



## **IUP Graduate Program in Nursing Handbook**

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Department of Nursing and Allied Health Professions

Handbook Updated *2020-2021*



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his/her health. Nurses, as persons, provide care for such populations across the health-illness continuum in a variety of settings, and we believe that, as care providers, nurses need care for self in order to provide holistic care for other persons.

Environment is a system of individuals, families, groups, communities, and populations where the person is in a constant interaction with internal and external environments. Through system interactions the person influences and is influenced by the environment.

Health is a state of complete physical, mental, spiritual, and social well-being and not merely the absence of disease or infirmity. Health is determined by the ability to adapt to internal and external environmental changes and maintain a dynamic equilibrium

Nursing is a caring profession which promotes health by assisting the person to adapt to internal and external environmental changes. Nursing practice is based on holistic, caring, ethical, and legal frameworks. Nurses provide safe and high-quality care that incorporates therapeutic relationships established with the person in the global health system. Nursing incorporates the use of scientific nursing practice, research, critical thinking, clinical reasoning, and judgment to address simple to complex situations. The nurse utilizes evidenced-based practice guidelines to provide high-quality, cost-effective care for patients in and across all environments.

Education is a dynamic, developmental, and collaborative process that fosters life-long and self-directed learning while helping to develop critical thinking and personal and professional growth. We believe nurses must engage in continuous professional development and assume accountability and responsibility for one's own and delegated nursing care.

Caring is a value that perceives the needs of others and responds to those needs in a way beneficial to the patient as well as the nurse. It is both active and emotive. Caring is evident through respect of persons, understanding, compassion, and competence and is essential to the practice of nursing. The nurse and the patient cultivate sensitivity to one another in order to optimize caring and well-being.







Dr. Kristy Chunta,

For International Student Admissions:

- TOEFL score of 540 or above or IELTS score of 6
- Current nursing license from home country

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Financial Assistance**

For information about financial aid contact the Office of Financial Aid. Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

Additional information may also be found at:

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

### **Graduate Assistantships (GA)**

Each year the Department of Nursing and Allied Health Professions is allocated a limited amount of funding to hire Graduate Assistantships. Assistantship awards are based upon academic achievement. To be considered for a graduate assistantship, the following requirements must be:

- x Admitted to the School of Graduate Studies and Research following the procedures outlined in the Catalog.
- x Newly admitted students can indicate their interest in a GA position on their admission application. Returning students should contact the program coordinator.
- x Successful completion of the Departmental Review Process.

### **Purpose of the Graduate Assistantship Program**

The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the Schoolw NISchoolw p awawilionaclg st stipend

### **Academic Advisement**

Students are assigned an academic advisor within the DNAHP at the time of admission. The advisor is responsible for assisting the student with the development, and implementation of the Program of Studies Plan. All students follow the cohort model for scheduled classes. However, in the event that a student must digress from the Program of Studies Plan, changes must be approved by the advisor **BEFORE** the student registers for classes. The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc.

Students receive information from their advisor each semester prior to registering for course work. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The Master's Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. Students may also refer to the School of Graduate Studies and Research catalog for additional policy information. [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **APA Citation Policy**

All written assignments should follow APA-style guidelines. Students should include in-text citations when using direct quotes and reference pages, as applicable. This includes any format of written assignments. Additional resources are available at <https://www.apastyle.org>.

### **Campus Resources & Student Support**

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/) | 724-357-4511

Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/) | 724-357-2207

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/) | 724-357-2217

Department for Disability Access and Advising: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/arl/](http://www.iup.edu/arl/) | 724-357-4530

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/) | 724-357-3029

IUP Career and Professional Development Center



## **Programs and Degrees**

### **Master's Program in Nursing**

The Master of Science in Nursing program offers two 36-credit tracks, the Nursing Administration track and the Nursing Education track for baccalaureate prepared registered nurses. Nurse administrators assume leadership roles as health care leaders and assume a critical role in health care decision making; in managing health care members, patients, and finances; and in evaluating outcomes in health care settings.

