Eastern New Mexico University

MSN Program
Student Handbook

Student Success-that's what it's all about!

EASTERN
NEW MEXICO
UNIVERSITY

EASTERN NEW MEXICO UNIVERSITY

Director's Welcome

Students,

The faculty, staff and I are excited to work with you to make the upcoming semester great! You are taking another important step toward completing an important educational goal. **Good luck**—work hard and have some fun! We thank you for choosing ENMU for this part of your educational journey.

Valerie Kyle
Director

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Welcome new students!

Eastern New Mexico University (ENMU)

The 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 must read, sign and return the last page of this document.

ENMU Mission Statement

Eastern New Mexico University combines a traditional learning environment with 21st century technology to provide a rich educational experience. Eastern emphasizes liberal learning, 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.

Eastern is a state institution offering associate, bachelor's and master's degrees that serves students from New Mexico, other states and other nations. Educational programs are offered on the Portales campus and also through interactive distance education, public broadcast television and branch community colleges in Roswell, New Mexico and Ruidoso, New Mexico.

ENMU Focus

- Prepare students for careers and advanced study
- Impart citizenship and leadership skills and values
- Support and expand the role of education and excellent teaching at all levels
- Enable citizens to respond to a rapidly changing world

MSN Program Description

Within ENMU's College of Liberal Arts and Science's, Department of Health and Human Services, you have chosen the Master of Science in Nursing (MSN) program.

Mission Statement

The purpose of the MSN program at Eastern New Mexico University 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 build a strong foundation for lifelong personal and professional learning.

Philosophy

The MSN program at ENMU is based on the belief that nursing is an artistic science—a human profession built on the foundations of caring and knowledge. Our 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. We are dedicated to cultivating a sense of professional empowerment, a desire for perpetual learning, and a passion for social justice in our students. An innovative curriculum using 21st century technology based on the changing health care needs of society and the health care delivery system is integral to our commitment to learning and development. Our philosophy also expresses our dedication to the values inherent in the mission and philosophy of Eastern New Mexico University, of which nursing is an integral part.

Central to the nursing program's philosophy are the professional concepts which form the core of the humanistic, intellectual and ethical values associated with a baccalaureate 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 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. We consider 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.

As nursing program faculty, we hold ourselves accountable for the quality of our educational program and for promoting safe, effective, holistic, culturally sensitive nursing practice. We are responsible for doing this through our teaching, service and scholarship and by collaborating with health care professionals and consumers of health care. As a constituent of ENMU, the nursing program shares the University's emphasis of liberal learning, freedom of inquiry and cultural diversity for (or in) the nursing program.

MSN Program Description

Program Outcomes/Competencies

ENMU MSN students will:

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

ENMU Nurse Educator Graduate Competencies

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.

Competency 1—Facilitate Learning

Nurse educators are responsible for creating an environment in classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective and psychomotor outcomes. To facilitate learning effectively, the nurse educator:

- Grounds teaching strategies in educational theory and evidence-based teaching practices
- Recognizes multicultural, gender and experiential influences on teaching and learning

Competency 2—Facilitate Learner Development and Socialization

Nurse educators are responsible for creating an environment in classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective and psychomotor outcomes. To facilitate learning effectively, the nurse educator:

- Identifies individual learning styles and unique learning needs of international, adult, multicultural, educationally disadvantaged, physically challenged, at-risk and second degree learners
- Creates learning environments that are focused on socialization to the role of the nurse and facilitate learners' self-reflection and personal goal setting
- Models professional behaviors for learners including, but not limited to, involvement in professional organizations, engagement in lifelong learning activities, dissemination of information through publications and presentations, and advocacy

Competency 3—Use Assessment and Evaluation Strategies

Nurse educators use a variety of strategies to assess and evaluate student learning in classroom, laboratory and clinical settings, as well as in all domains of learning. To use assessment and evaluation strategies effectively, the nurse educator:

- Uses extant literature to develop evidence-based assessment and evaluation practices
- Implements evidence-based assessment and evaluation strategies that are appropriate to the learner and to learning goals

MSN Program Description continued

Competency 4—Participate in Curriculum Design and Evaluation of Program Outcomes

Nurse educators are responsible for formulating program outcomes and designing curricula that reflect contemporary health care trends and prepare graduates to function effectively in the health care environment. To participate effectively in curriculum design and evaluation of program outcomes, the nurse educator:

