

**Eastern Michigan University**

*School of Nursing*

**Graduate Nursing  
Student Handbook**

**2006-2008**

(Revised September 2007)

The contents of this Handbook are subject to revision at any time.  
The University and the School of Nursing's right to revise includes, but is not limited to, policies, programs, grading guidelines, graduation requirement, courses, services, fees and personnel.

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Dear Graduate Student:

On behalf of the graduate faculty and staff, it is my pleasure to welcome you to the Eastern Michigan University, School of Nursing graduate program. Of the numerous programs in graduate education in nursing in Michigan, we are pleased that you have chosen to study with us. We believe that you have made an excellent decision.

This handbook has been prepared for you by members of the faculty with the helpful input of our graduate students to provide you with essential information about our graduate program. The information will be a useful guide as you progress through the program.

Graduate study is challenging. You will be required to read and write a great deal during the semesters it takes to complete all the coursework, practicum experience, and the final project. At the graduate level, reading, thinking, and writing are expected of students in all disciplines. If you have difficulty meeting course objectives, please consult with the instructor and your academic advisor early in the semester. We want you to be successful and will provide assistance if at all possible.

I wish you well as you begin this new chapter in your professional career.

Sincerely,

Naomi E. Ervin, PhD, RN, APRN-BC, FAAN

Professor and Director  
School of Nursing

Dear Graduate Nursing Student:

The nursing faculty members at Eastern Michigan University welcome you to Eastern Michigan University Graduate Nursing Programs. Our programs are designed to provide you opportunities to grow in the knowledge and skills required to practice nursing at an advanced level. This Nursing Graduate Student Handbook has been compiled for reference by faculty and students in the Eastern Michigan University School of Nursing.

The policies and procedures outlined here are subject to change and may be superceded by action of the School Director and the faculty. When such change occurs, the updated information will be provided to you in the form of substitute pages for this handbook.

References, which contain policies relevant for graduate students at Eastern Michigan University, include the following:

1. Nursing Graduate Student Handbook, Eastern Michigan University School of Nursing.
2. Graduate Student Services. Information for all graduate students may be found on the Grad School web site: [www.gradschool.emich.edu](http://www.gradschool.emich.edu).
3. Thesis Manual for Master's Thesis: Eastern Michigan University. This is available through the grad school web site above.
4. American Psychological Association (2001). Publication Manual of the American Psychological Association. Washington, D.C. APA editorial style must be followed for all graduate program papers including thesis.

**Nursing Faculty: (See Appendix A for contact numbers and specialty area.)**

Betty Beard, PhD, RN  
Linda Berry, PhD, RN  
April Bigelow, MS, RN  
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## ACCREDITATION

The BSN and MSN programs at Eastern Michigan University have met the standards for accreditation by the professional Commission on Collegiate Nursing Education. Accreditation for ten years was awarded in Fall, 2002. The MSN program also has approval from the Michigan State Board of Nursing.

## ADMINISTRATIVE STRUCTURE

The College of Health and Human Services (CHHS) is composed of four schools including the School of Nursing, School of Health Sciences, School of Social Work, and School of Health Promotion and Human Performance. The Director of the School of Nursing reports directly to the Dean of the CHHS.

In the School of Nursing, there are program coordinators for all programs: graduate, BSN, and RN/BSN. Decisions regarding graduate program planning, admission and retention of students are made by the Graduate Program Admissions and Curriculum Committee (GPAC).

In addition to serving on the GPAC, graduate students have other opportunities to provide input to the School of Nursing and address their concerns. Student cohorts select two to three representatives who will meet with the Graduate Coordinator and the School of Nursing Director to provide input and to address any of their concerns. Additional meetings can also be scheduled to address specific concerns. These representatives also assist in selecting students to serve on the planning committee for the annual Convocation ceremony.

## PHILOSOPHY, BELIEFS, OBJECTIVES, AND CONCEPTUAL FRAMEWORK

### **Philosophy of the Graduate and Undergraduate Programs**

The School of Nursing became an integrated unit of Eastern Michigan University, College of Health and Human Services (CHHS) in 1971 and the first group of baccalaureate nursing students graduated in 1975. The RN/BSN completion program began in 1979 and in August, 1993, the Master of Science Degree Program was instituted to confer advanced practice standing in Adult Health Nursing.

The school is committed to being a partner with the University as it strives toward its articulated goal of becoming the premier model for universities as centers for teaching excellence (Shelton, "Blueprint 150 - The learning University," 1990). In their mission statements, the University and the College dedicated themselves to the pursuit of improving the quality of life within the global community through teaching, research and service.

The faculty of the School of Nursing are committed to the shared values of the University and recognize that as members of the academic community they are required to fulfill the three-pronged role of teaching, research and service. They also accept the responsibility for the continued development and enhancement of clinical practice.

The faculty believe that programs that prepare professional nurses must include opportunities for students to acquire a knowledge base that is rich in the social sciences, the physical sciences and the humanities. When learners have a broad base of knowledge, they are better prepared to be critical thinkers and problem solvers who use critical inquiry throughout their professional development. A nursing program must be guided by beliefs about person, environment, health, nursing, and teaching/learning. The faculty of the School of Nursing Education at EMU are guided by the following:

The program's philosophy is rooted in an eclectic approach which embraces the four concepts of the nursing metaparadigm: person, environment, health and nursing. Beliefs about teaching/learning are also central to this philosophy.

Persons are dynamic, whole and human. Knowledge and awareness of the human systems-- biological, psychological, social, cultural, spiritual-- are necessary in order to interact with persons in the wholeness of their being. Persons have worth, dignity, and the capacity for growth and change. They also have the right to make decisions about their lifestyles, health care and educational processes. Persons experience and constantly interact with their ever-changing internal and external environments which affect their responses to health and well-being. Responses are manifested in a variety of ways depending on developmental life span; cultural, racial/ethnic backgrounds; gender; economic status; and unique abilities. Persons are viewed as individuals, families, or communities.

Environment is an open system including all that is external to the person whether viewed as individual, family, or community. Persons are in constant interaction with the environment. The external environment is envisioned as a global community composed of physical, social, political, technical, economic and cultural influences. The environment is recognized as important for both clients and providers of health care. Choices in health care are influenced by a person's ability to meet basic needs, availability of resources, and access to resources. Organizational and political

constraints affect the availability and provision of health care resources. The constant exchange of energy between persons and environments constitutes an arena for assessment action. Nurses need skills to operate within health care systems and to deliver needed services.

Health is a dynamic phenomenon experienced by persons in different dimensions and degrees throughout the life span. Health is a dynamic state defined by the person. Three phases of health are: (1) healthful living, harmony with one's environment; (2) health disruption, disharmony with one's environment, and (3) health reorganization, the process of changing to achieve, preserve, and/or recover healthful living. Health also relates to functioning within roles, engaging in personally identified aspects of joy, wonder, and need, and developing one's potential for the fullest state of being. Not only do persons define health for themselves, they also make decisions affecting the level of health they wish to attain.

Nursing is an art and a science. As a profession, nursing is rooted in caring as a value. As a science, nursing integrates theory and practice through research to build a body of unique knowledge. Nursing is goal oriented, yet responsive to the dynamic changes in persons, their environments and their health. As an action, nursing is defined as the diagnosis and treatment of human responses to actual or potential health problems (ANA Social Policy Statement, 1980, p.9). Nurses advocate for and promote the self-advocacy of health in recipients of nursing and other health care services. Nurses work collaboratively with other health professionals in striving for an optimal health care delivery system. Just as persons are growing and evolving, nursing as a profession also continues to develop as an art and as a science.

Teaching-learning is an ongoing process that results in goal attainment for each person. Learners are self-aware persons with responsibility for their actions. Learners bring strengths, knowledge and responses to the learning environment. Teachers and learners engage in ongoing developmental processes. Both teachers and learners have styles of learning which influence their creative interactions. Learning environments must be open, encourage diverse ideas, and promote generation and acquisition of knowledge. In creative collaboration with clients and other health professionals, nursing students engage in synchronous experiences enabling them to participate in meeting the health needs of society.