### Simulation and Technology Certificate of Recognition (COR)

The Simulation and Technology Certificate of Recognition (COR) will present an avenue to prepare nurses and faculty for roles in clinical practice and education including those teaching in licensed practical nurse (LPN), pre-licensure registered nurse (RN), graduate nursing, and staff development settings. The COR program will provide courses that focus on leadership, pedagogical teaching strategies, curriculum design or evaluation methods, designing, implementing, and evaluating simulation scenarios, informatics, teaching via distance education, and the use of technology in the classroom and clinical setting.

The Simulation & Technology COR prepares graduates to:

- Utilize pedagogical principles to design, implement, and evaluate simulation as a teaching/learning strategy.
- Develop realistic simulation scenarios for clinical instruction.
- Employ appropriate strategies to evaluate student learning using simulation and technology.
- Effectively use current technologies in academic or clinical practice settings.
- Incorporates technology as a nurse leader in clinical or academic settings.

#### COR requirements:

Students must successfully complete 12 credits of the required courses:

NURS/HSAD 555 – Health Care Informatics

NURS 711 – Simulation in Nursing Education

NURS 864 – Technology in Nursing Education

Education students select one course 722/723/725

- \* NURS 722 – Measurement and Evaluation in Nursing Education
- \* NURS 723 – Program Development in Nursing Education
- \* NURS 725 – Teaching Strategies for Nursing Curricula

Administrative students select one course 619/729/732

- \* NURS 619 – Leadership Strategies in Healthcare
- \* NURS 729 – Nursing Administration
- \* NURS 732 – Organizational Behavior in Healthcare Administration







**NURS 722 Measurement and Evaluation in Nursing Education 3 cr.**

This course presents various methods of evaluating programs, classroom, and clinical performance in nursing. Students will develop classroom and clinical examinations for nursing. Principles of test construction and methods for

### **NURS 744 Advanced Nursing Roles Capstone 3 cr.**

Students will examine issues that impact nurses in advanced administrator or educator roles. Through a mentored immersion experience student will demonstrate integration of advanced nursing knowledge in the health care and/or education setting. This course provides students an opportunity to develop a culminating advanced role project that uses research, critical thinking and leadership skills to address an identified need in the health care and/or education setting.

Each student is required to complete 84 hours of capstone supervised mentored activities.

**Educator Students** must complete 21 hours with advanced practice mentor providing care in a direct care role. Educator students must also complete 63 hours in the functional area/education role.

#### **Administrator Students**

**M.S in Nursing  
Course Offerings Plan for Administration Track  
Fall 2020 Part-time Study Plan**

The program leading to a Master of Science degree in Nursing is accredited by the Commission on Colligate Nursing Education (<http://www.ccneaccreditation.org>). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study. The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

**Fall 2020**

NURS 614 Health Policy and Advocacy  
NURS 628 Advanced Professional Role Development

**Spring 2021**

NURS 610 Health Promotion and Social Issues  
NURS 730 Financial Management in Health Care

**Summer 2021**

NURS 629 Healthcare Quality and Safety

**Fall 2021**

HSAD 555 Healthcare Informatics  
NURS 619 Leadership Strategies in Healthcare

**Spring 2022**

NURS 623 Translating Research into Nursing Practice  
NURS 732 Organizational Behavior in Healthcare Administration

**Summer 2022**

NURS 729 Nursing Administration

**Fall 2022**

NURS 744 Advanced Nursing Roles Capstone  
Elective NURS 721 Advanced Clinical Practice for the Nurse Educator

- \* Courses taught in a 100% online format
- \* Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- \* Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at [www.iup.edu/MyIUP](http://www.iup.edu/MyIUP) under “University Course Offerings”

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Course Offerings Plan for Education Track  
Fall 2020 Part-time Study Plan**

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**Spring 2022**

NURS 623 Translating Research into Nursing Practice  
NURS 725 Teaching Strategies in Nursing Curricula

**Summer 2022**

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**Fall 2022**

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**Course Offerings Plan for Administration Track**  
**Spring 2021 Part-time Study Plan**

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## Evaluation of Students

### Candidacy/Qualifier Exam

**This information does not pertain to and is not required by Masters in Nursing curriculum.**

### Comprehensive Exam

**This information does not pertain to and is not required by Masters in Nursing curriculum.**

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## Degree Completion

### Academic Good Standing

IUP master's students must maintain a minimum of 3.0 (B) cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

A student repeating a core course for the second time (following an F grade), who fails to earn a passing grade is dismissed.

