

# EMPORIA STATE UNIVERSITY

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NURSING



## *MSN Student Handbook* *2024*



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## Emporia State University Nursing (ESU Nursing) Information

ESU Nursing

Cora Miller Hall, 1127 Chestnut St.

Emporia, KS 66801-2523

620-341-4440 (to call the Assistant Dean, Dean, Faculty, or Staff, dial 620-341-xxxx)

620-341-7871 (fax)

[www.emporia.edu/nursing](http://www.emporia.edu/nursing)

### Interim Assistant Dean

<u>Name</u>	<u>Office Location</u>	<u>Phone ext.</u>	<u>E-mail Address</u>
Dr. Mary Mitsui	100	4447	<a href="mailto:mmitsui@emporia.edu">mmitsui@emporia.edu</a>

### Interim Dean

<u>Name</u>	<u>Office Location</u>	<u>Phone</u>	<u>E-mail Address</u>
Dr. Ed Bashaw	Cremer Hall Rm 202	5274	<a href="mailto:ebashaw@emporia.edu">ebashaw@emporia.edu</a>

### Faculty

<u>Name</u>	<u>Office Location</u>	<u>Phone</u>	<u>E-mail Address</u>
Dr. Lynnette Schreiner	115	4450	<a href="mailto:lschrein@emporia.edu">lschrein@emporia.edu</a>
Dr. Kari Hess	116	4444	<a href="mailto:khess@emporia.edu">khess@emporia.edu</a>

### **ESU Mission**

“Preparing students for lifelong learning, rewarding careers, and adaptive leadership” (<https://www.emporia.edu/about-emporia-state-university/leadership-faculty-staff/office-president/strategic-plan/>).

### **ESU Values**

“The university has four core values: excellence, respect, responsibility, and service” (<https://www.emporia.edu/about-emporia-state-university/leadership-faculty-staff/office-president/strategic-plan/>).

- With excellence, the university values intellectual challenges, problem-solving, and creative and critical thinking.
- With respect, the university values integrity, collaboration, diversity, freedom of thought, freedom of inquiry, and freedom of expression.
- With responsibility, the university values accountability and stewardship of the institution, the environment, human resources, and personal well-being.
- With service, the university values engagement in *leadership* and *community* that positively impacts our global society.

### **ESU Nursing Mission**

“The mission of the Emporia State University Nursing program is to offer a quality program to prepare graduates with the knowledge, skills, and attitudes to function as leaders in rewarding careers as professional nurses” (<https://www.emporia.edu/applied-health-sciences/nursing/about-nursing/mission-and-philosophy/>).

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

The Emporia State University Master of Science in Nursing (ESU MSN) program is limited to nurses who have permanent residency in Kansas or Missouri and hold a current Kansas, Missouri, or compact unencumbered registered nurse (RN) license.

Emporia State University awards a Master of Science in Nursing upon completing the graduate nursing program requirements. Due to the program’s rigor, students are allowed to take up to six credit hours per semester, which equates to part-time study, and must follow the sequencing of the courses. The first course students must take is NU 800 - Theories for Nursing Practice. Students must complete all core courses before beginning any course associated with the student’s chosen concentration, nurse manager and leader, or nurse educator. The last course students will take is the internship course associated with the chosen concentration. All concentration courses must be completed before beginning the internship course.

*All ESU Nursing MSN students will adhere to all ESU policies and guidelines in the ESU Graduate School Policy Handbook (<https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>) and ESU Nursing MSN Student Handbook.*

### **MSN Program Mission Statement**

The ESU Nursing MSN program aims to offer quality graduate-level nursing education that prepares graduates as adaptive leaders with the intellectual foundation (knowledge, skills, and attitudes) for career advancement as a nurse manager and leader or nurse educator.

### **MSN Program Philosophical Statements**

The Mission of Emporia State University and the mission of ESU Nursing provide the foundation of the ESU MSN program.

The nursing faculty demonstrate an ongoing commitment to teaching and learning by enrolling qualified students, retaining qualified students, and graduating qualified students from a quality graduate-level

nursing program. The nursing faculty understand that education and learning are continuous, evolving, lifelong processes consisting of diverse learning experiences.

Nursing is a profession that utilizes specialized knowledge, skills, and attitudes to contribute to the needs of society. Nursing values respect for human dignity, caring, and belief in the pursuit of social justice.

The ESU MSN curriculum is rigorous and designed to accommodate the adult learner. The curriculum prepares graduates to be adaptive leaders with the intellectual foundation (knowledge, skills, and attitudes) required of professional nurses beyond baccalaureate nursing practice. It also prepares students to engage in interprofessional practice within a culturally and ethnically diverse global society. Through scholarly inquiry, collaborative experiences, and leadership formation, the graduate is prepared for career advancement as a nurse manager and leader or nurse educator.

