



**Master of Science in Nursing  
Graduate Student Handbook  
2019-20**

**9.6.19**

Department of Nursing  
College of Natural Sciences  
California State University  
San Bernardino 5500 University Parkway  
San Bernardino, California 92407  
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**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**Department of Nursing**  
**Master of Science in Nursing Graduate**

**Student Handbook Acknowledgement Form**

I have read and understand the policies, procedures and requirements in the CSUSB Master of Science in Nursing Student Handbook (hereinafter called Handbook). I understand that my eligibility to participate in this program may be terminated if I cannot meet these expectations. The MS in Nursing Coordinator will notify all students when any changes in the Handbook are made.

I acknowledge the following:

1. I know how to access the most current Handbook.
2. I understand that I am responsible for knowing the most current information in the Handbook.
3. I will abide by all applicable policies, procedures and requirements listed in the Handbook that are relevant to enrollment in, progression through, and completion of the program.
4. I will seek clarification of anything I do not understand.

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Student ID Number)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(CSUSB email address)**

*\*Please complete, sign, date and submit this form to the NURS 601 Instructor*

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**California State University, San Bernardino  
College of Natural Sciences  
Department of Nursing  
Master of Science in Nursing Student Handbook**

**Department of Nursing**

Welcome to California State University, San Bernardino (CSUSB). The main campus sits on 441 acres in San Bernardino, California with a branch campus in Palm Desert. The CSUSB student population is diverse and vibrant, reflecting the surrounding communities we serve.

**Department of Nursing Mission, Vision, and Values**

**Mission**

The mission of the CSUSB Department of Nursing is to promote and support:

- development of students in preparation for professional practice, scholarship, leadership, and lifelong learning.
- collaboration to address health needs and promote health equity of diverse populations in the community.
- respect, inclusivity, and collegiality among diverse students, faculty, and staff.
- faculty professional development in teaching, scholarship, service and practice.
- wellness among students, faculty, staff, and the larger community whom we serve.

**Vision**

To be a center of collaboration and innovation in nursing education, scholarship, practice, and service.

**Values**

Integrity, Professionalism, and Ethical Accountability  
Excellence, Innovation, and Leadership  
Caring, Respect, and Cultural Sensitivity  
Community Collaboration and Social Justice

**Department of Nursing Philosophy**

The Department of Nursing (DON) at California State University, San Bernardino (CSUSB) is committed to the university's broad mission of teaching and service, research excellence, and intellectual interaction and creativity included in the full range of programs offered through the DON.

The philosophy of the Department of Nursing is derived from a synthesis of beliefs and values shared by faculty, staff, students, alumni and clinical agencies, and community stakeholders concerning nursing, nursing education, nursing students and the university. This philosophy and purpose stems from the mission, vision, and core values of the department. The mission and vision speak to collaboration, innovation, and excellence. The core values are integrity and ethical accountability; excellence, innovation, and leadership; caring, respect, and cultural sensitivity; community collaboration and social justice.

Professional nursing is both an art and a science, entrusted by society to provide services to promote, maintain, and restore the health and well-being of individuals, families and communities from diverse backgrounds in a variety of settings. Nursing as a discipline is grounded in theory and research that directs and validates clinical practice decisions and actions and generates

knowledge for practice. Nursing as a profession derives its authentic authority over nursing education, research, practice and service from a social and ethical contract with the public. This contract mandates that the profession act responsibly in promoting person-centered, safe, evidence-based collaborative care, utilizing informatics with a focus on quality improvement for the public's health and well-being. The faculty recognizes that student-centered learning requires an environment which promotes strategies that encompass students learning styles and facilitates learning outcomes which are cognitive, affective and psychomotor and driven by the idea of continuous improvement. Rich and varied educational opportunities are an integral part of lifelong learning and demonstrating professionalism in partnership with communities. Successful CSUSB nursing students are expected to learn, to lead, and to transform themselves, the profession, and the community by fulfilling leadership roles and providing evidence-based nursing practice.

### **Graduate Faculty**

The CSUSB MS in Nursing Program faculty are doctorally prepared and have expertise in various nursing practice specializations. They serve as educators, professional mentors, facilitators, and role models.

## **Master of Science in Nursing (MSN) Program**

### **Purpose of the MSN Program**

The CSUSB Department of Nursing offers a graduate program leading to a Master of Science in Nursing. The graduate nursing education builds upon the baccalaureate curriculum to prepare nursing students for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills. The Graduate Program curriculum reflects The Essentials of Master's Education in Nursing (American Association of Colleges of Nursing, 2011), with course and clinical concentration in one of three tracks: Population-Based Advanced Practice Nursing, Nurse Educator, and Advanced Community/Public Health Nursing.