### **Graduate Program Beliefs**

The School of Nursing faculty believes that professional education at the graduate level encompasses the following components:

1. The clinical knowledge component (courses specific to developing the knowledge, attitudes, and skills central to the discipline);
2. The research component (courses focusing on scholarly critical inquiry which provide the knowledge and skills to identify, investigate and generate knowledge);
2. The elective component (courses from another discipline which complement the acquisition of knowledge in the primary discipline);
3. The role component (courses that define the manner in which discipline-specific content will be enacted).

The master's program in nursing science (MSN) allows students to explore a variety of nursing models within diverse clinical settings. Using a systems framework based on the nursing metaparadigm, students gain advanced knowledge and skills for delivering care to clients as advanced generalists in the specialty area of adult health nursing. Clinical nursing skills in advanced health assessment and advanced content in critical areas of adult health provide the basis for the development of a variety of nursing interventions. Advanced nursing leadership/management skills are developed. Critical thinking and clinical judgment are emphasized throughout the curriculum.

The faculty believes that graduate education develops a practitioner capable of expert clinical practice with clients; able to examine health care policies and issues in terms of implications for the delivery of nursing care; and able to analyze the intersection of roles of nursing and other health professionals in planning, delivery, and evaluation of health care.

### **Graduate Program Objectives**

Graduates of the master's program in adult health nursing at EMU will meet the four program objectives below:

1. Practice nursing of adults, at an advanced level, using selected theoretical frameworks;
2. Develop leadership skills in promoting health for adult individuals and groups in the organizational and political arenas;
3. Manage caseloads of adult patients/clients within selected health care delivery systems;
4. Use the process of scientific inquiry to study nursing problems.

## **Conceptual Framework**

Recognizing nursing's change and growth as a profession and as a field of study, faculty believe that graduate level practitioners must build on more than one theoretical model in developing their practice. Graduate students must explore a variety of models and select the model that best directs clinical practice. Further, graduate students need to be aware of a variety of models as they practice in the diverse settings within local and global communities. Accordingly, the graduate program is designed with a conceptual framework based on the concepts of nursing's metaparadigm, i.e., the relationships of person, environment, health and nursing. These concepts are examined within a systems perspective. The systems perspective provides the broadest framework within which to investigate and develop the concepts crucial to nursing. Furthermore, a large number of conceptual models and theories are built upon the foundation of systems theory.

Adult persons, clients of the health care system, are seen as multidimensional yet expressing a wholeness of being. Clients may be individuals, families or communities. As nurses assess the dimensions of clients as a basis for providing care, they must simultaneously assess the health care system in which care is being delivered in order to provide care most effectively.

Students will gain advanced knowledge and skills for delivering care to clients as advanced generalists in the specialty area of adult health nursing. Clinical nursing skills will include advanced knowledge in health assessment related to the multiple dimensions of adult persons. Advanced content in critical areas of adult health such as health promotion, stress and coping, grief and loss, and pain and disuse phenomena will provide the basis for the development of a variety of advanced nursing interventions. Advancement of critical thinking and clinical judgment will be emphasized as processes throughout the curriculum. There are four optional functional concentrations. Teaching in health care systems is an optional three-course sequence that may be selected. This role function is designed to prepare those nurses who will be engaged in teaching in community college systems or for those whose clinical role functions have expanded to include staff development or patient education. Another concentration is clinical systems management. A three-course sequence provides knowledge and skills in the theory and practice of leadership and management. An interdisciplinary sequence of three courses concerns quality management in health care systems. Students interested in gerontology may select an interdisciplinary sequence of courses to enhance their nursing practice caring for elders. Students may elect to receive a graduate certificate in these concentrations except Clinical Systems Management.

In addition, students will be provided with the basis for effecting change and for managing conflict and change within systems. Leadership and management skills are critical for the delivery of effective care to clients, for the maintenance of client health, and the continuity of the system of care delivery. The health of both adult clients and the environment constitute the output of the conceptual framework proposed for the program. The effects of values, politics, ethics, and law are seen as the basis for the evaluation and quality control integral to the feedback mechanism in this systems framework. The synchronous nature of nursing and management knowledge will be initiated and developed throughout the curriculum.

## MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

The Master of Science in Nursing program builds on the knowledge and competencies of baccalaureate nursing education. The structure and process of this master's program provide for the attainment of advanced knowledge and skill in the practice of nursing with adult populations. This program provides a curriculum that focuses current practice while analyzing trends concerning evolving needs of the community for health care and for nursing in particular.

The master's program prepares graduates for clinical practice as advanced generalists in the specialty area of adult health nursing, with the knowledge and skill to function in various roles in the health care setting of their choice.

The program of study consists of 40 to 44 credits depending on the choices of electives, concentration, and type of research project.

### **Program of Study**

#### **Adult Health Clinical Courses**

**(15 - 16 credit hours)**

- NURS 500 Advanced Pathophysiology (3)
- NURS 502 Advanced Health Assessment (3)
- NURS 650 Advanced Adult Health Nursing I (3) [45 practicum hours]
- NURS 660 Advanced Adult Health Nursing II (3) [45 practicum hours]
- NURS 665 Practicum in Adult Health Nursing I (3) [135 practicum hours]
- NURS 697 Supplemental Practicum in Advanced Adult Health Nursing (1) [275 practicum hours]

#### **Nursing Theory and Research Courses**

**(10 to 12 credit hours)**

- NURS 506 Nursing Theory for Practice and Research (3)
- NURS 610 Research Design Methods and Analysis (3)
- NURS 614 Seminar: Proposal Development (2)
- NURS 693 Thesis (4) or NURS 688 Field Study (2)

#### **Elective Courses (3 to 4 credits minimum)**

Courses may be selected from nursing, physiology, psychology, sociology, gerontology, education or business management. These course credits are chosen to help meet the student's career goals.

#### **Concentrations (4) Select one to complete program requirements**

##### **1. Health Care Systems Management (12 Credits)**

- NURS 605 Health Status Trends and Health Care Delivery Systems (3)
- NURS 607 Evolving Roles of Nurses in Health Care Delivery Systems (3)
- NURS 609 Trends in Nursing Management (3)
- NURS 675 Systems Practicum in Management (3) [135 practicum hours]

##### **2. Teaching in Health Care Systems (12Credits)**

- NURS 605 Health Status Trends and Health Care Delivery Systems (3)
- NURS 620 Teaching in Health Care Systems: Instructional Strategies and Skills (3)
- NURS 622 Teaching in Health Care Systems: Curriculum/Program Development and Evaluation (3)
- NURS 624 Practicum in Teaching Health Care Systems (3) [135 practicum hours]

**3. Gerontology Concentration (13 Credits)** (These credit hours will also apply to the Gerontology Certificate Program.)

- NURS 605 Health Status Trends and Health Care Delivery Systems (3)
- NURS 665 Practicum in Adult Health Nursing (3) [135 practicum hours]
- BIOL 511 The Biology of Aging (2)
- GERT 512 Applied Psychosocial Aspects of Aging (3)
- SWRK 553: Ethnicity and Gender Issues Among the Aged (2)

**4. Quality Improvement in Health Care Systems (12 Credits)**

**There are 9 credits of required courses:**

- NURS 605 Health Status Trends and Health Care Delivery Systems (3)
- NURS 686 Practicum in QI in Health Care Systems (3)
- HLAD 525 Quality Improvement in Health Care (3)

**The remaining 3 credits can be selected from the following list of program electives:**

- MGMT 638 Building Continuous Improvement Teams (3)
- QUAL 557 Measuring Customer Satisfaction (3)
- QUAL 552 Quality Planning (3)

Students meet with their advisor as soon as possible after admission to the program to plan their program of study/ Plan of Work. When this is completed, the student receives a copy to direct his or her study, and the original is sent to the Graduate Records Office.