The ESU MSN program is guided by contemporary practice consistent with the advanced nursing practice role-specific professional competencies for the Nurse Manager and Leader and the Nurse Educator.

### **Role-Specific Professional Competencies for the Nurse Manager and Leader**

The American Organization for Nursing Leadership (AONL) Nurse Manager and Leader competencies, built on four practice areas, serve as the role-specific professional competencies for the nurse manager and leader. The role-specific professional competencies are as follows:

- Financial Management
- Human Resource Management
- Performance Improvement
- Strategic Management and Technology

### **Role-Specific Professional Competencies for the Nurse Educator**

The National League for Nursing (NLN) Academic Nurse Educator (NE) competencies, built on six major content areas, serve as the nurse educator's role-specific professional competencies. The role-specific professional competencies are as follows:

- Facilitate learning.
- Facilitate learner development and socialization.
- Use assessment and evaluation strategies.
- Participate in curriculum design and evaluation of program outcomes.
- Pursue continuous quality improvement in the academic nurse educator role.
- Engage in scholarship, service, and leadership.

The ESU MSN curriculum aligns with the role-specific professional competencies, and it requires students to utilize evidence-based knowledge from nursing and other sciences to achieve the ESU MSN End-of-Program Student Learning Outcomes (EPSLOs).

### **End-of-Program Student Learning Outcomes (EPSLOs)**

1. Demonstrate advanced higher-order problem-solving by evaluating issues using multiple sources.
2. Synthesize advanced professional nursing values expressed in professional standards.
3. Integrate advanced leadership abilities within teams to lead change.
4. Facilitate performance improvement within the organizational environment or the academic community.
5. Translate evidence into practice.

The EPSLOs are used to organize the curriculum, guide the delivery of instruction, and direct learning activities.

### **ESU MSN Program Outcomes**

The ESU MSN outcomes demonstrate student achievement of the EPSLOs.

1. At least 75% of all students enrolled in NU800, the first nursing course in the MSN program, will complete the MSN curriculum within six academic semesters, which is 100% of the usual timeframe for the MSN program.
2. 100% of students will achieve at least a 60% overall score on the respective certification (CNE or CNML) practice exam.
3. At least 90% of the MSN graduates will be working in their area of graduate education (nurse educator or nurse manager/leader) within 12 months of receiving their MSN degree.
4. At least 95% of the MSN graduates, as indicated on the ESU MSN Graduate Exit Survey, report being satisfied with the preparation they received from the program.

### MSN Curriculum

The ESU MSN curriculum consists of five core courses, six courses for the chosen concentration, nurse manager and leader or nurse educator, and culminates in an internship. The core and concentration courses provided a foundation for the student to apply the role-specific professional competencies in settings respective to the concentration. All students must identify their concentration through the Nursing admission process and take all required courses with a minimum total of 33 credit hours.

#### Nurse Manager and Leader Concentration Degree Requirements

<b>Core Courses/Prerequisites</b>			
NU 800	Admission to the MSN Program	Theories for Nursing Practice	3
NU 801	NU 800	Population Health and Policies	3
NU 802	NU 800	Nursing Ethics and Law	3
NU 803	NU 800	Information Literacy for the Professional Nurse	3
NU 804	NU 801, NU 802, NU 803	Evidence-based Practice for the Professional Nurse	3
<b>Concentration Courses/Prerequisites</b>			
NU 805	NU 804	Financial & Resource Management for Nurse Managers & Leaders	3
NU 806	NU 804	Strategic Management for Nurse Managers and Leaders	3
NU 807	NU 804	Performance Improvement for Nurse Managers and Leaders	3
NU 808	NU 804	Human Resource Management for Nurse Managers and Leaders	3
NU 819	NU 805, NU 806 NU 807, NU 808	Nurse Manager and Leader Application of Knowledge I	3
NU 820	NU 819	Nurse Manager and Leader Application of Knowledge II	2
<b>Internship Course/Prerequisite/Corequisite</b>			
NU 809	NU 819; NU 820	Nurse Manager and Leader Internship	1
<b>Total Credit Hours</b>			<b>33</b>

NU 809 – Nurse Manager and Leadership is the final course for the MSN Nurse Manager and Leader (NML) concentration. The course is a precepted practicum course in which the student applies the knowledge, skills, and attitudes acquired in the nurse manager and leader concentration. The internship requires students to obtain 60 contact hours under the guidance of an approved preceptor.

