Dear Students:

The Nursing Program faculty, staff and I are excited to welcome you to the MSN Program! We extend an offer of assistance and mentorship to you and the best wishes on this new educational journey. We hope it proves to be motivational, educational and foundational for future professional and personal success.

Dr. Kuhlmann
Kristin Kuhlmann, PhD, APRN, FNP-BC, C-WIC
Nursing Program Director
Assistant Professor/Graduate Coordinator
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Welcome MSN students!

Policies and Procedures

The MSN Nursing Program policies and procedures are consistent with those for Eastern New Mexico University. Students are accountable for reading and understanding materials pertaining to all students in ENMU’s current Graduate Catalog and are expected to acknowledge all policies therein on the Pre-Advisement Form provided by the ENMU Nursing Program.

ENMU Mission Statement

Eastern New Mexico University combines an engaging learning environment with current technology to provide a rich educational experience. ENMU focuses on:

- Preparing students for careers and advanced study.
- Promoting citizenship and leadership skills and values.
- Supporting excellence in teaching and research.
- Empowering students to respond to a rapidly changing world.

ENMU Vision Statement

Eastern New Mexico University emphasizes liberal arts education, freedom of inquiry, cultural diversity and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the University community. The Eastern community envisions a university where every faculty and staff member instill in one another, and in students, a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing and fostering diversity and inclusion among students, faculty and staff. The University engages well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals and mentor students.

Graduate School Mission

The Graduate School exists to provide a quality higher education in selected programs. These diverse programs are offered to help develop the knowledge and competency of the student in her or his field of study; to foster a spirit of inquiry by encouraging independent, original thought; to acquaint the student with the techniques of research and to promote intellectual growth. In seeking to serve all qualified students, the Graduate School begins with the belief that education is a lifelong process that demonstrates the importance of independent inquiry, objectivity and judgment. The programs offered through the Graduate School strive to provide the student with experiences which will help prepare her or him for life and livelihood in a changing world.
Within ENMU’s College of Liberal Arts and Sciences Department of Health and Human Services, you have chosen the Master of Science in Nursing (MSN) Program. This program has a nursing education emphasis.

Mission Statement

The purpose of the MSN Program is to provide a well-balanced liberal arts education including liberal learning, freedom of inquiry and cultural diversity to nurses pursuing their master’s degree in nursing education. Our mission includes helping our students to build a strong foundation for lifelong personal and professional learning.

Philosophy

The MSN Program is based on the belief that nursing is both an art and science; a human profession built on the foundations of caring and knowledge. The philosophy of nursing emphasizes the lifelong evolutionary process of the nurse, one which promotes the development of a student’s knowledge, skills and personal values. The faculty is dedicated to cultivating a sense of professional empowerment, a desire for perpetual learning and a passion for social justice in students. An innovative curriculum using 21st century technology, based on the changing healthcare needs of society and the health care delivery system, is integral to the commitment to learning and development. The program's philosophy also expresses a dedication to the values inherent in the mission and philosophy of ENMU, of which nursing is an integral part.

Central to the Nursing Program’s philosophy are the professional concepts that form the core of the humanistic, intellectual and ethical values associated with a master’s education. Caring is the central concept of the practice of professional nursing: empathy, connection and the ability to translate these characteristics into compassionate, sensitive and appropriate care. The ENMU MSN Program defines the four domains of nursing (Person, Health, Environment and Nursing) as:

- **Person**: An individual human being of intrinsic worth, who is part of a family, a community and the world who becomes the focus of nursing whenever a potential or actual health care need exists.

- **Health**: Unity of the whole person–body, mind and spirit; a holistic harmony that includes physical, psychological, social, spiritual and moral realms.

- **Environment**: The totality of an environment (physical, geographical and sociocultural), situation, or event with related experiences that give interpretive meanings to guide human expressions and decisions.

