are reported. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the completion of appropriate form(s) or to notify the instructor that the grade must be filed. This includes courses taken through NEXus or another institution.
- Complete any incomplete coursework by the end of the next full semester of enrollment or by an earlier deadline mutually agreed upon with course professor.
- Maintain a cumulative grade point average of at least 3.0 on a 4 point grade scale and per ISU Graduate School policy.
- Meet all program requirements based on established guidelines.
- Submit all necessary forms at the appropriate time.
- Submit changes of name, address, phone or email in writing to the advisor, to the SON Graduate office, and online through BengalWeb.
- Participate in program evaluation process via completion of instructor and course evaluations, progress reports, and or surveys requested by the SON and/or the ISU Graduate School.

Length of Time to Complete Requirements

The student is expected to follow the Plan of Study established in the fall of the year of admission. The normal time for completion of the Master's in Nursing Education program is expected to be 4 semesters (two year curriculum full time). Student progress including completion of all required nursing core, option specific, and elective courses is the responsibility of the student, supported by the FA. Prolonged time to degree beyond 2 years will result in action ranging from counseling by the FA or SON Associate Director of Graduate Studies, to consideration for dismissal from the program. Unsatisfactory academic progress could result in temporary ineligibility for any Teaching Assistant, Graduate Student Research position(s) or other award.

Continuous Registration Requirements

Students are expected to enroll each semester from admission through graduation. All graduate students must maintain enrollment and follow the Plan of Study.

Dismissal from the Graduate Nursing Program:

The following will constitute grounds for immediate dismissal from the graduate program:

- Failure to complete, and update as necessary all requirements of the Graduate Homeroom.
- Failure to meet grade requirements as detailed in the progression policy.
- Failure to complete any course for which an incomplete had been recorded through the ISU Registrar by completion of the subsequent semester.
- Failure to maintain a 3.0 grade average.
- The academic judgment of two thirds of the graduate faculty in the SON that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote of the GSC.

Student Appeals

The following policies are in place for resolution of student concerns. The policy serves to:

1. Provide due process for students and faculty.
2. Provide a mechanism for protection of rights of students and faculty.
3. Provide unbiased fairness in resolving disputes of academic matters.

Student Concerns

If a student has a concern regarding a course the student should contact the professor of the course and schedule an appointment to discuss the concern. This is the first point of resolution and should be done in a timely manner so that the concern is addressed and the faculty member is able to respond. If the concern involves the grade on an assignment specific to a course, the student should contact the professor and make an appointment to discuss the assignment. The student has a right to request a second reading by a graduate faculty member selected by the ISU Associate Director of Graduate Studies. In requesting a second read of an assignment, the student agrees to accept the grade as determined by the second reader as the final grade on the assignment. The following process will be followed:

- 1) The second reader will be provided with a clean copy of the paper assigned a number with the student remaining anonymous. The second reader will grade the assignment based on grading criteria in the course syllabus.
- 2) The graded assignment will be submitted to the professor of the course within five working days. The professor of the course will notify the student of the final grade on the assignment through written communication.

Course Grade Appeal

The student has a right to appeal the grade received in a nursing course. If a student disagrees with a grade assigned in a course, the professor of that course is the first point of resolution. The student must make an appointment with the professor to discuss the course outcome within 30 days of the completion of any semester. If the instructor agrees to make a grade change based on evidence submitted by the student, the grade is changed using standard procedures. If the student is not satisfied with the outcome of the meeting with the professor of the course, the student can choose to move forward with a formal appeal process. The formal appeal of a grade must be made within one semester following the posting of the grade. Grades earned in the spring semester that are to be appealed, need not be appealed during the summer, but the appeal process

must be initiated in the following fall semester. Documentation of the appeal will be sent to the Graduate School to be placed in the student's file.

In the case of a formal appeal, the student is required to submit a formal written statement to the SON Director of Graduate Studies requesting initiation of a SON appeal process. The letter must include the following:

Student Name

Department/College

Date of the Appeal

Course Title, Number and Section

Professor Name

Detailed information regarding the request for a formal appeal of the course grade

Grade Received in the Course

Outcome Desired

The original statement is submitted to the Associate Director of Graduate Studies, and a copy is given to the professor of the course. In response, the professor must prepare a written statement explaining the reasons for the grade and submit the statement to the Associate Director of Graduate Studies. The Director of Graduate Studies will provide a copy to the student. Once the student submits the letter requesting an appeal process, the SON Director of Graduate Studies will assign the appeal to a committee of a minimum of two graduate faculty members, one of which will be designated Chair. The student will be notified of the composition of the committee within five working days following the request for appeal. The student will receive all notifications of the appeal process through the assigned committee Chair for the appeal. The student can submit materials to the committee within a designated time period as determined by the Chair. The committee may request information from the professor of the course as needed for comprehensive review of the appeal.