A Nurse Manager and Leader Internship preceptor must hold an MSN or higher (i.e., Ph.D., DNP) degree and work in a nurse manager and leader position in a healthcare setting and agree to voluntarily provide support and guidance for an MSN student completing a nurse manager and leader internship. The student must submit the Student/Preceptor/Facility Agreement Form (attainable after admission to the MSN program) to Dr. Lynnette Schreiner ([lschrein@emporia.edu](mailto:lschrein@emporia.edu)), minimally 90 days before the first day of the student's internship. The healthcare facility must be in Kansas or Missouri, and an affiliation agreement between the healthcare facility and ESU must be established and remain active throughout the student's internship. The student may request permission from the ESU Nursing MSN program to initiate the process for an affiliation agreement if an affiliation agreement is not on file. However, there is no guarantee that it can be finalized in time for the student to receive approval to complete their internship in a requested facility.



The graduate student is required to comply with the facility's privacy standards. All students must maintain internship clearance through the ESU Nursing MSN program.

### **Nurse Educator Concentration Degree Requirements**

<b>Core Courses/Prerequisites</b>			
NU 800	Admission to the MSN Program	Theories for Nursing Practice	3
NU 801	NU 800	Population Health and Policies	3
NU 802	NU 800	Nursing Ethics and Law	3
NU 803	NU 800	Information Literacy for the Professional Nurse	3
NU 804	NU 801, NU 802, NU 803	Evidence-based Practice for the Professional Nurse	3
<b>Concentration Courses/Prerequisites</b>			
NU 810	NU 804	Curriculum and Program Planning in Nursing Education	3
NU 811	NU 804	Assessment and Evaluation Strategies in Nursing Education	3
NU 813	NU 804	Teaching and Learning Strategies in Nursing Education	3
NU 816	NU 804	Teaching with Technology in Nursing Education	3
NU 817	NU 810, NU 811, NU 813, NU 816	Nurse Educator Application of Knowledge I	3
NU 818	NU 817	Nurse Educator Application of Knowledge II	2
<b>Internship Course/Prerequisite/Corequisite</b>			
NU 814	NU 817; NU 818	Nurse Educator Internship	1
<b>Total Credit Hours</b>			<b>33</b>

NU 814 – Nurse Educator Internship is the final course for the MSN Nurse Educator (NE) concentration. The course is a precepted practicum course in which the student applies the knowledge, skills, and attitudes acquired in the nurse educator concentration. The internship requires students to obtain 60 contact hours under the guidance of an approved preceptor in an academic setting.

The student must submit the Student/Mentor Agreement Form (attainable after admission to the MSN program) to Dr. Lynnette Schreiner ([lschrein@emporia.edu](mailto:lschrein@emporia.edu)), minimally 90 days before the first day of the student's internship. The academic setting must be in Kansas or Missouri, and an affiliation agreement between the academic setting and ESU must be established and remain active throughout the student's internship. The student may request permission from the ESU Nursing program to initiate the process for an affiliation agreement if an affiliation agreement is not on file. However, there is no guarantee that it can be finalized in time for the student to receive approval to complete their internship in the requested facility.

The graduate student is required to comply with the facility's privacy standards. All students must maintain internship clearance through the ESU Nursing program.

### **Application and Admission Requirements**

#### **ESU Graduate School Application and Requirements**

The student must submit an application for admission to the ESU graduate school following the Online Graduate Application found at <https://www.emporia.edu/graduate-school/admissions-costs/graduate-school-admissions-requirements/>

#### **ESU Nursing MSN Program Application and Requirements**

To be considered for admission to the ESU Nursing MSN program, the student must first be admitted to the ESU Graduate School. Once admitted to the ESU Graduate School, the student must apply to the ESU Nursing MSN program. The student must submit the following required documents with their application to the ESU Nursing MSN program:

1. Proof of residency in the state of Kansas or Missouri.
2. A copy of the student's current state of Kansas or Missouri or compact unencumbered registered nurse (RN) license.

3. A letter explaining that the student has adequate preparation to pursue their chosen concentration, nurse manager and leader, or nurse educator. The nursing program will make the final determination of the adequacy of preparation.
4. Upon being accepted to the MSN program, the student will receive instructions to upload documents to the data management system. Students will not be admitted to the ESU Nursing MSN program until all requirements are completed. Upon admission, the student will be allowed to enroll in NU 800.

Upon notice of official acceptance to the ESU Nursing MSN program and **before admission or enrollment in any MSN course**, the student must submit documentation of the following requirements per the instructions provided by the ESU Nursing program. Emporia State University does not assume responsibility for any cost associated with students attaining and maintaining program requirements. All students must remain in compliance with the ESU Nursing MSN program requirements throughout the program. Failure to maintain all requirements throughout the MSN program will result in the inability of the student to enroll in subsequent nursing courses, may result in the student failing the course(s) they are enrolled in at the time, and may result in withdrawal from the MSN program. Program requirements include the following.