See Graduate Catalog on line for course descriptions.

**Eastern Michigan University  
School of Nursing  
Master of Science in Nursing Plan of Work**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Adult Health Nursing Courses (15-16 total credit hours)**

Class	Semester Hours	Term Planned	Transfer Credit	Term Completed
NURS 500	3 Credits			
NURS 502	3 Credits			
NURS 650	3 Credits			
NURS 660	3 Credits			
NURS 665	3 Credits			
NURS 697	1 Credit			

**Role Function/Concentration (12-13 credit hours):** Select one of the following:

- Gerontology Concentration                       Health Care Systems Management  
 Teaching in Health Care Systems                       Quality Improvement in Health Care Systems

Class	Semester Hours	Term Planned	Transfer Credit	Term Completed
NURS 605	3 Credits			
	Credits			
	Credits			
	Credits			
	Credits			

**Theory and Research (10-12 credit hours)**

Class	Semester Hours	Term Planned	Transfer Credit	Term Completed
NURS 506	3 Credits			
NURS 610	3 Credits			
NURS 614	2 Credits			
NURS 688	2 Credits			
Or NURS 693	4 Credits			

Elective Courses: Your choice in consultation with your advisor (3 to 4 credit hr. minimum)

\_\_\_\_\_  
Total MSN Program Credits \_\_\_\_\_ Sent to Graduate Records: \_\_\_\_\_ (date)

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Changes to Original: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Change sent to Graduate Records \_\_\_\_\_ (date)

\_\_\_\_\_  
Graduate Programs Coordinator's Signature/Date \_\_\_\_\_ Copy: Student, Record, Grad. Records

## POST BACCALAUREATE GRADUATE CERTIFICATE IN TEACHING IN HEALTH CARE SYSTEMS: 12 CREDITS

A 12-credit-hour teaching certificate program is provided for students who are planning a career teaching patients, health care agency staff or community college nursing students. The program consists of one three-credit course in Health Status Trends and Health Care Systems (NUR 605) and three three-credit courses in principles of teaching and learning. This certificate program may be taken independently of the MSN program. However, students who complete this graduate certificate program may apply these credits to the MSN Program.

### **Teaching in Health Care Systems:**

Nursing 605: Health Status Trends and Health Care Delivery Systems (3 cr)

Nursing 620: Instructional strategies & Skills (3 cr)

Nursing 622: Curriculum/ Program Development and Evaluation (3 cr)

Nursing 624: Teaching Practicum (3 cr), 135 clinical hours

To apply to the certificate program in Teaching in Health Care Systems, students must:

1. Submit a graduate application to the Graduate Admissions Office accompanied by the application fee.
2. Select the option of graduate certificate: HCS-CTHC-HH.
3. Have official transcripts sent from each college or university attended to the Graduate Admissions office.

Upon admission to the certificate program, the student meets with his/her advisor to plan a program of study. The original is submitted to the Graduate Records Office. At the beginning of the semester in which the student is taking the last course in the certificate, he or she must apply for graduation from the certificate program and pay the graduation fee. The teaching certificate must be completed within a three-year time limit.

POST BACCALAUREATE GRADUATE CERTIFICATE IN QUALITY  
IMPROVEMENT IN HEALTH CARE: 12 CREDITS

The Graduate Certificate in Continuous Quality Improvement in Health Care offers you a uniquely well-rounded program that brings together the experience of Eastern Michigan University's College of Business (Management), School of Engineering Technology (Quality Improvement) and College of Health and Human Services (Nursing and Health Administration). At the completion of the certificate, you'll be able to:

- Synthesize knowledge and concepts related to Quality Improvement (QI) in a health care arena
- Select and utilize appropriate mechanisms for gathering, analyzing and reporting QI data
- Assess the legal and ethical implications of quality improvement initiatives
- Lead QI initiatives in health care settings

The entire program has been designed to provide you with graduate-level courses to enhance your readiness and level of employability.

Program of Study

The Graduate Certificate in Continuous Quality Improvement in Health Care requires 12 credit hours of graduate coursework. All courses may be applied towards a Master of Science in Nursing, or a Master of Science in Quality, offered through EMU's School of Engineering Technology. There are nine credits of required courses for the program:

NURS 605	Health Status Trends and Health Care Delivery Systems (3)
NURS 686	Practicum in QI in Health Care Systems (3)
HLAD 525	Quality Improvement in Health Care (3)

The remaining three credits can be selected from the following list of program electives:

MGMT 638	Building Continuous Improvement Teams (3)
QUAL 557	Measuring Customer Satisfaction (3)
QUAL 552	Quality Planning (3)

To apply to the certificate program in Quality Improvement in Health Care, students must:

1. Submit a graduate application to the Graduate Admissions Office accompanied by the application fee.
2. Select the option of graduate certificate: CQI/CT-HH
3. Have official transcripts sent from each college or university attended to the Graduate Admissions office.

Upon admission to the certificate program, the student meets with his/her advisor to plan a program of study. The original is submitted to the Graduate Records Office. At the beginning of the semester in which the student is taking the last course in the certificate, he or she must apply for graduation from the certificate program and pay the graduation fee.

**Eastern Michigan University  
School of Nursing  
Post-Baccalaureate Graduate Certificate Plan of Work**

- Teaching in Health Care Systems (12 Credit Hours)
- Quality Improvement in Health Care Systems (12 Credit Hours)

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Class	Semester Hours	Term Planned	Transfer Credit	Term Completed
NURS 605	3 Credits			

\_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Date

\_\_\_\_\_  
Advisor's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Graduate Programs Coordinator's Signature \_\_\_\_\_ Date

Sent to Graduate Records Office \_\_\_\_\_ (date)

Copy: Student file  
Student

## ADMISSION REQUIREMENTS

General Admission Requirements: By the time you receive this handbook, you may already be admitted to one of the Eastern Michigan University School of Nursing graduate programs. This information will assist students taking courses before admission. Students must apply to and be admitted to each program from which they want to graduate. The maximum number of graduate credits a student may take prior to applying for admission to the MSN program and/or any post-graduate certificate is **six credits**.

### Specific Admission Requirements for MSN Program

1. Admission to the EMU Graduate School
2. Graduation from a national or regionally accredited baccalaureate nursing program **or** license to practice as an RN with a baccalaureate degree in another field.
3. Grade point average of 3.0 on a 4-point scale in the nursing program. Applicants may petition for conditional admission with a GPA of 2.75 or greater.
4. Current license to practice as a professional nurse in Michigan or eligibility to obtain this license.
5. Sample of writing (e.g., prior course paper, published paper, professional writing related to the applicant's role as a nurse, or a statement of individual nursing philosophy. See the rubric for rating the writing sample (Appendix D). Any applicant with a writing evaluation of 15 or less will be referred to a research writing class (e.g. English 326).
6. Three professional references that document competence in nursing practice, leadership potential and scholarly potential. See the reference form in Appendix E.
7. Two-to-three-page narrative statement of personal goals for graduate study including how this program is consistent with these goals.
8. Successful completion of an approved basic statistics course that includes descriptive and inferential statistics with a grade of B or better.
9. Successful completion of an approved basic health assessment course.
10. Applicants for whom English is not a first language must have proof of English language proficiency as demonstrated by official test scores on the Test of English as a Foreign Language (TOEFL) that is congruent with current standards for acceptance to the EMU Graduate School. More information is available at the following web site:  
<http://www.emich.edu/admissions/forms/esl.pdf>
11. Optional personal interview.

The Academic Calendar: Eastern Michigan University is on the semester system. Fall semester extends from late August/early September until mid- to late December. The winter semester begins in early January and continues through late April. Spring term spans May and June, while summer term extends from late June until mid August.