- **Nursing**: As an art and a science, nursing molds the attitude, intellectual competencies and technical skills of the nurse into the desire and ability to help people cope with their health care needs, whether they are ill or well. The program considers the unique function of the nurse to be knowledgeable caring; using the scientific approach to improve nursing practice, thereby contributing to the health and independence of people through their lifespan.
By the end of the program, ENMU MSN students will:

1. Evaluate today’s nursing curricula in both academic nursing education and professional staff development.
2. Apply leadership principles to respond to the growing complexity of healthcare instruction at all levels.
3. Analyze nursing philosophy and methods of qualitative and quantitative research to make evidence-based nursing practice decisions as an educator.
4. Examine personal and professional ethics regarding health policy decisions, plans, and actions to be undertaken to achieve quality health care delivery within a society.
5. Design a contextual Nursing Program curriculum.
6. Apply culturally sensitive and evidence-based teaching strategies addressing the needs of diverse learning populations.

These competencies have been chosen by the faculty because they represent the knowledge, skills and attitudes required of nurse educators graduating from the ENMU MSN Program. They are derived from competencies for nurse educators from the National League for Nursing (2018).

NASPE Nurse Educator Graduate Competencies

Competency I: Facilitate Learning

Nurse educators create an environment in all academic activities that facilitate student learning and facilitate student learning and desired cognitive, affective, and psychomotor student outcomes.

Competency II: Facilitate Learner Development & Socialization

Nurse educators assist students to develop within the nursing role, integrating the values and behaviors expected of those who fulfill this professional role.

Competency III: Use Assessment and Evaluation Strategies

Nurse educators use a variety of strategies to assess and evaluate student learning in classroom, skill lab, simulation, and clinical settings. Students are also assessed in all domains of learning throughout the nursing program.

Competency IV: Participate in Curriculum Design and Evaluation of Program Outcomes

Nurse educators participate in formulating program outcomes and designing curricula that reflect contemporary health care practices and prepare graduates to function effectively in the health care environment.

Competency V: Function as a Change Agent and Leader

Nurse educators function as change agents, leaders, and mentors for nursing education and nursing practice. The nurse educator role is multidimensional, and nurse educators must exhibit an ongoing commitment to develop and maintain competence in the nursing educator role.
Competency VI: Pursue Continuous Quality Improvements in the Nurse Educator Role

Scholarship is an integral component of the faculty role; engagement in research and attention to current and effective evidence-based knowledge and nursing practice strategies must be incorporated into the nursing curriculum.

Competency VII: Engage in Scholarship

Nurse educators are knowledgeable about the educational environment within which they practice and teach.

Competency VIII: Function Within the Educational Environment

Nurse educators must recognize how political, institutional, social, and economic forces impact their role as educators, for curriculum and nursing students within their purview.

Academic Integrity Policy

All graduate students are expected to obey the laws of the state and nation and to pursue their academic careers with honesty and integrity. The ENMU Student Code of Conduct covers all expectations for student conduct, sanctions, adjudication processes and the student rights and responsibilities. Graduate students will be held responsible for abiding by the Student Code of Conduct while at ENMU. The Student Code of Conduct can be found in the Student Handbook, available at enmu.edu/StudentHandbook. The University community regards academic dishonesty, especially cheating and plagiarism, as unacceptable conduct at any time and has established severe penalties for those found guilty of such acts.

Disability Statement

If you have, or believe you have a disability, you may contact the Office of Accessibility Resources and Testing to coordinate reasonable classroom accommodations, access technology or other academic assistance. Accessibility Resources and Testing serves student with a wide range of disabilities including but not limited to medical or health impairment, vision, or hearing disability, physical disability, learning disabilities, attention deficit disorder, or mental health impairment. All Information will be treated confidentially.

Accommodations are not retroactive. They begin only after:

- Appropriate documentation has been received and accepted by the Coordinator of Disability and Testing Services
- Letters of Accommodation (LOA) have been prepared
- You have delivered your Letters of Accommodation to your instructors

Appropriate academic accommodations may then be provided for you. You may contact Accessibility Resources and Testing in Student Academic Services (SAS), Room 186, phone 575.562.2280.
FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at enmu.edu/FERPA

Title IX

ENMU is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking.

Incidents of harassment or assault can be reported to the Title IX Coordinator at 575.652.2991 or titleix.coordinator@enmu.edu. Reports can also go to the ENMU Department of Public Safety by calling 575.562.2392. If you wish to receive fully confidential support and victim’s advocacy you can contact Arise Sexual Assault Services at 575.226.7263.