- Current unencumbered Registered Nurse (RN) License
- Professional Liability Insurance
- Health Insurance
- Background Check
- Drug and Alcohol Testing
- CPR Certification (AHA BLS for healthcare providers)
- Health Requirements/Immunizations Records

### **Registered Nurse Licensure**

Each student must maintain a current unencumbered license to practice professional nursing in the United States of America. Emporia State University does not assume responsibility for any cost associated with maintaining licensure to practice professional nursing.

### **Professional Liability Insurance**

Each student is required to have and maintain professional liability insurance. Annual coverage must be for \$1,000,000 per incident/\$3,000,000 aggregate. Students must submit proof of insurance as a certificate or memorandum of insurance. Each student must notify ESU Nursing if, for any reason, a lapse in coverage has occurred. Emporia State University does not assume responsibility for any costs associated with the insurance coverage.

### **Health Insurance**

Each nursing student is required to be covered by a current accident and health insurance policy throughout the ESU Nursing MSN program. Emporia State University does not assume responsibility for any premium, co-payment, or other costs associated with the student's insurance coverage. Fees and subsequent costs resulting from injury, exposure, or physical occurrence incurred by a student while participating in ESU Nursing MSN program activities are the student's responsibility and may or may not be covered by the student's health insurance plan.

If insurance coverage or policy information changes in any way during the time the student is in the ESU Nursing MSN program, it is the student's responsibility to notify the ESU Nursing program office immediately and submit a new verification form.

Students who fail to maintain coverage are not in compliance with the ESU MSN program requirements and will not be allowed to participate in any MSN program requirements, which may result in the student being withdrawn from nursing courses.

### **Background Check**

All students accepted to the ESU Nursing MSN program must complete a background and criminal

history check. Students are not allowed to participate in activities involving the MSN program until the background and criminal history checks are complete. Additional background checks may be required by the agency where the student will complete their internship course or at the request of the ESU Nursing program Assistant Dean. The student is responsible for the cost of obtaining background check information. Emporia State University does not assume responsibility for any cost associated with a background check.

Students with a criminal history or arrests for which action is still pending will be evaluated on an individual basis, with no guarantee of admission to the program or continuation in courses. Any student who does not consent to required disclosure or background checks or does not meet the requirements/continued requirements will not be allowed /to continue in the MSN program. The ESU Nursing program reserves the right to request repeat background and criminal history checks at the student's expense if deemed necessary.

### **Drug and Alcohol Testing**

All students accepted to the ESU Nursing MSN program must complete a drug screening test before being admitted to the MSN program. The drug screen must be performed by a reputable lab or vendor. The MSN student shall bear the cost of all initial and follow-up drug and alcohol testing. Emporia State University does not assume responsibility for any cost associated with drug and alcohol testing.

The drug screening test must, at a minimum, show negative test results for amphetamines, barbiturates, benzodiazepines, opiates, fentanyl analogs, marijuana, methadone, meperidine, and cocaine. Students must disclose to the Nursing program Assistant Dean or (faculty designee) if they have previously:

1. Been required to undergo additional drug testing for cause.
2. Been required to participate in a drug counseling program at the time of their placement at a hospital or during the 6-month period prior to applying to the ESU MSN program.
3. Failed a drug test or has or will enter drug counseling.

The student shall sign an "*Acknowledgement and Authorization*" related to the Drug and Alcohol Testing policy and a "*Consent to and Release of Health Information*." A copy of the signed Consent form shall be provided to internship agencies the student will attend, along with a copy of the drug screen report. The agency where the student will complete their internship course may require additional drug and alcohol testing.

While participating in the ESU Nursing MSN program, each student must comply with the internship organization's Substance Use in the Workplace policy. In addition, each student must comply with the following requirements of this policy:

Students will notify the Nursing program Assistant Dean whenever they have reasonable concerns that another student has violated the policy.

By accepting admission to the ESU Nursing MSN program, which is validated by the student enrolling in NU 800, the student consents to undergo drug and alcohol testing upon reasonable suspicion that the student has violated the policy or after any "on-the-job" accident which involves injury requiring medical treatment or evaluation to the student or another person, or property damage. Reasonable suspicion and reportable accident testing should include amphetamines, barbiturates, benzodiazepines, carisoprodol, opiates, fentanyl analogs, methadone, meperidine, marijuana, and cocaine.

Upon suspicion of alcohol or drug abuse, testing for the presence of alcohol or metabolites of drugs will be conducted by analysis of breath, saliva, blood, urine, or other accepted testing methodology.

All information identified, as set forth in this policy, will be shared by the Nursing program Assistant Dean with the nursing faculty on an as-needed basis.