### Application Deadlines for Degree Admission:

For fall admission: February 15

For winter admission: September 15

After these deadlines, students may register for Non-Degree Admission Self-Improvement Status through the Continuing Education Office (800-777-3521).

Regional Center Students: Students attending class at one of the outreach sites, Regional Centers, may register for the first term with a Continuing Education Registration form. The admission process can then be completed during the first term of study.

## GRADUATE STUDENT ADVISING

Once a student is admitted to one of the nursing graduate programs, he or she will be assigned to an academic advisor. Students are expected to meet with this advisor at least once per academic year; once per semester is preferred. The function of an advisor is to assist the student to plan his or her course of study, answer any academic questions and assist student progress toward graduation.

### PLAN OF WORK

The student must complete a Plan of Work form for each program in which he or she is admitted. A form for each program is included earlier in the handbook. It is important to complete this Plan of Work as soon as possible after your admission. The form must be signed by the student, the advisor and the Graduate Program Coordinator. The original is submitted to the Graduate Records Office, one copy is placed in the student record, and one copy is given to the student. The purpose of this form is to keep an ongoing record of your plan for graduate study. The Plan of Work can be amended at any time if the student wishes to change the planned courses. Revisions must also be signed by the student and advisor before being sent to the Graduate Records Office.

### GRADUATE TRANSFER CREDITS

Students who are in good standing (not probationary or conditional) in a degree program may request to transfer credits from other accredited universities or colleges. These requests must be approved by the graduate nursing faculty advisor, school director, and the dean of graduate studies. To be eligible for transfer to Eastern Michigan University, the credit must be earned at the graduate level with a grade of at least 3.0 (or B), documented by an official transcript, applicable to the student's program, and not be older than six years. The student should meet with his or her academic advisor to complete a request form. Any request for transfer of credit should be filed as soon as possible after admission to EMU. Official transcripts of the work must be on file in the graduate school. Transfer of credit application forms are available in the School of Nursing and on the Graduate School web site. It is EMU policy that a maximum of 12 semester transfer credit hours is acceptable toward a graduate degree, 3 credits for a graduate certificate. Once approved, transfer credit will appear on the student's official transcript.

### ORIENTATION TO EMU LIBRARY

Arrangements will be made for students to become familiar with the use of library resources at Eastern Michigan University. The library staff may present this information in person or provide the information in an online format. It is very important for all students to become familiar with resources available on campus, online, and through inter-library loan. Students at outreach sites also have a variety of mechanisms to obtain the information required for the program. Success in the graduate program includes the ability to locate appropriate professional resources from the academic literature.

The graduate nursing programs require the use of American Psychological Association (APA) format as a guide in the preparation of all course requirements. APA style is also used in the preparation of the research project. The Eastern Michigan University web site has very useful information on APA format and plagiarism. Go to [http://www.emich.edu/halle/style\\_guides.html](http://www.emich.edu/halle/style_guides.html) and <http://www.emich.edu/halle/plagiarism.html>. You should also purchase the most recent edition of the APA manual.

## SCHOOL OF NURSING GRADING SCALE

The Faculty of the Whole in the School of Nursing has adopted the following grading scale in the graduate program. (December 2006)

A	95-100%	C	75-78%
A-	91-94%	C-	70-74%
B+	88-90%	D+	69%
B	85-87%	D	68%
B-	82-84%	D-	67%
<b>(Failure = C+ or less)</b>		E	66% or less
C+	79-81%		

### **Passing Grade**

Acceptable performance in 500 level or greater nursing courses is a grade of 82% or greater. This is equivalent to a B- or greater. Students who receive less than a B- in any course must repeat that course.

### **"I" (Incomplete) Grades**

An "I" grade is awarded when illness or extenuating circumstances beyond the control of the student have prevented completion of the required components of the course AND academic performance for the completed portion of the course was equivalent to a grade "B" or better. In such cases, the instructor will provide the student and school director with a statement of the reason for the "I" grade and will specify the amount and the nature of the work required in order to remove the incomplete.

The initiative for conversion of an "I" to a letter grade rests with the student. If not converted to a letter grade within one calendar year, the "I" will remain as a permanent part of the student's academic record. Incomplete grades received in thesis and independent study courses are not governed by these time limitations and are restricted only by the six-year time limitation for degree completion policy.

## ACADEMIC PROBATION, DISMISSAL, AND APPEALS

A graduate student (degree or non-degree) is placed on academic probation at the end of the semester in which the student's cumulative grade point average in courses taken for graduate credit at Eastern Michigan University is less than 3.0 ("B" average) based on the student's completion of at least six graduate credit hours. A graduate student who does not remove his/her probationary status by the improved GPA at the end of the next two periods of enrollment (spring and summer equals one enrollment period) is subject to dismissal from the University for academic reasons.

### Probation Guidelines

1. First probation letter: At the end of any semester in which a student's cumulative GPA falls below 3.0 he/she is placed on academic probation. A letter is sent from the graduate school indicating probationary status.
2. Second probation letter: If a student's cumulative GPA is still below 3.0 at the end of the subsequent period of enrollment, the student remains on probation. A letter is sent to the student from the graduate school indicating that probationary enrollment in only one more semester will be allowed.
3. If the student's cumulative GPA remains below 3.0 at the end of the third semester of probation he/she is subject to dismissal from the University.
4. If at any time a student's cumulative honor points are 15 or more points below that required for a "B" in all completed graduate courses, the student will be dismissed.

### Removal from Academic Probation

When a student's cumulative GPA is raised to 3.0 or above during any probationary period, the student is removed from academic probation.

### Academic Dismissal

At the end of the third consecutive enrollment period in which any graduate student has a cumulative GPA of less than 3.0, the student is subject to dismissal from the University. Dismissal letters are sent to the student from the Graduate School.

After the dismissal letter is received, the student may appeal the expulsion from the Graduate School and the University by submitting an appeals petition (letter form) for re-entry. The petition should include information about the causes of the student's academic problems; the modifications/changes in the student's individual situation that have occurred and how such will presumably help to rectify the situation; and the student's proposed plan of action to become successful in his/her graduate studies.

Please see your academic advisor and Graduate Programs Coordinator for information about the appeal process, appeals hearing, and composition of the Academic Dismissal Appeals Board.

## READMISSION POLICY AND PROCEDURE

Students who maintained a GPA of 3 or better (“B” letter grade or better) while in the MSN program prior to interrupting their studies will be considered for readmission. Readmission is not automatic. Reason for withdrawal and professional activities after the withdrawal will be evaluated by members of the School of Nursing Graduate Program Admission and Curriculum Committee (GPAC) in addition to other requirements.

University Graduate School Policy states that graduation must be completed within a six-year time frame. The School of Nursing will allow a readmitted student a one-year extension from the semester of readmission to complete program requirements for degree and to graduate.

### Procedure:

1. A student wishing to be readmitted to the MSN program must:
  - a. Have a letter on file stating the reason for stopping-out of the program.
  - b. Petition the School of Nursing GPAC of his/her intent to be readmitted to the program.
  - c. Complete *Enrollment Change Form* and submit to Graduate Admission Office.
2. The School of Nursing Graduate Programs Coordinator will compile pertinent information and record of the student applying for readmission and forward this to GPAC.
3. Within six weeks of the date of petition requesting readmission, GPAC will review the student’s file and decide the student’s eligibility for readmission, and under what conditions the student may re-enter the program.
4. The School of Nursing Graduate Programs Coordinator will notify the student of GPAC’s decision and will process readmission when the student is found to be eligible for readmission.

## GRADUATION PROCEDURES

### Application for Graduation

Candidates for graduation, either for the MSN or a post-baccalaureate graduate certificate, must submit an application for graduation available in the Graduate School office, online or the course schedule bulletin with the appropriate fee to the Cashier's Office (201 Pierce Hall) by the deadline date for the semester or session in which they plan to complete requirements for graduation.