For more information, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Graduation Application Process

Graduate students are required to apply for graduation by the established deadlines. The graduation application process is an online function at [www.iup.edu/myiup](http://www.iup.edu/myiup). It is the student's responsibility to submit the application by the appropriate deadline date.

Students will be invited to participate in the University's commencement ceremony scheduled in May and December of their graduation year. Students graduating in August have the option of participating in the May ceremony. Students that will graduate in January can participate in the December ceremony.

Details about commencement may be found at [www.iup.edu/commencement](http://www.iup.edu/commencement).

<b>Graduation Date</b>	<b>On-line Application Deadline Date</b>
May Graduation	May 1
August Graduation	August 1
December Graduation	December 1

For more information, view the view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)



**Continuous Graduate Registration for Dissertation and Thesis**  
**This information does not pertain to and is not required by Masters in Nursing curriculum.**

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

**Grade Appeal Policy**  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Graduate Fresh Start Policy**  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Graduate Residency Requirement**  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Leave of Absence Policy**  
[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Reexamination Policy: Candidacy/Comprehensive Examination**  
**The Masters in Nursing program does not**

**Student Rights and Responsibilities**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Time Limitations**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

**Title IX Reporting Requirement**

[www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Graduate Student Professional Development Fund**

Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to professional development in a significant way. The graduate student must provide a clear description of the proposed activity and explain how it adds to his or her scholarly development. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly goals and educational progress. Examples of eligible activities include: serving as a moderator, discussant or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. Guidelines and applications are available at [www.iup.edu/graduatestudies](http://www.iup.edu/graduatestudies); click "students" under the "Research Tab" on the right hand of the page.

### **Funding for Graduate Student Travel to Present Papers**

This fund supports graduate students currently enrolled in a doctoral or master's program who are presenting papers at professional meetings. Doctoral and master's students may apply for up to a total of \$750 in funding for the fiscal year (with \$500 maximum per conference).

Application and instructions for the student travel are available at [www.iup.edu/graduatestudies](http://www.iup.edu/graduatestudies); click "students" under the "Research Tab" on the right hand of the page.

### **Marian A. Murray Scholarship**

Awarded to a graduate student in the field of nursing. Scholarship is based on academic achievement and professional involvement. The Department of Nursing faculty shall make selection for the annual award.



## Curriculum Vitae (CV) Guidelines

A curriculum vitae or CV is a record of an individual's professional profile. All students will submit an electronic copy of their CV during the first semester of study. During the student's final semester of study an updated CV will be submitted by April 1<sup>st</sup> (May and August graduates) or November 1<sup>st</sup> (December graduates). The Final CV will be compared to the student's entrance CV to determine growth in the following areas: professional growth, service, and continuing education. The CV is part of the student's portfolio project and is a graduation requirement.

The CV Critique Rubric will be used for calculating the total CV score. (See attached)

Include the following categories in your CV. Items with \* are critical elements and must be included.

- Name\*
- Address\*
- Contact Information\* (i.e., home/work telephone numbers, e-mail address)
- Education\*
- Work History (most recent employment listed first) \*
- Professional Growth\*
  - Certifications
  - Professional Memberships
  - Presentations
  -







NAME \_\_\_\_\_ Date \_\_\_\_\_

Final Reflection Rubric

The purpose of this reflection is to have you, the student, reflect on your program of study and identify how the program helped you to achieve the student learning outcomes of leadership, role, research, communication and critical decision making. Following each prompt below, please complete the rubric. Students will also submit a two-page narrative elaborating on how they achieved each of the student learning outcomes and reflecting on their personal and professional growth in the program. The completed Final Reflection is part of the portfolio project and graduation requirement. Completed reflections are due by April (May graduates) or November (December graduates).