The assigned appeal committee will meet within 21 working days of the student request for appeal in fall and spring semester. An appeal may be delayed if presented in the summer months (May 15- August of any year) due to faculty availability to hear an appeal. The student will be notified of the meeting date by the Chair of the appeal process. The student has a right to request the opportunity to present to the committee on the date of review. The Professor of the course will be available on the date of review to answer questions, clarify process, etc. as requested by the committee.

The committee will render a decision related to the appeal. A formal letter will be submitted to the SON Director of Graduate Studies within five working days of the completion of the review and appeal committee decision. The Director of Graduate Studies will notify the student through formal letter, the outcome of the appeal process. The student has a right to initiate an appeal process through the DHS only after an internal appeal process has been completed through the ISU SON. After each step in the procedures for the appeal of a grade, all written appeal requests and decision statements must be copied to all involved parties as appropriate based on ISU SON, ISU Graduate School, and university policy. When a grade appeal involves plagiarism, cheating, or other instances of academic dishonesty, the student is referred to ISU SON policies posted in the Graduate Homeroom and the Academic Dishonesty section of the Graduate Catalog published in the year of the student's admission to ISU.

Application for the Master's in Nursing Education Degree

The student is expected to apply for graduation through the Graduate School. The application and a processing fee are submitted the first two weeks in the semester in which the student is expected to graduate. See www.isu.edu/graduate/gradapp.shtml for more information.

Graduation

Primary steps to be accomplished in order to graduate include:

1. Development of an initial and ongoing Plan of Study working with the FA.
2. Successful completion of all components of the Master's in Nursing Education Program based on established curriculum.
3. Submission to the FA of a Final Program of Study. This Final Program of Study must be approved by the FA and forwarded to the Director of Graduate Studies.
4. Application for Graduation and submission of associated fee.

The graduation checklist and other procedures can be found at:

<http://www.isu.edu/graduate/graduation.shtml>

Policy Regarding Participation in Commencement Ceremony

The student must meet all ISU, Graduate School and SON deadlines related to graduation in order to participate in SON Commencement Ceremony or the ISU Commencement Ceremony.

Other Information

Documentation

All graduate students will be required to complete the health documentation process. Students can access required health documentation information from the Master's in Nursing student Homeroom. All health related documentation must be completed and on file in the Typhon Group Healthcare Solutions website in order to progress in the Master's in Nursing Education program. See the Master's Student Homeroom for required documentation and associated policies. Failure to maintain current documentation records in the Homeroom can result in dismissal from the Master's in Nursing Education program.

Background Checks (See Homeroom)

All students must complete a criminal background check prior to beginning the program and yearly while continuing as a student. Results of the check will be released to and reviewed by the Dean or Associate Dean for Academic Affairs, designated administrative faculty, or the Office of General Counsel to determine if the criminal background check is "clean." A "clean" background check is defined as an evaluation with no pending or past criminal charges described herein, or a charge determined to be a misdemeanor and occurring greater than seven (7) years ago. If the search is "clean" the student will be eligible for admission to and/or continue in the SON program. Any "hits" on the criminal background check will be reviewed confidentially by the Director of Graduate Studies and action will be taken as appropriate. The student may be dismissed from the program based on criminal background check and potential inability to complete clinical rotations based on institutional/organizational policies extent to the SON and ISU.

Requirements for any Lab/Practicum Experience in the SON

Student Contracts and Agreements

All students must sign and post in the Homeroom the Student Contracts and the Student Agreements for Clinical Placement (found in the Contracts and Agreements section of the Homeroom) prior to beginning any lab/clinical/practicum experience. Faculty teaching clinical courses will have regular, ongoing communication with preceptors and students while in the clinical lab or practicum experience which will be documented in the Typhon Group Healthcare Solutions Website.