Deadlines for submitting applications for graduation are included in the course schedule bulletins:

Fall, December graduation: September 15	Spring, June graduation: May 10
Winter, April graduation: January 12	Summer, August graduation: July 5

### Grade Point Average Requirements for Graduation

No student will be recommended and approved for a master's degree unless he or she has achieved a cumulative GPA of 3.0 in all courses taken for graduate credit and 3.0 in the areas of concentration. Only courses taken for graduate credit at EMU are used in computing a student's GPA. Grades received in courses accepted as transfer credit are not included. Students who do not have a GPA high enough for graduation can take additional courses to raise their grade point average. Because the person is receiving a degree in a particular program area, the student should take any additional courses in that area as opposed to potentially easier courses in an unrelated area.

### Credit Hour Graduation Requirements for MSN Program

Forty to 44 credit hours are required for the MSN in Adult Health Nursing depending on choice of electives and whether a field study or thesis is chosen.

Twelve credits are required for the Post-Baccalaureate Graduate Certificates: Teaching in Health Care Systems and Quality Improvement in Health Care. The thirteen credits of the Gerontology Concentration can be applied to a Graduate Certificate in Gerontology.

### Graduation Ceremonies

Each year formal graduation ceremonies are held in December and April. When a student applies for graduation, he or she will receive information about the graduation schedule and purchase of a cap and gown. Graduate students also purchase a hood with the appropriate academic trim color.

The School of Nursing holds an annual Convocation ceremony in April. This event is usually scheduled on the same weekend as graduation. All nursing graduates are honored, there is a guest speaker, and families are invited. A graduate nursing student representative will be sought to assist in planning. Students are requested to RSVP to facilitate planning. Academic attire is worn. MSN students will have their hood placed upon them during the ceremony. One graduating MSN student will typically be asked to provide comments for the class. Occasionally, a smaller convocation is held for the December graduates.

## FINANCIAL AID

The following forms of financial assistance are available at Eastern Michigan University (application forms are available at the Graduate School office or from your advisor):

1. Graduate Assistantship (GA) Program:

- a. Must be admitted to the MSN program and maintain a GPA of 3.0 and be enrolled in a minimum of six (6) graduate credits per semester
- b. Must not hold any other employment once GA responsibilities begin
- c. Award consists of tuition plus a stipend
- d. Stipends and time commitment of service to the School of Nursing vary with the percentage of appointment. Graduate Assistant activities may include activities such as grading papers, supervising laboratories, preparing lecture demonstrations, assisting faculty research, holding regular office hours, and providing general program service.

Time of Appointment	Hours per week
Full time	20
3/4 time	15
1/2 time	10

Stipend is subject to change check with Graduate School.

2. Graduate Fellowship Program for Students Enrolled Part Time

- a. Requirements: must have degree admission to an academic program leading to a master's or specialist's degree, must maintain a cumulative GPA of 3.6 at all times during the fellowship, and be eligible to apply for reappointment for one additional academic year if the student continues to maintain a 3.6 GPA.
- b. Nature of award: \$300 tuition waiver for a fall and a winter semester with the provision that the student must complete six or seven credit hours in each of the semesters of the award (graduate assistants are not eligible).

3. Barton Scholarship (Competitive award based on academic achievement)

- a. Requirements: Must be a full-time student (18 credit hours during fall and winter terms) in a graduate program with a minimum GPA of 3.5.
- b. Nature of award: Maximum award will be the cost of tuition and fees for up to one academic year. (Barton Scholarship may be awarded to an individual even though the recipient's tuition and fees are covered by another source (graduate assistantship or fellowship). In the latter case the recipient will receive a maximum award of \$2000.00 for the academic year or \$1000.00/semester.

4. Anton Brenner Scholarship (Competitive award based on academic achievement)

- a. Requirements: Graduate student must have completed 10 graduate credit hours with a minimum 3.5 cumulative GPA but need not be a full-time student.
- b. Nature of the award: One-time award of \$500.00 applied toward the recipient's tuition and fees.

## GRADUATE STUDENT ORGANIZATIONS & PARTICIPATION

### Nursing Graduate Student Organization (NGSO)

The NGSO was organized in 1995. The NGSO has organized receptions for new students and graduating students, provides a forum for exchanging information between students, and transmits concerns to the Graduate Program Admissions and Curriculum Committee (GPAC). In recent years, this organization has not been active.

### MSN Input Process

To assist the School of Nursing with input from graduate students, graduate student representation is sought for the Graduate Program Admissions and Curriculum Committee (GPAC). This committee usually meets at least monthly to address graduate nursing program issues. At least one student is encouraged to participate. The representative can be a volunteer or selected by the other students. Participants should be available for most meetings.

Since most of the nursing graduate students work full time, it is difficult to have graduate student representation on school committees. To insure more communication and input, an input process was developed. A meeting will be held with nursing graduate students to select a faculty advisor and student representatives. These representatives can work with the MSN coordinator to address student concerns. Each semester a meeting will be held with the faculty advisor, MSN coordinator and School Director to address student and departmental issues. All graduate students are welcome to attend this meeting. Additional meetings will be scheduled as needed to address student concerns.

### EMU Graduate Student Organization (GSO)

The GSO is a campus group formed in 1986 with representatives from each academic department or school. However, participation is encouraged and open to all graduate students. The purpose of the GSO is to address the needs and concerns of graduate assistants (GA's) as well as graduate students in general. (See EMU Graduate Student Handbook for more information).

### Graduate Student Representation on University and Program Committees

Graduate Council: The Graduate Council is a University council that includes the Dean of the Graduate School and faculty representatives from each department with graduate programs. Its purpose is to address the concerns and needs of the Graduate School including periodic review of all graduate programs in the University. The elected student representative may obtain the time and place of meetings from the Graduate School Office.

### SIGMA THETA TAU

Eta Rho, the local chapter of Sigma Theta Tau International Honor Society in Nursing, was chartered in 1984 at Eastern Michigan University. Candidates for membership are selected on the basis of superior scholastic achievement, evidence of professional leadership, and dependable personal qualifications. Graduate nursing students are eligible for membership when they have completed ten hours of study toward the graduate program and have a grade point average of 3.5 or above. The Faculty Counselor sends an invitation for membership in January of each year. However, if you believe that you meet the qualifications for membership but have not been contacted, you may call the School of Nursing Office to identify the counselor and check with him or her regarding your eligibility.

## CLINICAL PRACTICUM REQUIREMENTS/HEALTH-RELATED POLICIES

### **Selection of Preceptor**

Arrangements for graduate student clinical placements are made by the course faculty member, and the MSN Coordinator, with the agency and the preceptor. Students select a preceptor from the list of past preceptors or identify a potential new preceptor. Once a preceptor is approved, the course faculty member or MSN Coordinator confirms the placement. Students may choose the same preceptor for two of their clinical placements, but not all three of them.

Preceptors must have a minimum of a Master's degree (clinical nurse specialist, nurse administrator, nurse practitioner) in order to qualify as adjunct faculty for the MSN program. In order to achieve clinical placements that best meet the objectives of the course and the specific interests of the student, assignments are made with the collaboration of the student, EMU faculty, and the preceptor supervising the practicum. A copy of the preceptor's information form and resume shall be requested and placed on file by the course faculty member.

A current affiliation agreement must exist between the agency and Eastern Michigan University **before** the practicum begins. This means that students should identify preceptors as soon as possible for the Graduate Programs Coordinator to make all of the necessary arrangements. The preceptor will be provided with a course description, portion of the syllabus, expectations for the student, and preceptor guidelines.

### **Clinical Practicum Requirements**

All students must provide the following information to the School of Nursing Graduate Coordinator, 311 Marshall Building, one month prior to clinical experience.