Admission to the MSN Program

Registered nurses who apply must fulfill all requirements for admission to ENMU and to the MSN Program as outlined below:

1. Follow this link to fill out the online application for the MSN Program: enmu.edu/MSNapply

2. Follow this link to fill out an online application for acceptance into ENMU (as a graduate student): enmu.edu/GradApply

3. You will be required to submit all the proper documentation in the application process. The following items are needed to process the application:

   • One-to-three page letter of application, judged for content and professional writing skills
   • Résumé with three professional references listed (two from nursing faculty and/or supervisor)
   • RN license verification (pdf)
   • Open a Castle Branch account and include the following information:
     - Current CPR certification
     - Immunizations required include rubella, pertussis (Tdap), measles, mumps, hepatitis B, varicella and a current tuberculosis test (tst)
     - Professional RN liability insurance at time of practicum (NURS 544 Capstone)

   Update the Castle Branch documentation throughout the program to keep it current.
4. Have the college(s) you attended (other than ENMU- Portales) send official copies of your transcripts for all of your previous college work to:

Eastern New Mexico Graduate School
1500 S Ave K
ENMU Station 24
Portales, NM 88130

If you are using third party transcript service that provides eTranscripts, you can enter the recipient as graduate.school@enmu.edu.

This can usually be done over the phone or online with each college. If ENMU already has transcripts on file from your previous enrollment at our University, you will be notified if additional transcripts are required of you. For further information, go to enmu.edu/Transcripts

5. Contact information for questions concerning this process:

MSN Nursing Program
ENMU Station 12
1500 S Ave K
Portales, NM 88130
Elizabeth Acosta
Nursing Program Secretary
575.562.2403
elizabeth.acosta@enmu.edu

Nursing Scholarships

Please visit enmu.edu/FoundationScholarships to view the comprehensive list of available scholarships to determine your eligibility. If you qualify, please apply for as many as possible, as many of these scholarships go unawarded each year. The deadline to submit scholarship applications is March 1st each year, for the following academic year. Basic criteria include the following:

• Admission to the MSN Program
• Current enrollment in courses required for the MSN degree
• Successful completion of all courses (minimum grade of “B”) in the fall semester preceding the application, if applicable
• Projected enrollment for the semester/academic year following application

The ENMU scholarships available to the nursing program students include the following and the award amounts vary:

• Dabbs-Merit Endowed Scholarship
• Gladys Tucci Nursing Scholarship
• Mason Ridenour Nursing Endowment
• Medical Manpower Endowed Scholarship
• Sharon Farris-Stern Scholarship

Refer to the ENMU scholarship website at for the criteria on the above Scholarships and explore other Scholarships that may be available. Please be aware that Scholarship availability is subject to change.

Additionally, the nursing program, in conjunction with the ENMU Foundation, offers scholarships to MSN Program students who are New Mexico residents and meet criteria based on GPA and financial need. The Program Director and the nursing faculty will review applications and recommend recipients. Please reach out to the Nursing Program Secretary for more information.
### Core Requirements (12 hours)

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>NURS 502</td>
<td>Research Methods in Nursing</td>
</tr>
<tr>
<td>NURS 506</td>
<td>Ethical and Legal Views of the Changing Health Care System</td>
</tr>
<tr>
<td>NURS 508</td>
<td>The Nurse Leader: New Perspectives on the Profession</td>
</tr>
<tr>
<td>NURS 510</td>
<td>Nursing Concepts and Theories</td>
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### Education Emphasis Courses (24 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>NURS 512</td>
<td>Teaching Strategies for Nurse Educators</td>
</tr>
<tr>
<td>NURS 514</td>
<td>Curricula Development, Assessment, and Evaluation</td>
</tr>
<tr>
<td>NURS 516</td>
<td>Roles, Responsibilities, and Relationships of the Nurse Educator</td>
</tr>
<tr>
<td>NURS 517</td>
<td>Integrated Concepts of Disease Management</td>
</tr>
<tr>
<td>NURS 540</td>
<td>Research Applications in Nursing</td>
</tr>
<tr>
<td>NURS 544</td>
<td>Clinical Capstone</td>
</tr>
<tr>
<td>EDF 503</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EDF 538</td>
<td>Instructional Design</td>
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</tbody>
</table>

*Course schedule may be subject to change based on enrollment*
Retention in the Program

Students are required to attain grades of “B” or higher in all MSN courses. Students are responsible for meeting all requirements mandated in the syllabus for each course. Please be aware of, and follow the etiquette and rules outlined, for each class.