- Demonstrates knowledge of curriculum development including identifying program outcomes, developing competency statements, writing learning objectives, and selecting appropriate learning activities and evaluation strategies
- Bases curriculum design and implementation decisions on sound educational principles, theory and research

Competency 5—Function as a Change Agent and Leader

Nurse educators function as change agents and leaders to create a preferred future for nursing education and nursing practice. To function effectively as a change agent and leader, the nurse educator:

- Integrates a longterm, innovative and creative perspective into the nurse educator role
- Develops leadership skills to shape and implement change

Program Accreditation

ENMU's MSN program has been approved for candidacy and the self-study will be submitted in fall 2015 for the accreditation visit in spring 2016. Our accreditation commission is Accreditation Commission for Education in Nursing (ACEN). For more information, visit **acen.org** or contact ACEN at 3343 Peachtree Rd NE, Atlanta, GA, 30326 or 404.975.5000.

American Nurses Association (ANA): Code of Ethics for Nurses

In January 2015, the steering committee convened to revise the 2001 code. This is the new 2015 Code of Ethics from ANA. Visit the website **nursingworld.org** for a more detailed listing of the interpretive statements.

ANA Code of Nursing Ethics

Provision 1

1.1 Respect for Human Dignity

1.2 Relationships with Patients

1.3 The Nature of Health

1.4 The Rights to Self-Determination

1.5 Relationships with Colleagues and Others

Provision 2

2.1 Primacy of the Patient's Interest

2.2 Conflict of Interest for Nurses

2.3 Collaboration

2.4 Professional Boundaries

Provision 3

3.1 Protection of the Rights and Privacy and Confidentiality

3.2 Protection of Human Participants in Research

3.3 Performance Standards and Review Mechanisms

3.4 Professional Responsibility in Promoting a Culture of Safety

3.5 Protection of Patient Health and Safety by Acting on Questionable Practice

3.6 Patient Protection and Impaired Practice

Provision 4

4.1 Authority, Accountability, and Responsibility

4.2 Accountability for Nursing Judgments, Decisions and Actions

4.3 Responsibility for Nursing Judgments, Decisions and Actions

4.4 Assignments and Delegation of Nursing Activities or Tasks

Provision 5

5.1 Duties to Self and Others

5.2 Promotion of Personal Health, Safety and Well-Being

5.3 Preservation of Wholeness of Character

5.4 Preservation of Integrity

5.5 Maintenance of Competence and Continuation of Professional Growth

5.6 Continuation of Personal Growth

Provision 6

6.1 The Environment and Moral Virtue

6.2 The Environment and Ethical Obligation

6.3 Responsibility for the Healthcare Environment

Provision 7

7.1 Contributions through Research and Scholarly Inquiry

7.2 Contributions through Developing, Maintaining and Implementing Professional Practice Standards

7.3 Contributions through Nursing and Health Policy Development

Provision 8

8.1 Health is a Universal Right

8.2 Collaboration for Health, Human Rights and Health Diplomacy

8.3 Obligation to Advance Health and Human Rights and Reduce Disparities

8.4 Collaboration for Human Rights in Complex, Extreme or Extraordinary Practice Settings

Provision 9

9.1 Articulation and Assertion of Values

9.2 Integrity of the Profession

9.3 Integrating Social Justice

9.4 Social Justice in Nursing and Health Policy

American Nurses Association (2015) Code of Ethics for Nurses with interpretive statements. Silver Spring MD: Author.

Academic Integrity Policy

Students enrolled in the MSN program are responsible for achieving, in an honest manner, the program and course outcomes/competencies specified by the faculty. Any student who fails to maintain academic integrity will incur disciplinary action ranging from a change in an individual course grade to dismissal from the program.

Examples of failure to meet the nursing program's Academic Integrity Policy include, but are not limited to, the following:

- Violating client confidentiality
- Plagiarism
- Misrepresenting knowledge in written or oral form
- Dishonesty of any kind during examinations or in assignments
- Failing to achieve/maintain basic work behaviors delineated in practicum and related course requirements
- Any act of fraud or misrepresentation

Students are referred to ENMU's Academic Integrity Policy in the current Graduate Catalog and ENMU Student Handbook for additional information. This information is available at **enmu.edu**.