Clinical/Lab/Practicum Credit Hours and Homeroom Requirements

All requirements posted in the Homeroom must be met prior to any lab/clinical/practicum experience. The student has the responsibility to meet all posted deadlines in the Homeroom or Typhon. Failure to meet posted deadlines in the Homeroom or Typhon can result in dismissal from the graduate program.

Identification

The student obtains an Idaho State University School of Nursing name tag through the Idaho State University Public Safety Department. A name tag with full name and identification is required for clinical experiences. Instructions for obtaining name tags are posted in the Homeroom. A name tag is required prior to student entry into any clinical setting. A name tag must be worn in any clinical setting.

Bloodborne Pathogen Exposure Control

All lab/clinical/practicum settings present a risk of exposure to bloodborne and other pathogens, including but not limited to hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). The student must read and fully understand the Bloodborne Pathogen Exposure Control Plan and follow the procedures outlined by the ISU SON **Bloodborne Pathogen Exposure Control Policy* posted in the Homeroom. The document serves to inform the student of potential risks of blood and other infectious exposures. Students are expected to review and understand the unique policies and/or procedures of each agency as it relates to bloodborne pathogen exposure control when they are in any lab/practicum setting.

Students are expected to report any potential risks of exposure that are not clearly outlined in policy and/or procedure in all healthcare settings where they are assigned to clinical care of clients. Students are expected to report any exposure incident and to work with primary faculty and staff to complete the required documents mandated by the faculty and the ISU SON. If the student is exposed to blood or other potentially infectious materials, the student is expected to follow the established policy.

Standards of Confidentiality

Due to the personal nature of nursing and nursing education, students are bound to strict confidentiality expectations under all circumstances. Confidentiality is defined as private information confined to particular persons or groups. The student will be required to sign the Acceptance of Responsibility for Access to Protected Information form found within the Contracts and Agreements section of the Homeroom. Violation of the standards of confidentiality can place the SON and Idaho State University at a significant legal risk; therefore, consequences can include dismissal from the nursing program. Students are bound to the standards of confidentiality related to HIPAA, and follow standards detailed in the **ISU SON Electronic Professionalism Policy* of the School of Nursing.

HIPAA Training

All information relating to a client's health and/or personal status per the Health Information Privacy and Accountability Act (HIPAA) is confidential. HIPAA training is required annually and will be provided to all nursing students by video located in the Homeroom. HIPAA training requirements and process is posted in Typhon. All students must complete HIPAA training and meet established deadline. Students are required to sign a **Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information* form which must be signed and posted by the student at the appropriate site in the Contracts and Agreements section of the Homeroom.

Simulation

All observations made during the performance of other participants in the SON's simulation, learning and testing environments are confidential. All events, procedures, and information are confidential at all times during the simulation, learning, and testing and after it has ended, including patient history information obtained prior to the actual simulation experience, as well as information obtained and utilized in the pre-briefing sessions. Information about a simulation, content, learning, or testing process cannot be shared with others. Students are required to sign a **Confidentiality Understanding and Consent and Release for Simulation Experiences* form prior to start of first semester of study and by deadline posted in the Homeroom. The form can be found in the Student Contracts section of the Homeroom. Violation of this policy could lead to dismissal from the SON graduate program.

Affiliating Agencies

Lab/clinical/practicum experiences are provided in a variety of health care settings/agencies. In all agencies where students have learning opportunities, the ISU SON must hold an affiliation agreement which provides for placement of a student in a particular site. An affiliation agreement between the agency and ISU must be on file in the SON before a lab/clinical/practicum experience begins. In some cases the student is required to set up a lab/clinical/practicum experience and must communicate with appropriate faculty who will start the affiliation agreement process in the SON. Students may not participate in learning experiences in any agency in which there is no affiliation agreement.

Transportation to Clinical Agencies

Students are responsible for their own transportation to and from clinical agencies. All students should expect to travel for lab/clinical/practicum experiences. Any cost associated with lab/clinical/practicum experiences including overnight stays away from home may be necessary and are the responsibility of the student.

Code of Professional and Ethical Conduct

Professional behavior is an essential part of each student's nursing education. The student enrolled in any program in the ISU SON has the responsibility to maintain professional conduct in both classroom and lab/lab/practicum settings. Unprofessional behaviors that violate the ISU SON **ISU SON Electronic Professionalism Policy* or any ISU policy in this regard can result in immediate dismissal from the graduate program.