General Academic Regulations of the Graduate School

Students are responsible for complying with all regulations of the University, the Graduate School and the MSN Program. All graduate students at ENMU are to comply with the Student Code of Conduct as posted in the student’s handbook at enmu.edu/StudentHandbook.

Graduation Eligibility

The graduate dean will approve students for graduation provided:

1. The student has fulfilled all degree requirements set forth in the Graduate Catalog.
2. The student has successfully completed the courses listed on the approved degree plan.
3. The student has successfully completed all degree requirements as specified by the program.
4. The MSN degree is conferred within six years from the semester of enrollment from the first course appearing on the degree plan.
5. The student’s curricular requirements are governed by one catalog.
6. The student has a minimum cumulative graduate Grade Point Average (GPA) of 3.00.
7. The student has a grade of “B” or higher in all core courses.
8. The student has met residency requirements applicable to their graduate program.

Evaluation of Students

As adult learners, students admitted to the MSN Program are responsible for meeting the University’s and the nursing program’s requirements for successful matriculation and graduation. Consequently, students are responsible for initiating and following through on communications with faculty in course-related matters.

Nursing program policies pertaining to evaluation are consistent with ENMU policies. Students are advised to consult the Graduate Catalog for clarification.

Letter Grade Equivalents

Nursing program faculty follow this scale in assigning course grades:
Grade Points Achieved

A 90-100
B 80-89
C 70-79
D 60-69
F 59-0

Students are required to maintain a 3.0 in graduate school and must receive a “B” or higher in the core courses.

Attendance
Nursing program faculty, like all ENMU faculty, expect students to participate in all class sessions for which he/she enrolls. As members of a professional discipline, MSN Program students are also expected to participate appropriately in class sessions as active learners. Participation is essential and mandatory. Each nursing course syllabus addresses attendance and other policies. Attendance for the purposes of online nursing classes means that students must login to their classes at least twice weekly, or as required, as stipulated in the syllabus for each class.

Student/Faculty Communication and Course Conflict Resolution
Students are encouraged to communicate openly, clearly and regularly with course faculty about course requirements and concerns. If a course-related conflict occurs between the faculty member and the student, it will be addressed through the following process:

Step 1: The course faculty member and student will confer to resolve the issue to their mutual satisfaction. If they are unable to achieve mutual satisfaction in this matter, they will proceed to the next step.

Step 2: Either the faculty member or the student will ask the director of the nursing program to convene a meeting with the student and faculty member for the purpose of resolving the conflict.

Step 3: The director will notify the student and faculty member of the request and schedule a meeting at the earliest time agreeable to all parties.

Step 4: The director, student and faculty member will meet to resolve the issue, either in person, by telephone, or by video conference. If they are unsuccessful, the appeal process for the University will be followed.

Drop/Withdrawal from Course and/or the Program

It is the student’s responsibility to drop or withdrawal from a course as the instructors are not able to do this for students. Students who withdraw from individual courses must follow the necessary ENMU protocol. For nursing courses, students are advised to consult with course faculty before choosing to withdraw from a course. Students who withdraw from the program in good standing may be readmitted to the program. For readmission, students must contact the Graduate School and must consult with the director of the nursing program.

Dr. Kristin Kuhlman
Nursing Program Director
575.562.2672
kristin.kuhlmann@enmu.edu

ENMU Graduate School:
575.562.2147
graduate.school@enmu.edu

Please see the Graduate Catalog for more information.
**Incomplete Grade Status**

Students with a valid reason for not completing required coursework within a semester may elect to take an “incomplete” (“I”) as a course grade. The student must contact the faculty member as soon as possible if an “Incomplete” is considered. It is the faculty member’s decision if an “I” will be granted. Students must be passing the coursework completed before an “I” will be considered.