All violations or suspected violations of the Drug and Alcohol policy will be reported to the supervisory faculty and Nursing program Assistant Dean for investigation.

Should the initial drug screening test disclose adverse information on any student, the nursing program shall have no obligation to allow the student admission to or continue in the nursing program. Any student who violates the policy for drug or alcohol abuse at any time while admitted to the MSN program or refuses to cooperate with the requirement for reasonable suspicion and reportable accident testing, the nursing program may immediately remove the student from participation in the nursing program, pending further evaluation and investigation.

If the evaluation and investigation indicate the student is impaired due to alcohol or other drug abuse and the student agrees, a referral will be made to the ESU Alcohol & Drug Abuse Prevention (ADAP) office or an appropriate medical professional, as deemed necessary.

If the student refuses treatment, the student will not be in compliance with the ESU Nursing MSN Program Policies and will not be eligible to complete required MSN program requirements, and will be withdrawn from the nursing program without the option to reapply.

Students will also be referred to the Kansas Nurse Practice Act (reasons for denial, revocation, limited or suspension of nursing licenses, including but not limited to being unable to practice due to abuse of drugs or alcohol).

#### ***Alcohol & Drug Abuse Prevention (ADAP) Office***

The ADAP (Alcohol & Drug Abuse Prevention) office offers resources, education, and consultations to students, faculty, and staff regarding alcohol and other drug use and misuse. ADAP promotes healthy lifestyle choices that support academic success and enhance the campus learning environment. Visit our website at <http://www.emporia.edu/student-wellness/counseling-services/adap>.

#### **Basic Life Support (BLS) CPR Requirement**

Each ESU Nursing MSN student must upload proof of current BLS certification to the data management system upon acceptance to the MSN program. Students will not be admitted to the program without submission of the documentation. Students are responsible for maintaining proof of current BLS certification in the data management systems throughout the program.

#### **Health Policies**

Upon acceptance to the ESU Nursing MSN program and prior to admission and enrollment in any MSN course, the student must upload documentation of the following health requirements and immunization to the data management system. The student must ensure they maintain compliance with the health requirements/immunizations throughout their MSN program. Emporia State University does not assume responsibility for any cost associated with the health requirements/immunizations.

Failure to maintain compliance with the health requirements/immunizations may result in the inability of the student to fulfill the program obligations, which may ultimately result in the student being withdrawn from the MSN program. Additional health requirements may be required by the agency in which the student will complete their internship course.

#### **Health Requirements/Immunizations**

##### ***Health Screening***

Complete health history and physical exam, including lab results, without limitations to participate in the MSN program.

##### ***Tuberculosis Screening***

Negative TB skin test, negative chest x-ray, or negative blood test within the past year and updated yearly.

##### ***Tetanus Toxoid, Diphtheria, and Pertussis***

Tdap vaccine in the last ten years

### ***Measles Mumps & Rubella***

2 MMR vaccinations– Or – "Positive" titers

Pregnancy – MMR vaccination cannot be given during pregnancy. If a student is pregnant and not considered immune to measles, mumps, and rubella based on the above criteria, the student may not be allowed to participate in their internship course until after the vaccinations have been completed.

### ***Hepatitis B***

3 Hepatitis B vaccinations – or – "Positive" titer.

### ***Varicella (Chicken Pox)***

2 Varicella vaccinations – or – "Positive" titer.

### ***Influenza Vaccine***

Current influenza vaccine. Students who cannot or choose not to get the influenza vaccine annually may not be allowed to participate in the internship course until after vaccinations are complete or may be required to wear a mask.

### ***COVID Vaccine***

COVID vaccine. Students who cannot or choose not to get the COVID-19 vaccine must upload documentation of exemption or a signed and dated letter stating they choose not to get the vaccine. Students who do not have documentation of receiving the COVID-19 vaccine may not be allowed to participate in the internship course until after vaccinations are complete or may be required to wear a mask.

### ***Polio Vaccine***

Polio vaccine.

## **Student Services**

All students are entitled to all student services provided by Emporia State University.

### **Diversity, Equity, and Inclusion**

Emporia State University supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students and faculty at Emporia State will respect differences and demonstrate diligence in understanding how identities, perspectives, behaviors, and worldviews may be different from their own.

If there are aspects of this course that result in barriers to your inclusion or the inclusion of those around you, contact the individual with whom you are most comfortable: your academic advisor, the Assistant Dean, your School or College Dean, the Dean of Students, the Senior Director of Diversity, or your course instructor.

### **Graduate Financial Awards**

Refer to the Emporia State University *Graduate School Graduate Scholarships & Awards* (<https://www.emporia.edu/graduate-school/admissions-costs/financial-assistance/scholarships/>) for information related to graduate awards.