Each student selects one target population for all of clinical experience. The core curriculum prepares students to assume leadership roles in culturally diverse, pluralistic communities, and to create health care programs, which will provide equality of access, high standards of care and caring, and the cost-effective use of resources. The Population Based Advanced Practice Nursing, and the Advanced Community/Public Health tracks prepare the graduate student in health policy, population-based care, and the principles of public health and nursing. The students who complete the Advanced Community/Public Health option have more extensive clinical experience with opportunities to implement the pilot projects they designed during the core courses. The Nurse Educator track prepares students to be nursing faculty and/or to function as an educator in hospitals or other healthcare agencies. This Program also is appropriate for advanced practice nurses interested in population health education and health education programming.

### **Program Delivery**

The curriculum is delivered in a hybrid online format, which is a combination of virtual and face-to-face sessions. All courses will have an online component and course instruction using the CSUSB-approved Learning Management System, currently Blackboard Learn. Face-to-face sessions require attendance at the published class location.

**CSUSB MS in Nursing Program Learning Outcomes**

1. Apply knowledge from natural, human, and nursing sciences to advanced nursing practice.
2. Integrate pertinent research findings and other high-quality evidence into specific proposals for practice changes to improve care safety and quality.
3. Demonstrate assessment, program planning, interventions, and evaluation skills to promote health as well as prevent disease in a population.
4. Apply skills in informatics and statistical analysis of datasets to identify and prioritize population health needs as well as evaluate the impact of practice improvement efforts.
5. Demonstrate leadership, management, and interprofessional communication and collaboration skills to promote agency/ organizational/ health care system efficiency and effectiveness and improve population health outcomes.
6. Advocate for the health of a population by addressing legal and ethical issues and health policies in the public, private, and voluntary agency/organization/system arenas.
7. Demonstrate advanced specialty competencies.

In order to successfully complete the program, it is the expectation that students meet the MS in Nursing program learning outcomes, per CSUSB graduate program requirements.

**Introductory Course:** NURS 601 Preparation for MSN Learning and Technology must be successfully completed by all students during their first quarter of enrollment; the course may be taken concurrently with “Core” courses.

1. NURS 601 Preparation for MSN Learning with Technology (1)

**MSN Courses****MSN Core and Specialty/Concentration Competencies**

**MS in Nursing Core Courses** - required of all students in all concentrations/tracks (51 Quarter Units)

1. NURS 541 Advanced Health Assessment (4)
2. NURS 542 Advanced Pathophysiology (4)
3. NURS 543 Advanced Pharmacology and Toxicology (4)
4. NURS 600 Population Health Assessment (6)
5. NURS 610 Program Planning & Evaluation (6)
6. NURS 620 Health Policy Leadership (6)
7. NURS 630 Advanced Nursing Roles (3)
8. NURS 635 Biostatistics (4)
9. NURS 645 Advanced Nursing Research (4)
10. NURS 646 Epidemiology (4)
11. NURS 655 Advanced Nursing Theory (4)
12. NURS 688 Advanced Role Practicum (2)

**Additional Course Requirements of Concentrations/Tracks:****Population-Based Advanced Practice Nursing (6 additional units, 330 clinical hours):**

1. NURS 654 Transcultural Healthcare (4)
2. NURS 690 Comprehensive Examination Preparation (2) AND
3. NURS 999 Comprehensive Examination (0) [simultaneous enrollment]

**Nurse Educator Concentration (14 additional units, 330 clinical hours):**

1. NURS 658 Nursing Education: Curriculum & Instruction (4)
2. NURS 659 Assessment and Evaluation in Nursing Education (4)
3. NURS 660 Instructional Technology in Nursing Education (4)
4. NURS 690 Comprehensive Examination Preparation (2) AND
4. NURS 999 Comprehensive Examination (0) [simultaneous enrollment]

**Advanced Community/Public Health Nursing (20 additional units, 510 Clinical Hours):**

1. NURS 658 Nursing Education: Curriculum & Instruction (4)
2. NURS 659 Assessment and Evaluation in Nursing Education (4)
3. NURS 660 Instructional Technology in Nursing Education (4)
4. NURS 681 Advanced Public/ Community Health Internship I (3)
5. NURS 682 Advanced Public/Community Health Internship II (3)
6. NURS 690 Comprehensive Examination Preparation (2) AND
5. NURS 999 Comprehensive Examination (0) [simultaneous enrollment]

**Core MS in Nursing Competencies Required of All Graduates:**

**American Association of Colleges of Nursing (AACN) [The Essentials of Master's Education in Nursing \(2011\)](#). The nine (9) Essentials are:**

1. Background for Practice from Science and Humanities
2. Organizational and Systems Leadership
3. Quality Improvement and Safety
4. Translating and Integrating Scholarship into Practice
5. Informatics and Healthcare Technologies
6. Health Policy and Advocacy
7. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8. Clinical Prevention and Population Health for Improving Health
9. Master's Level Nursing Practice