#### **A. Health Requirements**

1. A report of current physical examination, using form in Appendix B, must be submitted upon entry to the program. This report will be kept in the student's file.
2. An immunization record that provides proof of immunity must be submitted before the first clinical practicum. Immunity may be demonstrated either by a titer or receipt of immunization for the following:
  - a. Rubella
  - b. Rubeola
  - c. Mumps
  - d. Varicella Zoster**(History of any of the above diseases is not sufficient proof of immunity.)**
3. Proof of tetanus vaccination within the past five years.
4. Proof of having at least the first of three Hepatitis-B injections, a positive titer, or submission of a signed declination form. (Appendix B)
5. **Annual** documentation that the student is free of Tuberculosis (TB). Freedom from TB is evidenced by negative TB skin test, negative chest x-ray, or BCG vaccine with negative symptoms checklist.
6. Students may contact the Snow Health Center for physical exams, immunization requirements, and tuberculosis testing.
7. A urine drug screen may be required by some affiliated clinical agencies.

- B. CPR:** Documentation must be submitted of current Adult, Child, Infant, Two Person CPR certification for the professional rescuer. You can contact your local American Heart Association, American Lung Association, or the American Red Cross for information on obtaining CPR certification.
- C. Personal Health Insurance:** Proof of personal health insurance is required.
- D. Professional Liability Insurance:** Proof of professional liability insurance (\$1,000,000 each incident 3,000,000 aggregate) is optional. You can contact the Nursing Service Organization ([www.nso.com](http://www.nso.com)) or any other nursing liability insurance provider.
- E. Criminal Background Check:** Students are responsible for obtaining a criminal background check according to the School of Nursing process.
- F. Nursing License:** Current, unexpired, unencumbered license to practice as a registered nurse, and eligible to obtain a license to practice in the State of Michigan.

## RESEARCH/ SCHOLARLY PROJECT

All students are required to complete a scholarly project to demonstrate synthesis of research knowledge. The nursing theory class (Nursing 506), Research Design (Nursing 610), and Proposal Development (Nursing 614) are designed to prepare students to complete the project of their choice. All projects require two faculty advisors.

### **Options for the scholarly project:**

#### **A. Thesis, Nursing 693: 4 credits (Conduct of an independent research project):**

1. Nature of the research:
  - a. Incorporates a conceptual model.
  - b. Uses a significant sample size.
  - c. Analyzes data using a variety of statistical techniques or a qualitative study.
2. Steps in the research project:
  - a. Complete a draft of the proposal in NUR 614.
  - b. Choose advisors during the proposal course who will facilitate and approve the project.
  - c. Submit the proposal to CHHS Human Subjects Committee and study site (if needed) after advisors approve the proposal.
  - d. Register for NUR 693.
  - e. Implement the research after approval by the appropriate Human Subjects Committee/s.
  - f. Submit to the Graduate School by the semester deadline once advisors & director of the School have approved.
  - g. Submit 3 copies of the final project to the School of Nursing: 1 for each advisor and 1 for the department.
  - h. Disseminate findings through a publication or presentation, such as Scholarly Achievement Day at EMU.

#### **B. Field Study, Nursing 688, 2 credits:**

##### **1. Conduct a smaller scope research project or pilot study:**

- a. Nature of the Project:
  - 1) Addresses a research question with a limited conceptual model and scope.
  - 2) Uses a smaller sample size.
  - 3) Uses limited data analysis with mostly descriptive statistical techniques or a limited qualitative study.
- b. Steps in the research project:
  - 1) Complete a draft of the proposal in NUR 614.
  - 2) Choose advisors during the proposal course.
  - 3) Submit the proposal to CHHS Human Subjects Review Committee after advisors approve the proposal.
  - 4) Register for NUR 688.
  - 5) Implement the research after Human Subjects approval.
  - 6) Submit 3 copies to the School of Nursing: 1 for each advisor, 1 for School.
  - 7) Disseminate findings through a publication or presentation, such as Scholarly Achievement Day at EMU.

2. **Research utilization/ best practice project:** Number of credits is 2 for NUR688
  - a. Nature of the Project: Adoption of a research-based or best practice innovation; components of the project will be determined with the project advisors and clinical agency partner.
  - b. Steps in the research project:
    - 1) Complete a draft of the proposal in NUR 614.
    - 2) Choose 2 advisors during the proposal course.
    - 3) Project also requires an advisor or clinical facilitator in the clinical agency.
    - 4) Submit the proposal to appropriate Human Subjects Review Committee/s if needed after advisors approve the proposal.
    - 5) Register for NUR 688.
    - 6) Implement the project after Human Subjects approval.
    - 7) Submit 3 copies to the School: 1 for each advisor and 1 for the School.
    - 8) Disseminate findings through a publication or presentation, such as Scholarly Achievement Day at EMU.
  
3. **Research based clinical project:** Number of credits is 2 for NURS 688
  - a. Nature of the project:
    - 1) A clinical, teaching or management project with a research base.
    - 2) A clinical agency coordinator will facilitate the project through the agency.
    - 3) Human Subjects approval is sought if necessary
    - 4) There is evaluation of the process and outcome of the project
  - b. There are 2 faculty advisors with 1 agency coordinator.
  - c. Steps in the project:
    - 1) Complete a draft of the proposal in nursing 614.
    - 2) Choose 2 advisors during the proposal course.
    - 3) Project also requires an advisor or clinical facilitator in the clinical agency.
    - 4) Submit the proposal to CHHS Human Subjects Review Committee and study site (if needed) after advisors approve the proposal.
    - 5) Register for NUR 688.
    - 6) Implement the project after Human Subjects approval is granted.
    - 7) Submit 3 copies to the School: 1 for each advisor, 1 for School.
    - 8) Disseminate findings through a publication or presentation, such as Scholarly Achievement Day at EMU.
  
4. **Integrative literature review:** Number of credits is 2 for NUR 688
  - a. Nature of the literature review: scholarly synthesis of the literature using an accepted method.
  - b. Number of advisors is 2.
  - c. Steps in the project:
    - 1) Complete a proposal in Nursing 614 that includes the topic, the characteristics of articles to be reviewed, a thorough review of the literature that determines articles included and excluded, methodology for the integrative review.
    - 2) Choose the advisor of the project during NUR 614.

- 3) Register for NUR 688.
- 4) Implement the literature review process after approval from the advisor.
- 5) Submit 3 copies to the School: 1 for each advisor and 1 for the School.
- 6) Disseminate findings through a publication or presentation, such as Scholarly Achievement Day at EMU.

#### SECURING THESIS/RESEARCH PROJECT ADVISORS

Specific members of the graduate and undergraduate faculty have been designated as potential scholarly project advisors. Acceptance of a student for thesis guidance is dependent on that faculty member's current teaching and thesis advisement load as well as interest and expertise in the particular area to be studied. Once the graduate student has completed the required courses and identified a problem for study, she/he is ready to contact a nursing faculty member. In collaboration with the primary advisor, the student will select an additional advisor or advisors. A minimum of two advisors from EMU School of Nursing are required for each project. Student and advisors complete the form titled: *Request for Appointment of Thesis/Project Advisor* (Appendix C) and submit this to the Graduate Program Coordinator.