Graduate students are expected to be accountable and responsible for professional and ethical behaviors that include but are not limited to: academic honesty in all activities, professional dress when representing ISU, and demonstration of respect for all individuals. Students are expected to communicate appropriately in every situation in which you are representing ISU. This includes but is not limited to faculty, staff, preceptors, patients/clients, peers and the community at large in any verbal, written or electronic communications.

Academic Dishonesty

Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Students in ISU School of Nursing must comply with ISU and Graduate School Policy and Procedures regarding academic dishonesty. The consequence for

academic dishonesty of any kind can be immediate dismissal from the SON graduate program. See Graduate School policies in the Graduate Catalog at:

<http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty/>

Sexual Misconduct/Harassment in External Lab/Practicum Sites

There may be instances in external lab/practicum sites where a student feels he/she has been sexually harassed OR the student may be accused of sexually harassing another person. The SON expects the same appropriate conduct in external clinical sites as the university expects on campus. See the University Student Handbook. The student should contact their advisor with questions in this regard.

In the event there is reason to believe criminal conduct has occurred, i.e., such as sexual assault, battery, rape or attempted rape, etc., the student is to refer to the Student Handbook regarding action.

See ISU Student Handbook at:

<http://www.isu.edu/studenta/student-handbook/>

Important Resources

The Master's in Nursing Education program is distinguished from other programs by the unique clinical resources for nursing research provided by the SON, Kasiska Division of Health Sciences (DHS), Office of Research and Economic Development, Office of Institutional Research, Idaho Center for Health Research, Graduate School, and other entities internal and external to the KDHS and university.

Instructional Technology Support

Instructional technology (IT) support is provided through the SON. Please contact Todd Hillman, IT support technician at 208-282-4022 in the SON for instructional technology support.

Library

The ISU Health Sciences Library has a collection of the standard nursing journals and books that will be needed for the Master's in Nursing Education program. The student can access major databases for nursing research through the library. Interlibrary loan service is also available through the library. See Graduate School of Nursing Homeroom in the Research and Library Resources section for further information on library resources.

Student Health Center

The Student Health Center makes available a complete range of preventive, diagnostic and primary care therapeutic health services at little or no cost to registered ISU students. All registered and enrolled students are eligible to use the facilities.

Procedural Information

Change in Name/Address/Telephone Number

It is the student's responsibility to maintain up-to-date contact information including name, address, and/or telephone number with each the following:

- Graduate School
- Office of the Registrar
- SON Graduate program Administrative Assistant 1, June Nilsson at nilsjune@isu.edu

Status as a Licensed Registered Nurse

All Master's in Nursing Education students must maintain current licensure as a registered nurse. Prior to entry into any clinical research, verification of current licensure as a registered nurse in the State of Idaho or other state including a compact state is mandatory. Verification of a current license must also be posted and current at all times in the appropriate section of Typhon Group Health Solutions Website.

Student Health Insurance

All students will be required to hold and provide proof of health insurance through the duration of the program. See Master's in Nursing Education Homeroom for specific information on provision of proof of health insurance requirement and contract.

Financial Assistance

Sources for student financial assistance vary from year to year. Many sources of funding are listed on the Financial Aid website:

<http://www.isu.edu/finaid/> and http://www.isu.edu/finaid/grad_info.shtml.

Students may contact the Financial Aid office at (208) 282-2756 for information on other sources of funding. If there are questions about Financial Aid, please access the Financial Aid office at

<http://www.isu.edu/finaid/>.

Registration/Enrollment Procedures

Registration, payment of fees, and enrollment in classes are separate processes at ISU. Registration fees and other University charges are paid through

Bengal web at <https://bengalweb.isu.edu/cp/home/displaylogin>.

For Registration and enrollment assistance, please call the Registrar's Office at 208-282-2661 for information regarding payment of fees, please call the Cashier's Office at 208-282-2900. Students are responsible for checking their account online and making sure they do not have any outstanding bills. Students will receive an electronic registration bill at the email address they maintain on file in BengalWeb. Payments can be mailed, paid with cash, credit card, ACH, and installment loans.

Enrollment in classes at ISU is completed online through BengalWeb

Students will need their ISU student ID number (9 digit number) and password to enroll or access their records through BengalWeb. The student should meet with their Faculty Advisor each semester and review/update the Plan of Study.

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