**Competencies Specific to Graduates from MS in Nursing Concentrations/Tracks:**

**Nurse Educator:**

The National League for Nursing (NLN) [Core Competencies for Nurse Educators](#). The eight (8) Core Competencies are:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvements in the Nurse Educator Role
7. Engage in Scholarship
8. Function Within the Educational Environment

**Advanced Community/Public Health Nursing AND Population-Based Nursing:**

The Quad Council Coalition (QCC) of Public Health Nursing Organizations Core



Competencies for Public Health Nurses (CCPHN), [2018 version](#). The seven (7) domains of the CCPHN are:

1. Analytical and Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences Skills
7. Financial Planning, Evaluation, and Management Skills
8. Leadership and Systems Thinking Skills

### CSUSB MSN Roadmap

2019-20 is the last academic year during which the MS in Nursing program will be offered in quarter format. Beginning in 2020-21 the academic terms at CSUSB will be semesters, not quarter.

The 2019-20 MS in Nursing Roadmap for Year 1 and Year 2 courses is reproduced below.

#### Two-Year Quarter Roadmap 2019-20 (*Final Year of Quarters*)

	Summer 2019	Fall 2019	Winter 2020	Spring 2020
<b>Year 1</b>		NURS 601 Prep for MSN Learning 1 NURS 541 Adv Health Assm't 4 NURS 630 Adv Nrsg Roles 3  Total = 8 units	NURS 542 Adv Patho 4 NURS 635 Biostatistics 4 NURS 655 Adv Nrsg Theory 4  Total = 12 units	NURS 543 Adv Pharm & Tox 4 NURS 645 Adv Nrsg Research 4 NURS 646 Epidemiology 4  Total = 12 units
<b>Year 2</b>		NURS 600 Pop Hlth Assm't 6 (3:3)  <b>NURS 659 Assm't &amp; Evaluation 4</b>  OR NURS 681 Adv P/CH Int I 3 (0:3)  Total = 9 or 10 units  NURS 688 Adv Role Practicum 2 (0:2) NURS 690 Prep for Comp Exam 2 NURS 999 Comp Exam 0	NURS 610 Prog Plan & Eval 6 (3:3)  OR NURS 682 Adv P/CH Int II 3 (0:3)  OR NURS 654 Transcult Hlthcare 4  Total = 9 or 10 units	NURS 620 Hlth Policy Leadership 6 (3:3)  NURS 658 Curr & Inst 4 AND NURS 660 Inst Technology 4  NURS 688 Adv Role Practicum 2 (0:2) NURS 690 Prep for Comp Exam 2 NURS 999 Comp Exam 0  Total = 10 or 18 units*

\*NURS 688, NURS 690, and NURS 999 may be offered during both Fall and Spring quarters, to give students the option to take fewer units during the term they are preparing for and taking their Comprehensive Exam.

## Admission to the MS in Nursing Program

### Admission Requirements and Process for the MS in Nursing Program (for Fall 2019)

Admission of MSN students is done on an annual basis for a Fall term start.

Requirements for admission to the MS in Nursing program include the following:

- a baccalaureate degree in nursing from an accredited program
  - applicants with a baccalaureate degree in another discipline and an Associate of Science in Nursing may request consideration for admission; if admitted, remediation may be required in order to demonstrate baccalaureate competencies in nursing research, leadership, and community/public health. Persons in this situation should seek pre-admission advising from the Graduate Coordinator.
- A grade point average of 3.0 ("B") in the last 60 semesters (90 quarter) units attempted.
  - Applicants with less than a 3.0 may request consideration for admission; if admitted, remediation may be required. Persons in this situation should seek pre-admission advising from the Graduate Coordinator.
- A valid, current California Registered Nurse license
- Successful completion of an undergraduate statistics course
- Three letters of professional recommendation
- Successful completion of NURS 601

To be admitted to the program, the student must first apply to California State University, San Bernardino as a graduate student through California State University's Cal State Apply\_ <http://gradstudies.csusb.edu/prospectiveStudents/> or <https://www2.calstate.edu/apply/graduate>

There is an application fee, though certain individuals may qualify for a fee waiver, in which case there is a waiver form to complete.

#### Transfer of Credit

In some specific cases, graduate courses taken at other universities may be credited for similar courses in the MS in Nursing Program. Transfers of credit or waivers will be considered individually with each student, in accordance with University and Graduate Program guidelines.

#### Categories of Admission

<https://www.csusb.edu/graduate-studies/prospective-students/how-apply/categories-admission>

##### Classified Postbaccalaureate Standing

Students who have satisfied the general requirements for admission may be granted classified standing for the purpose of enrolling in a particular postbaccalaureate credential or certificate program. They must also satisfy such additional professional, personal, scholastic and other standards as are prescribed for the program, including qualifying examinations. Postbaccalaureate students interested in working toward a multiple subject's credential, a single subject credential, a services credential or a specialist credential must achieve classified standing. Credential candidates should check credential requirements for minimum grade point average with the appropriate credential program.