TABLE 1: Activities Required for Progression through the Research Project

- \_\_\_\_\_ Step 1: Complete prerequisite coursework (Statistics, NUR 610, 614)
- \_\_\_\_\_ Step 2: Identify a problem for study and conduct a preliminary review of the literature.
- \_\_\_\_\_ Step 3: Secure primary and secondary project advisors. Complete the form titled: *Request for Appointment of Thesis/Project Advisor*. (Appendix C) and submit this to the MSN Program Coordinator.
- \_\_\_\_\_ Step 4: Write proposal in consultation with advisors.
- \_\_\_\_\_ Step 5: Secure proposal approval from primary and secondary advisors
- \_\_\_\_\_ Step 6: After advisor approval, complete the form titled: *Requests for Human Subjects Approval*. Submit one electronic copy and one paper copy with signature of this form with proposal to the student's primary advisor who will then submit the copy to the Chair of the CHHS Human Subjects Review Committee. Permission may also be required from the institutional review board at the study site as well. The form and instructions are available at the following website:  
<http://www.emich.edu/chhs/humansubjects.html>
- \_\_\_\_\_ Step 7: Negotiate permission from the proposed research site.
- \_\_\_\_\_ Step 8: Register for thesis credit hours following approval by Human Subjects Review Committee.
- \_\_\_\_\_ Step 9: Collect and analyze data; write project.
- \_\_\_\_\_ Step 10: Secure project approval from primary and secondary advisors by their signatures on the approval page of the thesis/ project. This approval page must be on archival quality paper. Students completing a field study may copy their project after faculty approval. Students completing a thesis please see step 11.
- \_\_\_\_\_ Step 11: **For theses only:** Submit thesis to the Graduate School for review of the format, punctuation, spelling, and grammar. Include the signed Approval form. Revise document until it meets Graduate School standards, and submit a clean version for final approval by the Dean of the graduate School. Graduate School physical format specifications must be followed exactly for all theses. See Graduate School **Thesis Manual** for a detailed description of process and deadlines. The **Thesis Manual** is available for download at the following website:  
[http://gradschool.emich.edu/downloads/downloads\\_subdir/thesisdissert/thesis/Thesis MANUAL.pdf](http://gradschool.emich.edu/downloads/downloads_subdir/thesisdissert/thesis/Thesis MANUAL.pdf)
- \_\_\_\_\_ Step 12: Once the **thesis** has received final approval from the Graduate School Dean, and the student made all corrections, the student submits the thesis in PDF format on a disk or CD-ROM to the Graduate School. Bound copies of the thesis are no longer required by the Graduate School or ProQuest.
- \_\_\_\_\_ Step 13: For either a thesis or other project, submit three bound copies to the School of Nursing: one for the School and one for each of your project advisors.

APPENDIX A

School of Nursing Faculty Members' Specialty Area, E-mail and Phone

<b>Names</b>	<b>Specialty Area</b>	<b>E-mail Address</b>	<b>Phone Number</b>
Betty Beard, PhD, RN	Obstetrics/Care of Orphans	<a href="mailto:bbeard@emich.edu">bbeard@emich.edu</a>	734-487-2341
Linda Berry, PhD, RN	Obstetrics/Low Income Women	<a href="mailto:Lberry@emich.edu">Lberry@emich.edu</a>	734-487-2343
April Bigelow, MS, RN,	Adult Health	<a href="mailto:abigelow@emich.edu">abigelow@emich.edu</a>	734-487-2279
Kathleen Branson- Hillegas, MS, RN, PhDc	Obstetrics	<a href="mailto:khillegas@emich.edu">khillegas@emich.edu</a>	734-487-3277
Tsui-Sui Annie Kao, MS, APRN- BC, PhDc	Adult & Family Health	<a href="mailto:tkao@emich.edu">tkao@emich.edu</a>	734-487-2054
Naomi E. Ervin, PhD, RN, APRN-BC, FAAN	Community/Public Health/Quality of Nursing Care	<a href="mailto:nerving@emich.edu">nerving@emich.edu</a>	734-487-6901
Diane Fox, MSN, RN	Adult Health/Education	<a href="mailto:dfox2@emich.edu">dfox2@emich.edu</a>	734-487-2154
Sandra H. Hines, PhD, RNC, WHNP	Women's Health/ Incontinence	<a href="mailto:shines1@emich.edu">shines1@emich.edu</a>	734-487-3268
Angela Lukomski, MSN, CPNP	Pediatrics	<a href="mailto:alukomsk@emich.edu">alukomsk@emich.edu</a>	734-487-2279
Virginia M. Lan, PhD, RN	Adult Health Genetics Education Gerontology	<a href="mailto:vlan@emich.edu">vlan@emich.edu</a>	734-487-0919
Sandra Nelson, PhD, RN, APRN-BC	Mental Health/Education of Nursing Students	<a href="mailto:Sandra.Nelson@emich.edu">Sandra.Nelson@emich.edu</a>	734-487-3267
Gaie Rubenfeld, MS, RN	Adult Health/ Critical Thinking	<a href="mailto:Gaie.Rubenfeld@emich.edu">Gaie.Rubenfeld@emich.edu</a>	734-487-3273
Barbara Scheffer, EdD, RN	Mental Health/ Critical Thinking	<a href="mailto:bscheffer@emich.edu">bscheffer@emich.edu</a>	734-487-3275
Julie Slack, MSN, RN	Adult Health	<a href="mailto:jslack@emich.edu">jslack@emich.edu</a>	

Nah-Mee Shin, PhD, APRN-BC	Adult Health Acute Care	<a href="mailto:nshin@emich.edu">nshin@emich.edu</a>	734-487-2279
Martha Tanicala, EdD, RN	Pediatrics	<a href="mailto:mtanicala@emich.edu">mtanicala@emich.edu</a>	734-487-2333
Peggy Trewn, PhD, RN	Community Health	<a href="mailto:palford@emich.edu">palford@emich.edu</a>	734-487-0041
Michael Williams, MSN, RN	Adult Health/ Critical Care	<a href="mailto:mwilliams@emich.edu">mwilliams@emich.edu</a>	734-487-2070
Lorraine Wilson, PhD, RN	Adult Health/ Pathophysiology	<a href="mailto:Lorraine.Wilson@emich.edu">Lorraine.Wilson@emich.edu</a>	517-423-4760
Lisa Wiswell, EdD, RN, APRN-BC	Adult Health/ Nursing Student Retention	<a href="mailto:lwiswell@emich.edu">lwiswell@emich.edu</a>	734-487-2279
Tsu-Yin Wu, PhD, RN	Pediatrics/Breast Cancer Screening And Interventions	<a href="mailto:twu@emich.edu">twu@emich.edu</a>	734-487-2297

## APPENDIX B

### HEALTH FORMS

Health Exam (2 pages)

Immunization Record (1 page)

Declination Form for Hepatitis B (1 page)

EASTERN MICHIGAN UNIVERSITY  
HEALTH EXAMINATION

\*\*TO BE COMPLETED BY MD, NURSE PRACTITIONER, OR PHYSICIAN'S ASSISTANT\*\*

Name \_\_\_\_\_  
Last First Middle Date

1. Explain any significant family or personal history: \_\_\_\_\_

\_\_\_\_\_

2. Height \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Hb \_\_\_\_\_  
Weight \_\_\_\_\_ Pulse \_\_\_\_\_ Urinalysis \_\_\_\_\_  
Alb. Sugar

3. Please complete the following by indicating normal with a check. Explain abnormal findings:

- A. Vision Visual Acuity: Right 20/ \_\_\_\_\_ Left 20/ \_\_\_\_\_  
B. Hearing \_\_\_\_\_  
C. Eye, Ear, Nose, Throat \_\_\_\_\_  
D. Neck, Thyroid \_\_\_\_\_  
E. Heart \_\_\_\_\_  
F. Lungs \_\_\_\_\_  
G. Breasts \_\_\_\_\_  
H. Abdomen, Hernia \_\_\_\_\_  
I. Nervous System \_\_\_\_\_  
J. Bone and Joint \_\_\_\_\_  
K. Genito-Urinary \_\_\_\_\_  
L. Skin \_\_\_\_\_

4. Immunization given: **(Dates required or need to get immunization/titer)**

**Tetanus Toxoid** \_\_\_\_\_ Date \_\_\_\_\_  
**Rubeola Vac.** \_\_\_\_\_ Date \_\_\_\_\_  
**Varicella Zoster** \_\_\_\_\_ Date \_\_\_\_\_ Titer Result \_\_\_\_\_  
**Rubella Vac.** \_\_\_\_\_ Date \_\_\_\_\_ Titer Result \_\_\_\_\_

\*Rubella vaccine must be after 1969 or will need Rubella titer as proof of immunity

**Tuberculin Skin Test:** Date \_\_\_\_\_ Positive \_\_\_\_\_ Negative \_\_\_\_\_

\*If skin test is "positive", then chest X-ray is required.