Criteria	5	3	1	0
Leadership	All or almost all of the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	Most courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	Few of the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.	None of the courses help the graduate to employ leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care.
Circle the appropriate response above (5-3-1 or 0) and include your reflection which course(s) or course activities helped you to apply leadership concepts to influence quality outcomes in the healthcare and/or educational environments.				
Criteria	5	3	1	0
Role	All or almost all of the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	Most courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	Few of the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.	None of the courses help the graduate to utilize evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs.
Circle the appropriate response above (5, 3, 1 or 0) and include your reflection which course(s) or course activities helped you to synthesize advanced skills, professional attributes, and scientific knowledge into Master's level nursing practice roles.				

Criteria	5	3	1	0
Research	All or almost all of the courses help the graduate to employ strategies to translate evidence, to			

Criteria	5	3	1	0
Critical Decision Making	All or almost all of the courses help the graduate to make decisions regarding client care	Most of the courses help the graduate to make decisions regarding client care utilizing cognitive and	Few of the courses help the graduate to make decisions regarding client care utilizing cognitive and	None of the courses help the graduate to make decisions regarding client care utilizing cognitive and

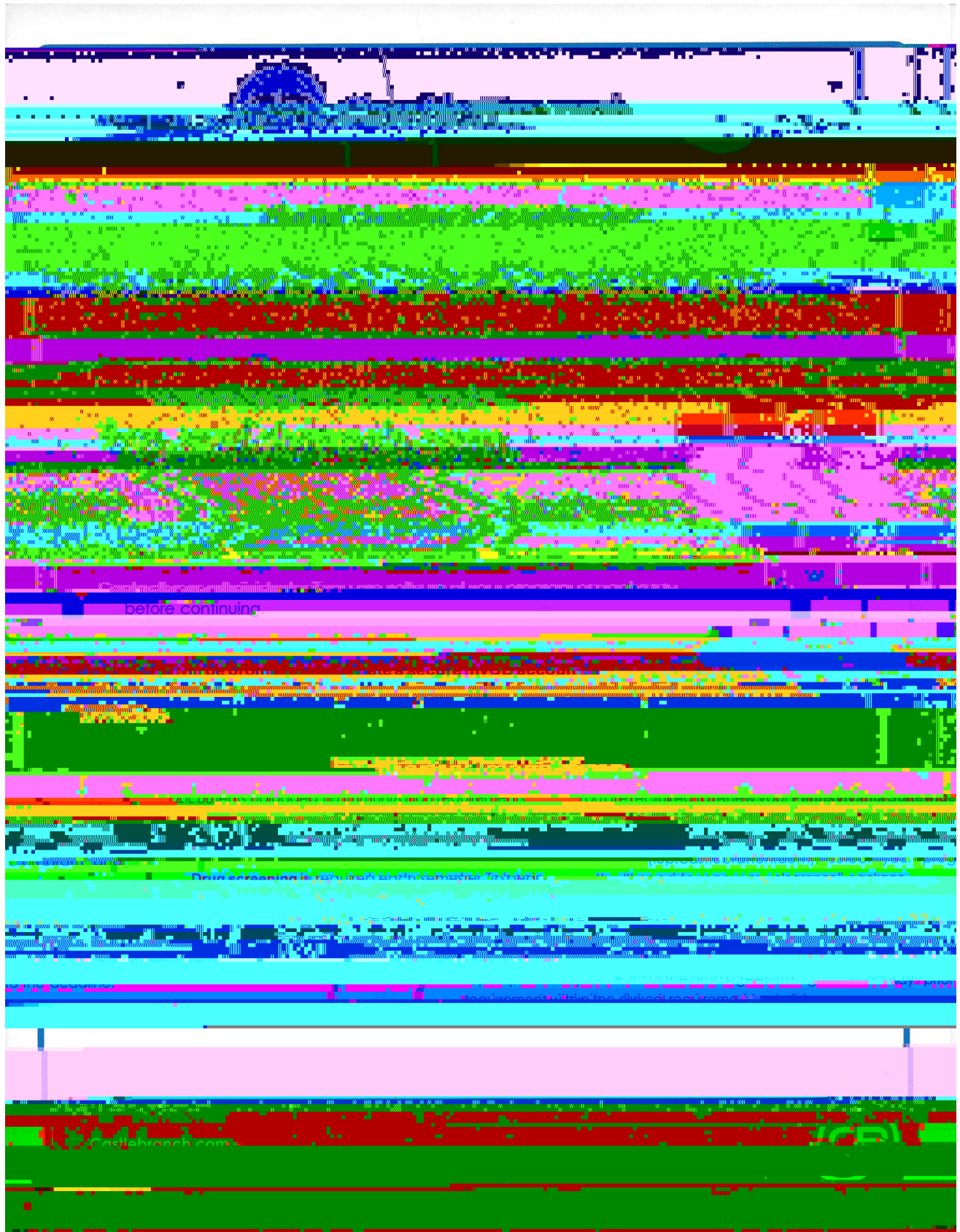
Pennsylvania

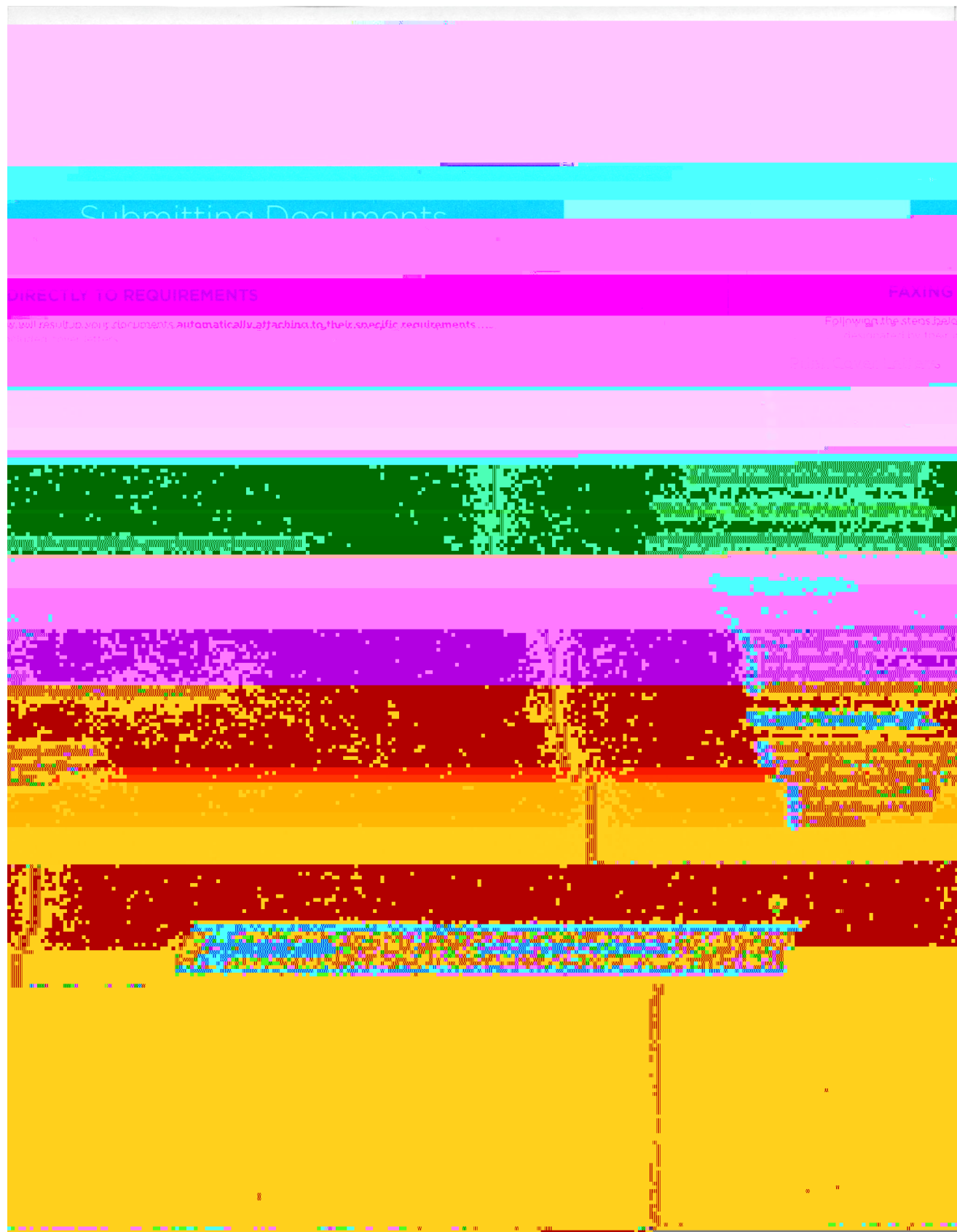
## **Clinical Clearance Requirements**

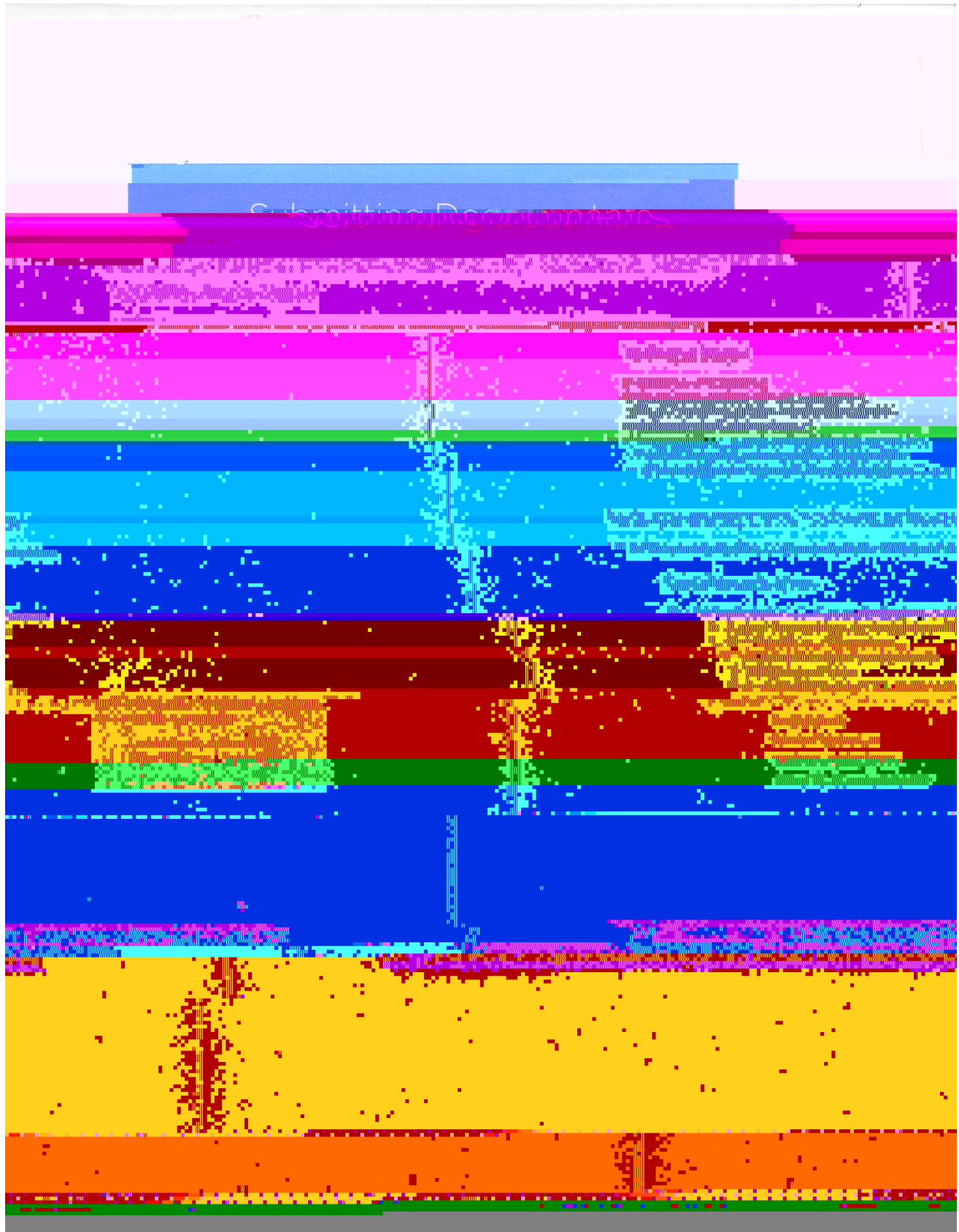
### **Rationale**

The purposes for policies for clinical attendance are:

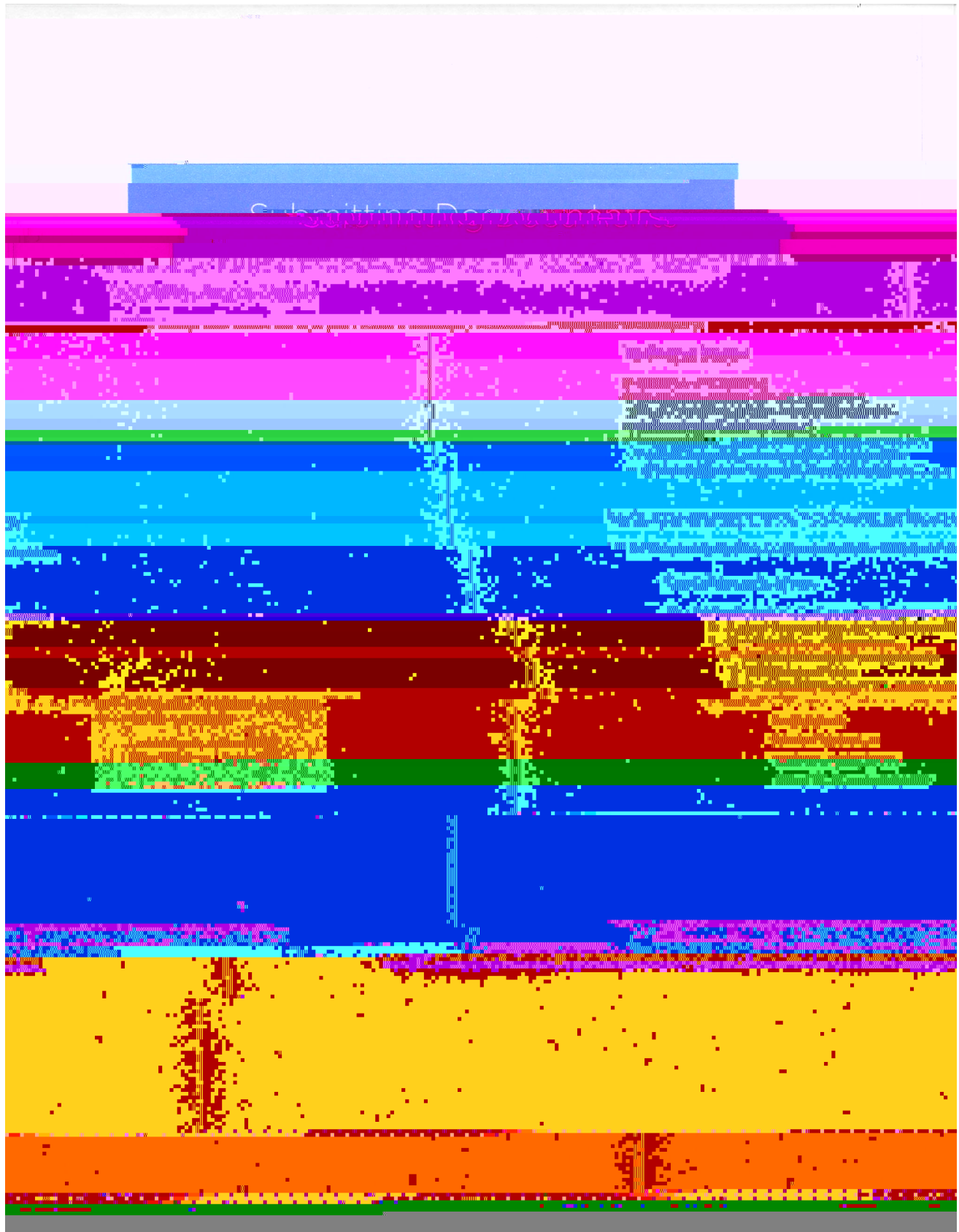
- To safeguard the health of students.
- To encourage students to practice heal