##### Conditionally Classified Graduate Standing

Students who have not satisfied all of the general requirements for admission, and/or have deficiencies in prerequisite preparation which can be met by specified additional

preparation, including qualifying examinations, may be admitted to a graduate degree curriculum with conditionally classified graduate standing. These deficiencies must be corrected in the specified manner in order for a student to continue in the graduate degree program.

### **Classified Graduate Standing**

Students who have satisfied the general requirements for admission may be admitted to a graduate degree program as classified graduate student, if they satisfactorily meet the professional, personal, scholastic and other standards for admission to the program, including qualifying examinations, and if they have removed deficiencies in the specified manner while in conditionally classified graduate standing. Only those students who show promise of success and fitness will be admitted to the graduate degree programs, and only those who continue to demonstrate a satisfactory level of scholastic competence and fitness shall be eligible to continue in such programs.

### **Orientation to the MSN Program**

Once accepted into the MS in Nursing program, information will be received through your CSUSB email. The MyCoyote Portal is the pathway to obtain essential information about registration, enrollment status, tuition and financial aid. Students can also access grades information via MyCoyote.

New students are strongly encouraged to attend the annual Graduate Student Orientation provided by the Office of Graduate Studies *and* the annual MSN Orientation Session provided by the Department of Nursing.

### **Graduate Student Resources, Office of Graduate Studies**

The CSUSB Office of Graduate Studies (OGS) is the primary resource for graduate students. Helpful OGS webpages are as follows

- [Main OGS webpage](#)
- [Coyote Graduate Student Guidebook](#)
- [OGS Policies and Procedures](#)
- [OGS Forms](#)
- [OGS Resources](#)

## **Advising, Program Planning, and Registration**

### **Advising and Course Registration**

CSUSB's Records Office will communicate via email to each student, notification of registration dates and times using the MyCoyote system. Class schedules are available for purchase by students each quarter in the Bookstore.

Students should meet with the Graduate Coordinator/advisor to plan for registration of courses each term. During the appointment, the student and advisor prepare a working program plan, which is entered into the student's file. Changes should be made only after consulting with the Graduate Coordinator. It is the responsibility of the student, with the help of an advisor, to plan for and complete all University pre-requisite requirements and department program requirements.

### **Advancement to Candidacy & Final Program Plan**

Students pursuing an advanced degree through the university should, before completing 30

quarter units toward the degree (36 quarter units for programs over 70 units), prepare and file an official document titled "an approved graduate program" with their department. The "approved graduate program" lists the specific requirements to be completed before the degree can be awarded. It must be approved by the student's academic advisor and the Graduate Coordinator(s), and sent to the Office of Records, Registration and Evaluation. Once the program plan is accepted and approved, the student is officially advanced to degree candidacy. Please see your graduate coordinator for more information on preparing the program plan.

<http://gradstudies.csusb.edu/currentstudents/policiesprocedures/advancementcandidacy.html>

### **Graduate Writing Assessment Requirement (GWAR)**

Per CSUSB Faculty Administrative FAM policy 841.97 (February 2019), graduate students must demonstrate a certain level of writing proficiency to meet the California State University (CSU) Graduation Writing Assessment Requirement (GWAR) before earning a graduate degree. Options for meeting the GWAR are developed collaboratively by the Department of Nursing and the Office of Graduate Studies.

## **Graduation**

### **Comprehensive Examination**

#### ***Definition & Purpose:***

The Comprehensive Exam is the required Culminating Experience for the Master of Science in Nursing (MSN) at California State University, San Bernardino.

The purpose of the Comprehensive Exam is to assess students' ability to integrate core MSN and specialty knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination give evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation.\*

Successful completion of the Comprehensive Exam is a requirement for graduation and awarding of the MSN degree.

The Comprehensive Exam is taken in the final term of a student's MSN program. Students must be registered for both NURS 690 Preparation for Comprehensive Exam and NURS 999 Comprehensive Exam.

#### ***Relationship of NURS 690 and NURS 999 to the Comprehensive Exam:***

NURS 690 Preparation for Comprehensive Examination is the 2-unit course in which the student prepares for the Comprehensive Examination. Students are also advised to review core and specialty content learned throughout their program.

NURS 999 Comprehensive Examination is a 0-unit course in which the student actually takes the Comprehensive Examination near the end of the term.

Students will register for NURS 690 and NURS 999 in their final term of their MSN program. The timing of the final term should be discussed with the Graduate Coordinator who serves as MSN students' academic advisor. The Graduate Coordinator authorizes the student's enrollment in NURS 690 and NURS 999.