### **Student Accommodations**

Student Accessibility and Support Services (SASS) at Emporia State University (ESU) ensures that students with disabilities have full and equal access to the programs and services of ESU without discrimination. Any student who feels they may need academic accommodations or access to accommodations based on the impact of a documented disability should contact and register with SASS during the first week of class or as soon as possible after the diagnosis of a disability. SASS is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with SASS must obtain a new accommodation memo each semester. The SASS office is in William Allen White Library, 2<sup>nd</sup> Floor (Office 209K), or

phone 620-341-6637/Email SASS@emporia.edu. The SASS office website URL is <http://www.emporia.edu/sass>.

## General Policies

### Academic Advising

Upon admission to the MSN program, each student will be assigned a graduate faculty advisor in the ESU Nursing program. The advisor assists the student in program planning and matters pertaining to academic work. Academic advising at Emporia State University is a collaborative relationship between student and academic advisor with the primary purpose of assisting the student in developing and implementing the student's degree plan and ensuring requirements for graduation are met.

(<https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>)

### Degree Plan

The degree plan is designed to guide the progression toward a graduate nursing degree. This document will be kept in the student's file and reviewed with each enrollment. In compliance with the ESU graduate handbook, the MSN degree-seeking student "**must** submit an approved degree plan signed by the program advisor and assistant dean and approved by the Dean of the Graduate School and Distance Education to the Graduate School **after completion of 15 credit hours.**" (<https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>; Emporia State University, Graduate School, Graduate Policy Handbook Fall 2023/Spring 2024, p. 18)

### Intent to Graduate

The student must file a notice of intent to graduate with the Graduate School by July 1 for fall graduates and November 1 for spring graduates. (<https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>; Emporia State University, Graduate School, Graduate Policy Handbook Fall 2023/Spring 2024, p. 18)

### Communication

*The ESU email (emporia.edu) is the official vehicle for communication between students, faculty, and the Assistant Dean for Nursing.* CANVAS email will be considered an official vehicle to use for official communication between students and faculty only if directed by course faculty. Texting or other social media postings, as these are not considered secure, are not considered official communication in the ESU Nursing program unless approved by course faculty and reflected in your syllabus.

### Notification of Change in ESU Nursing Program Policy

By email, students will be notified of any ESU Nursing program policy change affecting MSN students at least two weeks prior to implementation. Policies that must go into place sooner than two weeks to meet MSN program compliance are communicated to students as soon as the requirement is known and approved by the Nursing program Assistant Dean.

### Written Assignments

All papers must be in the most current version of Microsoft Word. The format from the American Psychological Association Publication Manual (APA) (latest published edition) shall be used for all written assignments. If using online APA formatting, the student is still responsible for checking accuracy.

### Submitting Assignments

Assignments must be submitted electronically and posted to the course on CANVAS. The assignment should have the student's last and first names in the saved document. It is the student's responsibility to follow up to ensure that the assignment is uploaded correctly and received by the faculty in the designated format. Students should retain a copy of all work submitted for their own files.

### Confidentiality

Emporia State University MSN program students actively participate in group learning, discussions, and an internship. In a healthcare setting, HIPAA guidelines must be followed. In an education setting,

FERPA guidelines must be followed. Breach of HIPAA or FERPA is prohibited, and serious consequences may result, including dismissal from the MSN program.

### **Gifts**

At various times, students may wish to express their gratitude for a faculty member's contribution to student learning. However, there is to be no giving or receiving of personal gifts between students and faculty. Notes of appreciation to the faculty member are acceptable.

### **Student Evaluation of Teaching**

To meet the expectations of the Kansas Board of Regents, Emporia State University faculty members must have their teaching performances rated by students at least once every semester. The purpose of the student evaluation of faculty instruction is to provide one source of assessment data regarding teaching effectiveness.

Student evaluation of faculty instruction will be implemented during the last two weeks of course instruction. ESU Nursing MSN program has developed an instrument that can be used to evaluate course instruction. The ESU Nursing faculty members follow the Faculty Organization guidelines to determine the courses in which the faculty members are evaluated. Not all faculty members may be evaluated in every course taught and by every student taking a course. If a student does not have the opportunity to evaluate the teaching performance of a course faculty member using the MSN program instrument, the student may schedule an appointment with the Nursing program Assistant Dean to share any comments regarding the faculty instruction in a course. The identity of any student sharing comments in this manner will remain confidential with the Nursing program Assistant Dean.

### **Student Representative**

Each student admitted to and actively enrolled in an ESU Nursing MSN course is a member of the MSN program cohort. One member of the MSN program will serve as the student representative. The student representative is the liaison between the MSN students and the ESU MSN faculty committee. The student representative has full input at all ESU MSN faculty committee meetings, including voting privileges. The student representative will have the email contact for all students in the MSN program.