### **University Computer Facilities**

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities. The ARL is located in the Donna D. Putt Hall, Suite G10, 1000 Grant Street. Additional information about the services of the ARL can be found at [www.iup.edu/arl](http://www.iup.edu/arl).

Information on the public university computing facilities is available at [www.iup.edu/ITSupportCenter](http://www.iup.edu/ITSupportCenter), then *Facilities*.

### **The I-Card**

The I-Card – your key to convenience on campus. Every IUP student is issued an I-Card at the HUB I-Card Office. As an IUP student, you can use your I-Card for free bus pass, library access, HUB Rec Center, Coop store purchases, snack and soda machines, photo copying, computer lab printouts, entrance to campus events. Money can be placed on your I-card for the above purchases at any of the twenty cash-to-card machines on campus. One is located on the first floor of Johnson Hall. Additional information on the I-card is available at 724-357-1314.

### **Inclement Weather Policy**

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff and visitors. Therefore, the decision as to whether the university should close or remain open during periods of adverse weather conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes as usual during periods of inclement weather.

Closure of the university: Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct classes or events on a given day, the president may, at his or her discretion, cancel classes or events. In the event of cancellation of classes or events, notification will be provided to the following radio and television stations: WDAD Radio-1450 (Indiana), WCCS Radio-1160 (Homer City), U-92 FM-92.5 (Indiana, Punxsutawney, and Greensburg),

WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), WPXI-TV, and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh). In addition, inclement weather information will be posted on the IUP website, [www.iup.edu](http://www.iup.edu) and on the IUP information line 724-357-7538.

Students are also encouraged to check their e-mail, and voice mail messages both at home and work prior to traveling to IUP for class for messages relating to the status of that particular evening's class.

**IT Support Center** located at the Delaney Hall, Suite G35, 950 Grant St., is available to assist students with technology problems. Contact the IT Support Center at 724-357-4000, email [IT-Support-Center@iup.edu](mailto:IT-Support-Center@iup.edu) or visit [www.iup.edu/ITSupportCenter](http://www.iup.edu/ITSupportCenter) for assistance with your student account.

### **IUP Parking Permit**

To secure an IUP commuter parking permit, go to [www.iup.edu/myiup](http://www.iup.edu/myiup); login to *Personal Info*; select *Campus Services*; and click *IUP Parking Account* for additional instructions. Visit [www.iup.edu/police](http://www.iup.edu/police) and follow appropriate links for parking lot designations and specific guidelines/restrictions on parking.

## **Professional Organizations**

### **Sigma Theta Tau International**

Sigma Theta Tau International is a prestigious organization of nurse leaders, scholars, and researchers, founded in 1922. Membership in the society is awarded to bachelor's, master's and doctoral nursing candidates who achieve high scholastic averages, and graduates of nursing programs who have made outstanding contributions to nursing.

IUP has its own chapter of Sigma Theta Tau – Zeta Lambda.

An applicant must have completed a minimum of

Indiana University of Pennsylvania  
Department of Nursing and Allied Health Professions

Student Accountability Policy

Master's nursing students must verify that they have read, comprehend, and acknowledge their responsibility to comply with all existing, new, and revised graduate nursing policies as evidenced by completion and submission of a signed original copy of this Student Accountability statement.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and ac