**Characteristics of the Comprehensive Exam:**

- The Comprehensive Exam is a timed written examination.
- All versions of the Exam will be written by a team of at least two graduate faculty members.
- Different versions of the Exam will be developed that are designed to test the students' mastery of both MSN core and specialty knowledge and competencies.

**Timing of The Comprehensive Exam:**

- Student will take the Comprehensive Exam between two and four weeks before the end of the quarter/five weeks before the end of the semester.
- The Comprehensive Exam is administered as a take-home exam. Each student's exam will be released to her/him individually via the learning management system.
- Students will have nine (9) days (two Sat/Sun weekends and 5 business days) to complete the exam. Students will submit the completed exam via Blackboard.

**Grading of the Comprehensive Exam:**

- Two MSN faculty will serve as readers of each Comprehensive Exam. The readers will include the Graduate Coordinator/academic advisor and one other faculty member teaching in the MSN program.
- Grading is on a Credit/No Credit basis; exams are scored using scoring rubrics that include the following performance domains.
  - Application of knowledge
  - Critical thinking
  - Clarity and organization of review/proposal
  - Accuracy of documentation
- A record of the examination questions and responses shall be maintained in accordance with the Student Records retention policy of The California State University (CSU).
- A candidate who fails the Comprehensive Exam must re-take the Exam within one year. The candidate must consult with the Graduate Coordinator/academic advisor to discuss actions necessary for remediation of shortcomings in Exam performance.

\*California Code of Regulations Title 5, Div 4, Ch 1, Subchapter 2, Article 7, Section 40510 *The Master's Degree*

**Graduation Requirement Check**

Degree candidates must request a graduation requirement check at the Office of Records, Registration and Evaluations, ideally, at least three quarters before the term of their expected graduation:

<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

Advancement to Candidacy is needed before the graduation check can be completed. Deadlines and fees for filing are published in the University catalog (Bulletin of Courses)

<http://bulletin.csusb.edu> and in the Class Schedule.

**Commencement Verification:**

A student's eligibility to participate in Commencement is verified by the Graduate Coordinator and processed by the Office of Graduate Studies and the CSUSB Records Office.

**Commencement Registration:**

Students must register for Commencement and pay the required fee. The Office of Graduate

Studies website is the location for information in important graduation deadlines.

**Department of Nursing Pinning Ceremony:**

Master of Science in Nursing students are included in the CSUSB Department of Nursing Pinning Ceremony that occurs at the end of each term in which there is a Commencement ceremony. The Pinning Ceremony is a Department-specific occasion for family members to join in recognizing and celebrating graduates' accomplishments.

**Department of Nursing Graduate Policies & Procedures**

**Departmental Compliance Requirements**

All new and returning Graduate Nursing students must meet departmental compliance requirements by the deadlines published in the Department of Nursing MSN Compliance Packet. Please note that compliance requirements are subject to change. The 2019-20 Department of Nursing Compliance Packet is available on the Department of Nursing website and also in the Active MSN Students learning management system site.

**Class Attendance & Class Participation Policy:**

Attendance at all face-to-face class sessions is required.

Regular participation in assigned online discussions and other online group activities is required.

All assignments must be submitted, including make-up assignments, in order to receive a grade for the course.

Absences from face-to-face class sessions due to extenuating circumstances require advance notification of course faculty. Students who are absent from a face-to-face session will result in being assigned a make-up activity by course faculty that must be completed in order to receive credit for the missed class session *and* to pass the course.

Failure to complete and submit make-up assignments for face-to-face class sessions, and/or failure to complete/submit all in-class and online assignments and required activities, will result in a course failure.

Faculty may initiate an administrative drop from a course during the first three weeks of the quarter if a student fails to make contact with the instructor either in person or electronically (via e-mail or learning management system) within the first four days of the start of the term (Academic Regulations & Standards, 2019-20 Catalog).

**Grading & Progression Policy**

Courses in the MS in Nursing program are graded either using letter grades or a grade of Credit/No Credit.

Courses that are graded using letter grades use the below grading scale.

<b>Grading Scale</b>	
<b>Grades</b>	<b>Percent</b>
A	94-100%
A-	90-93%
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

The minimum required course grade for all courses in the MSN program is a B- (2.7).\*

Graduate students must maintain a 3.0 or better GPA in every term of enrollment.\*\* Finally, all courses taken to satisfy the requirements of the MS in Nursing degree must be completed with a minimum overall GPA of 3.0 or better.\*\*\*

If a course grade falls below the required standard, the student will be put on academic probation. The student may be dismissed from the program, based on the Graduate Coordinator(s) recommendations and with approval from the Graduate Affairs Committee. A course in which a grade of C+ (2.3) or lower is earned does not meet MS in Nursing program requirements and cannot be included on the Program Plan; the course must be repeated.