Chest X-ray: Date \_\_\_\_\_ Positive \_\_\_\_\_ Negative \_\_\_\_\_

**Hepatitis B Vac.** Three shot series: \_\_\_\_\_  
Date 1 Date 2 Date 3

5. Is student capable of regular physical activity? \_\_\_\_\_ If not, please explain: \_\_\_\_\_

6. Summary of findings: \_\_\_\_\_

**Health Care Provider (M.D., Nurse Practitioner, Physician's Assistant), please sign and date:**

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Please print

Address \_\_\_\_\_ Date \_\_\_\_\_

EASTERN MICHIGAN UNIVERSITY  
 School of Nursing  
 This side to be completed by **students**:

I. Enrollment for \_\_\_\_\_ Semester year Student # \_\_\_\_\_

II. Name \_\_\_\_\_  
 Last First Middle

Address \_\_\_\_\_  
 Street  
 City State Zip

III. Age \_\_\_\_\_ Birthday \_\_\_\_\_

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

Name \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Relation \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_

**Personal History:**

Have you lived with or been in contact with anyone having Tuberculosis in the past two years? \_\_\_\_\_  
 If yes, please explain: \_\_\_\_\_

Do you have/have you ever had:

Rheumatic Fever _____	Tuberculosis _____
Scarlet Fever _____	Kidney Infection _____
Heart Disease _____	Convulsions _____
Diabetes _____	Persistent or Migraine Headaches _____
Asthma _____	High Blood Pressure _____
Hay Fever _____	Anemia _____
Pneumonia _____	Thyroid Trouble _____
Mental Illness _____	Ulcers _____

If yes, please explain: \_\_\_\_\_

Past Immunizations:	Tetanus Toxoid _____	Date _____
<b>(Also see # 4</b>	Polio _____	Date _____
<b>on other side)</b>	Smallpox _____	Date _____
	Diphtheria _____	Date _____

Have you ever been hospitalized? \_\_\_\_\_ For what and when? \_\_\_\_\_

Do you have any allergies? \_\_\_\_\_ If so, specify: \_\_\_\_\_

Are you allergic to any drugs? \_\_\_\_\_ If so, specify: \_\_\_\_\_

Do you have any physical impairment? \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

\*\*Student's Signature \_\_\_\_\_

Eastern Michigan University  
School of Nursing  
Immunization Record

<b>Immunization</b>	<b>Date #1</b>	<b>Date #2</b>	<b>Date #3</b>	<b>Titer Date</b>	<b>Titer Results</b>
1 Tetanus Booster within 5 years					
Measles/Rubeola 2 immunizations				Or	
Mumps 2 Immunizations				Or	
Rubella 2 immunizations				Or	
Varicella 2 immunizations				Or	
Hepatitis B 3 immunizations Or date declined				Or	
Freedom from Tuberculosis	TB Skin Test	Date	Results		
	Or Chest X-ray	Date	Results		
	Or Past Chest X-ray with ↓	Date			
	Current documentation by health care provider that students is free from TB				

\*History of rubella, rubeola, mumps or varicella zoster (chicken pox) is not sufficient proof of immunity. Student must have documentation of vaccination or titer results.\*\*

Student Name: \_\_\_\_\_ --

Reviewed by:  
Health Care Provider, please sign and date:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**EASTERN MICHIGAN UNIVERSITY**  
**School of Nursing**

**DECLINATION FORM**  
**Hepatitis B Vaccine**

I, \_\_\_\_\_, am fully aware of the risk of acquiring the Hepatitis B virus (HBV) as a result of possible exposure to contaminated blood or other infectious materials.

Nevertheless, I have decided not to receive the Hepatitis B injections that are recommended by the School of Nursing Education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness                      Title

\_\_\_\_\_  
Date

APPENDIX C

EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF NURSING

*Directions: Return to Graduate Programs Coordinator*

REQUEST FOR APPOINTMENT OF THESIS/PROJECT ADVISORS

Name: \_\_\_\_\_ Student EID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(The section below this line is to be completed by the thesis advisor)

-----

***Directions: Please print the following information.***

\_\_\_\_\_  
(Primary Advisor)

\_\_\_\_\_  
(Secondary Advisor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPENDIX D

**Eastern Michigan University  
School of Nursing  
Rubric for Nursing Graduate Students Writing**

Student Name: \_\_\_\_\_ EID: \_\_\_\_\_

Topic of writing: \_\_\_\_\_

Criterion	Rater 1 1 = very poor 2 = unsatisfactory 3 = good 4 = excellent	Rater 2 1 = very poor 2 = unsatisfactory 3 = good 4 = excellent	Comments
Ability to express self			
Degree of scholarly content			
Spelling			
Grammar			
APA format including references			
Recommendations:			
<b>Total</b>	/ 20  Satisfactory Unsatisfactory	/ 20  Satisfactory Unsatisfactory	

Any student with a writing evaluation of 15 or less will be referred to a research writing class (eg. English 326).

APPENDIX E  
**Eastern Michigan University School of Nursing**  
**MSN Applicant Recommendation Form**

Return to: Office of Admissions  
 Eastern Michigan University  
 P.O.Box 970  
 Ypsilanti, MI 48197-7621  
 USA

If you have questions,  
 contact the School of Nursing  
 734-487-2310

Name of applicant: \_\_\_\_\_

**Applicant:** Please sign the authorization and give this recommendation form to a former instructor, supervisor, and/or health care professional who knows you well.

I hereby authorize \_\_\_\_\_ to complete this form. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand the information provided will be used only for the purpose for which it was prepared.

Yes                       No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommender:** The Graduate Program Admission and Curriculum Committee request your recommendation on the suitability of this applicant for graduate study and advanced adult health nursing practice.

According to the following criteria, how would you evaluate the applicant?

Place a check in each area	Outstanding	Good	Average	Below Average	N/A or No information
Reliability					
Integrity					
Stress management					
Ability to work with others					
Leadership					
Acceptance of criticism					
Critical Thinking/ Problem solving					
Clinical Skills					
Punctuality and attendance					
Initiative					
Written communication					
Verbal communication					
Potential for graduate study					
Potential for scholarship					



## APPENDIX F

### **Student and Exchange Visitor Information Service (SEVIS) Statement**

#### **Attention students who hold an F or J visa:**

To avoid being out-of-status, **it is your responsibility** to report within 10 days to the EMU Office of International Students (OIS), 244 Student Center, any change in name, current address of residence, academic status (full or part-time enrollment), date of program completion, program/major change, level change (undergraduate to graduate), change in funding source (employment or graduate assistant position), probation or disciplinary action leading to suspension due to conviction of a crime. Effective January 1, 2003, EMU has 21 days from the date of the reported event to inform the U. S. Government – Department of Homeland Security, Bureau of Border and Transportation Security and the Bureau of Citizenship and Immigration Services – SEVIS database (functions of the formerly known as Immigration and Naturalization Service are a part of two new offices effective March 1, 2003).

OIS enters the data into a real-time database and new documents or I-20's are then issued to you. Remember that dropping or withdrawing from course(s) may put you below full-time enrollment. **Before** a drop/withdrawal change is made that reduces enrollment below full-time status, you **must** receive permission from the OIS. If you plan to transfer to another university, this process must begin **before** the end of your last semester at EMU, contact the Office of International Students. **Noncompliance could result in actions leading up to a fine, arrest, or deportation per the U.S. Government.**

If you have questions or concerns, contact the OIS at 734-487-3116.