### **Telephone Number and Address**

All students must maintain telephone access with Emporia State University and the ESU Nursing program. Each student is responsible for keeping the University and the ESU Nursing office advised of the current phone number and address where the student can be reached. If the student has no phone, the student must provide a number where the student can be reached.

### **Student Conduct Policies**

In addition to adhering to ESU's student conduct policies, all nursing students must adhere to the ESU Nursing student conduct policies. The student conduct policies apply to all course and internship-related settings on the grounds of ESU Cora Miller Hall and any location associated with ESU Nursing-related activities or learning experiences.

### **Student Conduct Expectations**

Each ESU Nursing student is expected to:

- (a) Demonstrate the 6 Cs of caring for self and others (Roach, 2002). The 6 Cs of caring include competence in nursing practice, conscience with ethical standards, confidence in abilities, commitment to professional nursing, compassion for others, and comportment in behavior.
- (b) Demonstrate respect for human dignity and the uniqueness of self and others, unrestricted by personal attributes or social, economic, spiritual, or health status.
- (c) Assume responsibility and accountability for individual judgments and actions.
- (d) Exercise informed judgment based on the level of education and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities for self, and delegating activities, including nursing activities, to others.

- (e) Protect the right to privacy for self and others.
- (f) Interact with others in a respectful, professional manner.
- (g) Demonstrate respect, courtesy, honesty, trust, dependability, and kindness when interacting with self and others.
- (h) Act to safeguard individuals and groups when health care and safety are affected by the incompetent, unethical, or illegal practice of any person(s) or organization(s).
- (i) Participate in the profession's efforts to educate individuals and groups about health matters.
- (j) Collaborate with members of the health professionals and other citizens in promoting efforts to meet the health needs of individuals and groups.
- (k) Demonstrate professional behavior and promote a positive image of professional nursing and the role of the professional nurse.

### **Unacceptable Conduct**

An act, a pattern of practice, or any other behavior that demonstrates unethical conduct, incapacity, or incompetence to practice as a nursing student is considered unacceptable. Unacceptable conduct includes, but is not limited to:

- performing acts beyond the authorized scope of the level of nursing practice.
- assuming responsibilities without adequate preparation.
- failing to take appropriate action or to follow policies and procedures.
- inaccurately recording, falsifying, or altering a patient's or agency record.
- Using physical, emotional, or verbal abuse.
- violating policies, procedures, or regulations pertaining to confidentiality, ethical/legal principles, academic dishonesty, or conflict of interest.
- gaining access to confidential information about friends, family members, or any individual not associated with a course-related assignment.
- demonstrating mental or physical incompetence or emotional instability.
- violating ESU, ESU Nursing, or affiliating agency policies and procedures or professional standards; and
- presenting oneself as a student nurse and providing nursing services when services are not associated with ESU Nursing courses or activities.

(2009-2010)

### **Confidentiality Statements and Requirements of Affiliating Agencies**

Students must comply with Emporia State University, ESU Nursing, and internship organization confidentiality requirements. Failure to comply with confidentiality requirements may result in failure in the course and withdrawal from the MSN program.

### **Academic Dishonesty**

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating, plagiarism, or any other academically unethical activity as defined in the course syllabus by the faculty member and based on standards of the academic discipline.

To access the policy in its entirety, refer to Section 3D.0801 Academic Dishonesty Policy in the Emporia State University Policy Manual. The policy is presented on the Academic Affairs website as the [Academic Affairs Academic Dishonesty Policy](#)

### **Violation of Student Conduct Policies**

Any violation of the ESU Nursing Student Conduct Policies will result in a formal warning and/or dismissal from the ESU Nursing program with no option for readmission.

### **Reporting Actual or Perceived Violations of Student Conduct Policies**

Any ESU Nursing student who observes an actual or perceived violation of the Student Conduct Policies may report the actual or perceived violation to the ESU Nursing program Assistant Dean. The Assistant



Dean will be responsible for investigating any reported violation of the ESU Nursing program Student Conduct Policies. Actual violations will be addressed as per ESU Nursing and University policies. All communications associated with the reported violation will remain confidential.

### **Social Media Policy**

As a nursing major, you are considered a professional and should always represent yourself as such. Students may not post any information that identifies the ESU Nursing program without prior approval by the ESU Nursing program Assistant Dean. Violation of this policy will result in corrective action, which may include withdrawal from the nursing major.

### **Academic Appeals**

The following statement is from the Emporia State University Policy Manual.