A student whose term or overall GPA falls below 3.0 will be placed on academic probation by the University. A student may be disqualified and subject to dismissal if the GPA falls below 3.0 in two consecutive quarters.\*\*

Final grades are calculated and assigned by the faculty member. The Grade Center in the learning management system (LMS) is not the official gradebook.

\*MS in Nursing P-form 2015-16, published in the 2019-20 Catalog

\*\*Coyote Graduate Student Handbook

\*\*\*Graduate Coordinator's Handbook

### **Netiquette Policy**

The MS in Nursing program at CSUSB is delivered in a hybrid format that combines classroom and online instruction in an approximately 20:80 ratio per campus policy.

Communication among class members may be more challenging in the online environment because much online communication takes place using text without visual and auditory cues from the speaker.

Students and faculty are expected to adhere to the following netiquette guidelines with the aim of promoting and maintaining a standard of professional, respectful communication in MS in Nursing courses. The following "General Netiquette Rules" are taken from the Netiquette guidelines published by Rutgers University [<https://onlinelearning.rutgers.edu/faq/netiquette>] which adapted its guidelines from Howard Community College's [Netiquette Statement](#) and Virginia Shea's [The Core Rules of Netiquette](#).

#### **General Netiquette Rules:**

- *Make the Connection.* Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in the course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.

- *Be Professional.* Your coursework is more than learning facts; you are preparing for a career. You want to interact with your fellow course participants as you would in your professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise, and intelligent.
- *Have Opinions.* Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
- *Respect Disagreement.* People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- *Ask Questions.* Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory cues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- *Be forgiving.* For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

As is the case with all human interactions, online behavior is not always perfect. It may sometimes venture into disrespectful and hurtful areas. When this happens it needs to be addressed. If you experience any questionable or outright inappropriate behavior from your fellow course participants, please let your course faculty know.

Faculty members have the right to remove student postings deemed inappropriate from the course learning management system (LMS).

### ***Specific Netiquette Tips:***

The following are specific tips for online communication. These tips are taken from the following website: <https://www.verywellmind.com/ten-rules-of-netiquette-22285>.

1. If you wouldn't say it to someone's face, don't say it online.
2. If you wouldn't show it in public, don't share it online.
3. Don't exclude your audience; make sure your postings are intended for all members of the group.

Approved by Graduate Affairs Committee 9.6.19

### **MS in Nursing Program Clinical Practicum Basics (see MSN Clinical Handbook for details)**

Clinical courses have specific requirements for learning activities, site affiliations and clinical preceptor/community mentor qualifications. The number of required clinical hours range from six (6) to nine (9) hours per week depending on the course requirements. Students complete a total number of clinical hours based on the particular track in the MS in Nursing: Population-based and Nurse Educator (330 hours), and Advanced Community/Public Health Nursing (510 hours). Clinical hour requirements are broken down by courses, as follows:

- NURS 600, NURS 610, NURS 620 = 90 hours in each course
- NURS 681 and 682 = 90 hours in each course
- NURS 688 = 60 hours

Clinical preceptors are assigned to assist and supervise graduate nursing student during clinical experiences; the clinical experiences are designed and directed by a CSUSB graduate faculty member. Clinical practicums in the MS in Nursing program are planned according to American



Association of Colleges of Nursing (AACN) guidelines for master's-level practicums. Details of the student's clinical experience are guided by the course learning outcomes and clinical assignment descriptions in the syllabus. Preceptors assist/supervise students voluntarily; they are not paid by the University.

1. Departmental Compliance Requirements—All MS in Nursing students must meet departmental compliance requirements by published due dates prior to attending clinical activities. This includes possession of a current unrestricted RN license. *Be aware that compliance requirements are subject to change.*
2. Clinical Site Affiliation Contracts - The supervising course faculty must verify there is a current clinical site Affiliation Contract before a student may begin clinical practicum activities.
3. Clinical Preceptors or Community Mentors/Faculty Preceptors -
  - a. Each student must have an advanced-level clinical preceptor/mentor.
  - b. The clinical preceptor must hold a current unrestricted RN license and be prepared at the graduate level with a Master's degree in nursing (MSN or MN).
  - c. On occasion, a clinical agency will have on staff an RN who does not hold a graduate degree in nursing, rather holding a graduate degree in a non-nursing field, but who has the experience and knowledge in the selected clinical area to contribute to the student's learning. In these cases the above-mentioned RN could be permitted to serve as a Community Mentor with approval by the supervising course instructor and the Graduate Coordinator(s). A Community Mentor will be paired with a doctorally-prepared Faculty Preceptor (Community Mentor/Faculty Preceptor dyad) who will together mentor the student in the advanced nursing perspectives required for advanced nursing practice.
  - d. The Clinical Preceptor/Community Mentor shall have worked at least one (1) year in their role/specialty.
4. Planning of Clinical Learning Activities -
  - a. Each student must discuss and finalize plans with the course instructor for appropriate clinical placement related to advanced practice in the community.
  - b. This clinical placement must be a new and separate learning experience outside of the student's employment role.
  - c. Appropriate activities depend on the Program Track selected.
  - d. Students are expected to write specific learning goals and objectives relevant and specific to their clinical placement and the clinical objectives for the quarter. These individual goals and objectives will be part of the clinical journal and may be discussed during seminar meetings, and/or individually with the course instructor.
  - e. The supervising course faculty must approve the selection of the clinical preceptor or community mentor before clinical practicum activities begin.
5. Conduct of Clinical Practicum Activities -
  - a. The student must meet/communicate weekly with the clinical preceptor or community mentor/faculty preceptor.
  - b. Students are expected to incorporate theoretical concepts from class into clinical learning experiences. Making the link between the course theoretical concepts and clinical practicum experience should be evident in the clinical journal.
  - c. Students are expected to demonstrate professional behaviors and appropriate skills in initiating and completing all clinical competencies.
  - d. Students are expected to keep a clinical journal. The journal should include:
    - Documentation of clinical hours and clinical activities for the week.
    - Documentation of activities as they relate to the five advanced nursing roles (educator, consultant, research, advanced clinical