**Hardware/Software Minimum Requirements**

- You must have anti-virus software installed on your computer and the software must be current.
- You must have a network card (NIC) installed on your computer.
- ITS recommends you have Windows XP, Vista or Windows 7 installed on your computer so support can be provided for you if a problem should arise. Your computer should meet the minimum system requirements to install Windows XP. Go to microsoft.com for these requirements.
- ITS recommends you install anti-spyware software such as Spy-bot or Ad-Aware on your computer. These programs can be downloaded for free from download.com
- The following is the minimum hardware and software needed to complete your online classes at ENMU using Blackboard Learn 9.1:

<table>
<thead>
<tr>
<th>Internet Connection</th>
<th>256k</th>
<th>Cable or DSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows XP Home Edition</td>
<td>Windows 7</td>
</tr>
<tr>
<td>Computer Processor</td>
<td>Intel Pentium 4 3Ghz or AMD equivalent</td>
<td>Pentium Core 2 Duo or better</td>
</tr>
<tr>
<td>Computer Memory</td>
<td>2 GB</td>
<td>4 GB or more</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>80 GB</td>
<td>500 GB or larger</td>
</tr>
</tbody>
</table>

Networking Ethernet or wireless networking ethernet or wireless networking
Browser Microsoft Internet Explorer, Mozilla Firefox, Google Chrome “same”
Office Microsoft Office 2010 Student Edition Microsoft Office 2010

**Note:** The minimum system requirements listed above are for courses that only make use of Blackboard Learn. This configuration is the minimum one that allows us to make use of the system. For courses that use Mediasite + Wimba, or Skype, having a system with the minimum requirements is not enough. In order to have the optimal experience in all courses, we strongly encourage you to have a system that at least meets the recommended requirements listed above.

**Browsers Plugins**
The most recent version of the following plug-ins are required for many of the resources available in your online courses:

- Adobe Flash Player
Mediasite Requirements
In addition to the general requirements listed above, you will need the following for courses that incorporate Mediasite: Media Player Plugin and Windows Media Player 9.

Distance Education Library Services
The Golden Library (LIB) provides full library services to distance education students to support their research needs in a manner as equivalent as possible to those of Portales campus students. Visit enmu.edu/GoldenLibrary to access the library database and resources. Feel free to contact the Distance Education Librarian for help using library resources and services from off campus.

Karen Nelson
Public Services Librarian/Distance Learning/ILL
575.562.2644
karen.nelson@enmu.edu

Campus Bookstore Services
The ENMU Campus Bookstore is managed by Barnes and Noble and is partnered with ENMU to provide you with a variety of goods and services at competitive prices.

The bookstore offers price match of textbooks from Amazon.com and Barnesandnoble.com. You may purchase or rent your textbooks online (enmu.bncollege.com). In order to rent textbooks, you'll have to provide a credit or debit card as security against the rental, and your card will only be charged if you do not return your rented books. Rentals are due for return the day after the last day of finals. To explore information regarding digital textbooks, please visit customercare.yuzu.com/hc/en-us. The bookstore phone number is 575.562.2715 and the store manager can be reached at sm613@bncollege.com.

Pinning Ceremony
The BSN Graduate Pinning Ceremony is the BSN program’s gift to graduates. It is a pride-filled, momentous occasion for graduates and their families. The date and location for each spring and fall commencement and pinning ceremony will be announced via ENMU email and in the program newsletter. The two events will be scheduled to occur back-to-back on two consecutive days, or back-to-back on the same day to enable our out-of-state students to participate in both events with only one trip. The ENMU nursing pin is available for all ENMU BSN program graduates for an additional cost. Ordering information will be sent to students the semester of proposed graduation.

For more information please contact the Nursing Program Secretary

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575.562.2403
elizabeth.acosta@enmu.edu
Eastern New Mexico University Nursing Program Faculty

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575.562.2403

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575.562.2293
Student Handbook Receipt and Acknowledgement Form

Please sign, print your name and date, and attach this acknowledgement of receiving a copy of this handbook to your Castle Branch account.

I have received a copy of the MSN Student Handbook. I understand it is my responsibility to read and understand all policies therein.

Printed Name

ENMU ID number

Signature Date