Admission to the MSN Program

General Information

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

1. Have the college(s) you attended send official copies of your transcripts for all of your previous college work to:

   ENMU Graduate School
   Station 24
   1500 S Avenue K
   Portales, NM 88130

   This can usually be done over the phone or online with each college

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

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

   - Immunizations required include rubella, pertussis (tdap), measles, mumps, hepatitis B, varicella and a current tuberculosis test (tst)
   - Three letters of recommendation (Two preferably from faculty, one professional)
   - One-to-three page letter of application, judged for content and professional writing skills
   - Professional liability insurance
   - Current CPR certification
   - Resume

3. Follow this link to fill out an online application for acceptance into ENMU: **enmu.edu/apply**

4. Contact information for questions concerning this process:

   ENMU Nursing Program
   ENMU Station 12
   1500 S Ave K
   Portales, NM 88130

   crystal.jones@enmu.edu

Nursing Scholarships

The nursing program, in conjunction with ENMU's Office of Development, offers scholarships to MSN program students who meet the published criteria. Scholarship information is available online each spring semester at **enmu.edu/foundationscholarships**. The program director and the nursing faculty will review applications and recommend recipients. 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 following application

The ENMU scholarships available to the nursing program students include the following and the award amounts vary from $150-$2,000:

- Dabbs-Merit Endowed Scholarship
- Eleanor Shields Williamson Scholarship in Nursing (up to three scholarships available)
- Medical Manpower Endowed Scholarship
- Plains Regional Medical Center Discretionary Fund Scholarship
- Sharon Farris-Stern Scholarship

Refer to the ENMU website at **enmu.edu/foundationscholarships** for the criteria on the above scholarships. Scholarship availability is subject to change.

Class Offerings by Semester

Spring Semester 1

NURS 502 Research Methods in Nursing
NURS 506 Ethical and Legal Views of the Changing Healthcare System

Summer Semester 1

NURS 508 The Nurse Leader: New Perspectives on the Profession
NURS 510 Nursing Concepts and Theories

Fall Semester 1

EDF 503   Educational Psychology
EDF 538   Instructional Design

Spring Semester 2

NURS 512 Teaching Strategies for Nurse Educators
NURS 514 Curriculum Development, Assessment and Evaluation

Summer Semester 2

NURS 516 Roles, Responsibilities and Relationships of the Nurse Educator
NURS 517 Integrated Concepts of Disease Management

Fall Semester 2

NURS 540 Research Applications in Nursing
NURS 544 Clinical Capstone

Note: Courses may be offered once annually in the semesters indicated above. As the program grows, more classes will be offered each semester.

Retention in the Program

Students are expected to attain grades of "B" or higher in all required courses.

Course Specific Requirements

Students are responsible for meeting all requirements mandated in the syllabus for each course. The required etiquette is posted in each syllabus. 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 program they select for their major, emphasis or non-degree interest. All graduate students at ENMU are to comply with the Student Code of Conduct as posted in the student's handbook at **enmu.edu/handbook**

The graduate dean will approve students for graduation provided:

1. They have fulfilled all degree requirements set forth in the Graduate Catalog

2. They have completed successfully the courses listed on the approved degree plan

3. They have completed successfully all degree requirements as specified by the program including, but not limited to, comprehensive examinations, integrative experiences, thesis defense and thesis final copy

4. Their degree is conferred within six years from the semester of enrollment in the first course appearing on the degree plan

5. Their curricular requirements are governed by one catalog

6. They have a minimum cumulative graduate GPA of 3.0

7. They have no more than one "C" in courses on the degree plan, all other grades are a "B" or better, and grades in core courses are a "B" or better

8. They have met residency requirements applicable to their graduate program

(ENMU Graduate Catalog, 2014-2016, pp. 8,9)

Evaluation of Students

General Information

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 course 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 better in the four core courses. Student can only receive one "C" in graduate classes.

Attendance

Nursing program faculty, like all ENMU faculty, expect students "to participate in all class sessions for which he/she enrolls" (Graduate Catalog). 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 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 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. If they are unsuccessful, the appeal process for the nursing program and University will be followed.