- practice, leadership)
  - Documentation of course or specialty competencies and objectives met.
  - Reflection/comments on clinical experiences.
6. *Clinical Practicum Activities Are Uncompensated* -
- a. Graduate students will receive no compensation from the clinical facility where the student completes course-related clinical practicum activities.

### **Clinical Site Affiliation Contracts**

When a specific site is appropriate for a graduate student's clinical experience, then the University must have an Affiliation Contract with the clinical site. Agreements can take months to complete, and therefore students must work closely with the supervising course faculty member and the Graduate Coordinator when planning a clinical practicum to allow time needed for submission of required affiliation documents and receipt of approvals.

Per the current MSN Clinical Handbook, a student may not begin clinical activities at a selected clinical site unless an approved Affiliation Contract is in place.

### **Undergraduate Students Taking Courses in the MS in Nursing Program**

500-level courses are open to CSUSB undergraduate students with junior or senior standing. Per the CSUSB Bulletin, graduate credit may be awarded for 500-599 courses "if course is accepted in a specific graduate program."

The MS in Nursing curriculum includes 500-level courses that undergraduate students may wish to take and later apply toward the requirements of an MS in Nursing degree.

Undergraduate BS in Nursing (BSN) students may register for 500-level courses included in the MS in Nursing (MSN) program if the student meets the following criteria:

1. Has attained junior or senior standing in the University.
2. If a prelicensure BSN student, (a) has completed all courses through Quarter 6 with a B (3.0) average or better and (b) is eligible to enroll or enrolled in Quarter 7 courses.
3. If an RN to BSN student, has completed the following courses, or equivalent, with a B (3.0) average or better:
  - a. NURS 310 Role Transition to Professional Nursing Practice
  - b. NURS 325 Health Assessment RN
  - c. NURS 330 Pathophysiology and Pharmacology
  - d. NURS 360 Strategies for Patient Education, Health Promotion, and Care Coordination
  - e. NURS 447 or NURS 422 Nursing Research and Evidence-Based Practice
4. Has had no failures in any nursing course required for the BS in Nursing degree.

Before being given permission to register by the Graduate Coordinator, undergraduate students wishing to register for a 500-level course in the MSN program must sign a form acknowledging they understand they must earn a B- or better grade in any 500-level course in the MSN program in order for the course to be applied toward the MS in Nursing degree in the future.

## **University Policies**

### **Commitment to Diversity**

In our commitment to the furthering of knowledge and fulfilling our educational mission, California State University, San Bernardino seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience. In our commitment to diversity, we

welcome people from all backgrounds and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. Dimensions of diversity shall include, but are not limited to, the following: race, ethnicity, religious belief, sexual orientation, sex/gender, disability, socioeconomic status, cultural orientation, national origin, and age (UDC Statement, 1995). Please visit UDC website, <https://www.csusb.edu/diversity-committee/statement-commitment-diversity>

In keeping with the university's Commitment to Diversity, the faculty of the Department of Nursing fully supports the Americans with Disabilities Act (ADA). Faculty will provide reasonable accommodation to any student with a disability who is registered with the Office of Services to Students with Disabilities and who needs and requests accommodation. If the student is in need of an accommodation for a disability in order to participate in class, please notify the instructor and also contact Services to Students with Disabilities at UH-183, (909) 537-5238. It is the students to responsibilities seek academic accommodations for a verified disability in a timely manner.

### **Campus Policy in Compliance with the American Disabilities Act Support for Students with Disabilities**

#### **Main Campus**

If a student is in need of an accommodation for a disability in order to participate in class, please see the instructor and contact Services to Students with Disabilities at (909) 537- 5238.