Students who believe they have been dealt with unfairly concerning their academic progress (such as course grades, absences, or program dismissals) will have access to an academic appeal. The appeal must be initiated within one semester after the semester in which the issue occurs. The purpose of this policy is to ensure that due process is observed.

It is understood that any time limits in this section are the maximum time allowed and that it is the intent to move the procedure along as fast as is reasonably possible. If the Chair of the Appeals Committee deems it necessary, the Chair can extend the timeline for the appeal procedure past the specified timeframe as long as the appeal is requested within one semester after the date of the appealed event. As it is used herein, the term class days is defined to include all days that classes are conducted, excluding weekends, legal holidays, vacation periods, the period of final examinations, intersessions, and, for the purposes of this document, summer school.

It is not intended that an appeal shall fail or succeed upon a technicality. Therefore, application of any part of this policy shall be equitable and reasonable.

The procedure to be followed in processing an academic appeal is as follows:

1. The student should make every attempt, when possible, to discuss the issue personally with the faculty involved and attempt to resolve the issue. If this meeting between the student and the faculty does not resolve the issue to the student's satisfaction, the student may contact the department chair. The student is required to put in writing the particulars of the matter in conflict and submit the letter to the department chair.
2. The department chair is to verify whether the student has attempted a formal conference with the faculty prior to discussing the matter with the student. The department chair's role is to attempt to clarify the conflict between student and faculty and mediate the positions and interests of both parties. The department chair will disclose documents regarding the appeal to both the student and the faculty. If possible, the department chair will identify resolution options that are acceptable to both parties. A meeting, either together or individually, with the student and the faculty may be convened at the department chair's discretion. The department chair must also send a copy of the academic appeal request to the dean of the appropriate school/college and the Provost and Vice President for Academic Affairs.
3. If the department chair is unable to resolve the conflict between the student and the faculty, the student or faculty may request the department chair to convene the Departmental Appeals Committee. At this time, the department chair will establish a schedule and make assignments for completing the appeal process within 20 class days. Once the Departmental Appeals Committee is convened, the department chair will send to that Committee (1) a written statement reflecting the department chair's attempt to resolve the issue, (2) the written statement by the student, and (3) a written response by the faculty to the issue in conflict.
4. The convened Departmental Appeals Committee shall review the written statements and if the Committee finds that additional information is needed, it may interview the student and/or the faculty.

The student who processes an appeal under this policy has the option of asking another student or member of the University community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty in this interview. All deliberations of the Departmental Appeals Committee shall be confidential.

5. If the decision of the Departmental Appeals Committee does not resolve the issue for the student or the faculty, the matter may be appealed to the dean of the appropriate school/college. If an appeal is made to the dean, the Departmental Appeals Committee will send the dean a copy of all written materials used in its deliberations and its own written decision. The dean will convene a School/College Academic Appeals Committee. If there are no appeals, the department chair is responsible for seeing that the decision of the Departmental Appeals Committee is implemented.

6. The convened School/College Academic Appeals Committee shall conduct a hearing in an environment where information can be presented, and questions asked of all involved parties. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or faculty in this hearing. During the hearing, the student and faculty have a right to: a. ask other students or members of the University to be present during the hearing; b. be present during the entire hearing except during deliberations by the committee; c. present witnesses to testify on their behalf; d. interview witnesses at the hearing.

After examining the evidence and deliberating, the School/College Academic Appeals Committee shall reach a majority decision of its total voting-eligible membership by secret ballot vote. Majority vote rules. The School/College Academic Appeals Committee shall submit to the dean its written decision regarding the disposition of the conflict between the student and the faculty. This decision will be presented to the dean, who will notify the parties involved. The process for academic appeals concludes with the School/College Academic Appeals Committee, and there is no further appeal.

The department chair is responsible for implementing the decision of the School/College Academic Appeals Committee. For example, the department chair will make the grade change if the committee's decision calls for a grade change. If the faculty or student feels that the appeals process was conducted inappropriately, then the faculty or student has the right to seek a remedy through grievance procedures. All deliberations during the academic appeals process shall be confidential. [Grievance Procedures are found in the Emporia State University, University Policy Manual]

### **Graduation Requirements**

Each MSN program concentration (Nurse Manager and Leader and Nurse Educator) requires a total of 33 graduate credit hours. Regardless of the chosen concentration, the program culminates in an internship course. Students may not enroll in the internship course until all other courses are successfully completed. The internship course requires students to complete 60 contact hours with an approved preceptor. Students will work with the internship course faculty to determine the student's individualized objectives and plan for meeting the objectives of the internship course.

### **Accreditation**

The master's nursing program at Emporia State University, located in Emporia, Kansas, is accredited by Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

<https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the master's nursing program is Initial Accreditation.

**View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/entry/3665/>**