Student Appeal of Course Grade and/or Suspension from the Program

Overview

Every faculty member has the responsibility and the right to determine student grades in those courses to which the faculty member is assigned. Except as provided for in University policies, no other person or group may make grading decisions.

- A student may legitimately appeal a final course grade and/or suspension from the academic program for the following reasons:

- The student has not been evaluated according to the same criteria as her/his classmates ("discriminatory or differential treatment")

- An error has been made in grading and/or posting of the grade ("error")

Withdrawal from Courses of the Program/Incomplete Grade Status

Withdrawal from Course and/or the Program

Students who withdraw from individual courses must complete the necessary ENMU protocol. When withdrawing from a course, it is the student's responsibility to follow necessary steps to complete withdrawal. For nursing courses, students are advised to consult with course faculty when 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 Office of Enrollment Services and must consult with the director of the nursing program.

Incomplete Grade Status

Students with valid reasons for not completing required coursework within a semester may elect to take an "incomplete" ("I") as a course grade. The "I" grade is given for passing work that could not be completed due to circumstances beyond the student's control. The following regulations apply to the "I" grade.

1. In no case is an "I" to be used by faculty to avoid the assignment of "C," "D" or "F" grades for marginal or failing work.

2. The instructor will submit a copy of the signed incomplete "Contract form" to the Registrar showing what must be done to make up an "I."

3. The work to make up an "I" must be completed by the time specified on the incomplete contract form to which the instructor and student have agreed.

4. Removal of an "I" is accomplished by the instructor submitting a change of grade form to the Registrar when the work has been completed. An "F" grade will be given for inadequate work or work not completed according to the timeframe established on the contract form. A student cannot remove an "I" by re-enrolling in the course. Repeating the course will give the student a new grade but will not remove the "I" from the previous registration (ENMU Graduate Catalog 2012-2014, p. 20).

Hardware/Software Minimum Requirements

- You must have anti-virus software installed on your computer. 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

Internet Connection	256k	Cable or DSL
Operating System	Windows XP Home Edition	Windows 7
Computer Processor	Intel Pentium 4 3Ghz or AMD equivalent	Pentium Core 2 Duo or better
Computer Memory	2 GB	4 GB or more
Hard Drive	80 GB	500 GB or larger

Networking Ethernet or wireless networking ethernet or wireless networking

Browner Microsoft Internet Explorer, Mozilla Firefox, Google Chrome "same"

Office Microsoft Office 2010 Student Edition Microsof 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
- Adobe Acrobat Reader
- Apple QuickTime Player
- Java 1.6 or higher

Mediasite Requirements

In addition to the general requirements listed above, you will need the following for courses that incorporate Mediasite:

- Media Player Plugin
- Windows Media Player 9

Skype Requirements

In addition to the general requirements listed above for Mediasite, you will need the following for courses that incorporate Skype:

- Additional software
- DirectX v9.0 or above
- Latest version of Quicktime
- Speakers and a microphone—built-in or separate
- Make video calls—built-in or separate webcam

Distance Education Library Services at enmu.edu/distanceedlibrary

Golden Library 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. Contact the Distance Education Librarian for help using library resources and services from off campus.

Campus Bookstore Services

The ENMU Campus Bookstore at **enmu.bncollege.com** provides online access to a listing of textbooks required for all Portales campus classes. Students enrolled in ENMU-Roswell and ENMU-Ruidoso classes should purchase books at their individual bookstores. To order Portales campus textbooks, you may call the toll-free number, 877.499.2665, call the regular number, 575.562.2718, or email sm613@bncollege.com. Books can be mailed to you from Portales to a specified address. (Books will be mailed to the address students have on file at ENMU-Portales.)

Pinning Ceremony

The MSN Graduate Pinning Ceremony is the MSN 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 pinning ceremony and for ENMU graduation will be announced via ENMU email and in the program newsletter. The two events are scheduled back-to-back on two consecutive days 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 MSN program graduates for an additional cost. Ordering information will be sent to students the semester of proposed graduation.

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Student Handbook Receipt and Acknowledgement Form

enmu.edu

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

Please sign, print your name and the date, and then send this acknowledgement of receiving a copy of this notebook to: MSN Program
ENMU Station 12
1500 S Ave K
Portales, NM 88130

_____
Printed name

_____   _____
Signature   Date