#### **Palm Desert Campus**

If the student is in need of an accommodation for a disability in order to participate in this class, please let me know ASAP and also contact Services to Students with Disabilities at the Palm Desert Campus in RG-209, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, [ssd@csusb.edu](mailto:ssd@csusb.edu).

If a student require assistance in the event of an emergency, the student is advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

#### **Academic Conduct**

At CSUSB we are a community of scholars. All members, including faculty, staff and students are responsible for maintaining standards of academic honesty. All assignments are to be completed by the individual student unless otherwise specified.

#### **Plagiarism and Cheating**

Students are expected to be familiar with the University's Policy on cheating and Plagiarism. Cheating, plagiarism, collaborative work, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in **suspension or dismissal**.

Every student is responsible for upholding the 'Student Discipline Code'; refer to CSUSB Bulletin of Courses <http://bulletin.csusb.edu/academic-regulations/>

Plagiarism is the act of presenting the ideas and writing of another as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- Copying, in part or in whole, from another's test, software, or other evaluation instrument;
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- Using or consulting during an examination sources or materials not authorized by the instructor;
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, and all academic regulations found at CSUSB

<http://bulletin.csusb.edu/academic-regulations/>

### **Dropping or Withdrawal from a Class or the University**

Please refer to the Bulletin of Courses for the specific information regarding dropping or withdrawing from classes. The procedure for dropping and withdrawing may be different depending upon the timing relative to the term Census date.

<https://www.csusb.edu/registrar/registration/adding-or-dropping-after-census>

<https://www.csusb.edu/registrar/registration/withdrawing-class-or-university> and

<http://bulletin.csusb.edu>

### **Leave of Absence**

Any student who plans to be absent from the university must file a leave of absence to preserve the student's current catalog rights (Title 5, Article 5, Sec. 40401) Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights. The graduate student Leave of Absence policy and associated forms are available on the Office of Graduate Studies website.

The leave of absence policy covers interruptions related to student educational objectives and may be involuntary (medical) or voluntary (military, personal or planned educational leave). With an approved leave of absence, the student may be absent from the campus without losing rights to specific degree requirements under an earlier catalog, which may be more advantageous for the student.

Petitions for leaves of absence should be filed in advance of the interruption in enrollment.

### **Grievance Policies**

Policies and procedures for student grievances (academic and non- academic) may be found at:

<https://www.csusb.edu/policies/student-non-academic-grievance-policy-and-procedures>.

and [http://senate.csusb.edu/fam/policy/\(fsd69-41.86.r10\)academic\\_grievance.pdf](http://senate.csusb.edu/fam/policy/(fsd69-41.86.r10)academic_grievance.pdf) .

### **Campus Emergencies**

If class is cancelled for any reason, log into the student email or look on Blackboard for further instructions.

**CSUSB EMERGENCIES HOTLINE: 909-537-5999** for campus closure information, updates due to weather conditions, fire hazards or other natural disasters.

### **Financial Information for the MS in Nursing Program**

#### **Graduate Resident Tuition and Fees**

Tuition and fees are published on the CSUSB Student Financial Services department website. Please note that fees are subject to change.

#### **Scholarship, Loans, and Financial Aid**

California State University, San Bernardino's Office of Financial Aid and Scholarships assists students with applying for grants and educational loans, including the Nurse Faculty Loan Program (NFLP) for students in the Nurse Educator concentration. See the Graduate Coordinator for further information about the NFLP.

Students applying for the FAFSA (Free Application for Federal Student Aid) on-line at <https://fafsa.ed.gov> will need the CSUSB school code: 001142.

Scholarships are also available to CSUSB students. Contact the Office of Financial Aid and Scholarships, or visit their website, for further information and applications.  
<http://gradstudies.csusb.edu/financialsupport/>

The University is approved for educational benefits by the Veteran's Administration; please inquire at the Office of Financial Aid and Scholarships for further information.

### **Professional Resources**

#### **Nursing Organizations**

##### ***Sigma, International Honor Society of Nursing***

CSUSB is pleased to have a chapter of Sigma, International Honor society of Nursing. The CSUSB chapter is the Rho Beta Chapter. The mission of Sigma is to advance world health and celebrate nursing excellence in scholarship, leadership, and service.

Graduate students who meet eligibility criteria are invited to join Sigma. To be eligible for Graduate Student membership in Sigma, [Master's students](#) must:

- have completed 1/4 of the nursing curriculum.
- achieve academic excellence. For universities that use a 4.0 grade point average system to measure academic achievement, graduate students must have a cumulative grade point average (GPA) of at least 3.5. GPAs is computed according to the policies of the university.
- meet the expectation of academic integrity.

Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered for Nurse Leader membership at any point in the program.