

**Loyola University New Orleans
College of Graduate and Professional Studies
School of Nursing**



MSN Student Handbook

2016-2017 Edition

Loyola University
MSN Student Handbook Table of Contents

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School of Nursing, Loyola University New Orleans**Mission, Vision and Core Values****Mission**

Educate professional nurses based on Jesuit values, who lead change and translate science into practice in a dynamic global health care environment

Vision

A world where every nurse is a leader

Core Values for the School of Nursing

1. Discerning mindset: finding God in all things
2. Social justice
3. Student-centeredness
4. Serving others
5. Development of personal potential
6. Pursuit of truth
7. Ethically responsible decision-making
8. Embracing diversity
9. Respect
10. Nursing education excellence
11. Interprofessional collaboration
12. Innovative use of technology and pedagogy
13. Faculty scholarship (Boyer Model)

Part 1: General Information for the School of Nursing Program

Introduction

Welcome to the School of Nursing of Loyola University New Orleans. This *Handbook* is your primary resource for information about policies and procedures of the MSN graduate program at Loyola. The *Handbook* will provide you with information that will acquaint you with various aspects of your program and help you plan your nursing studies. (Updates to this *Handbook* can be found online.)

In addition to this *Handbook*, official publications of interest to nursing students are the *Loyola University New Orleans Graduate Bulletin*, which contains descriptions of all graduate programs and general academic regulations, and the *Loyola Student Handbook*, which contains many policies pertinent to all students at Loyola. The 2016-2017 bulletin is updated annually and accessible online: <http://2016bulletin.loyno.edu/graduate>

School and University Web Sites

Web sites of interest to students are the University homepage, the School of Nursing homepage, and the MSN program homepage.

- Through the Loyola homepage students have access to the academic calendar, the online student records system, and many University offices and services. The Loyola University homepage is accessed at <http://loyno.edu>
- The School of Nursing homepage has contact information for faculty and staff, and links to many valuable web sites of interest to nurses and other health care professionals. The School's homepage is accessed at <http://loyno.edu/nursing>

MSN Students can view and download the most current copy of this student handbook and other documents of interest by following the steps listed below:

- Go to the Loyola School of Nursing homepage at: <http://loyno.edu/nursing>
- Click on "Resources" on the left-hand side of the page

Graduate Nursing Education at Loyola

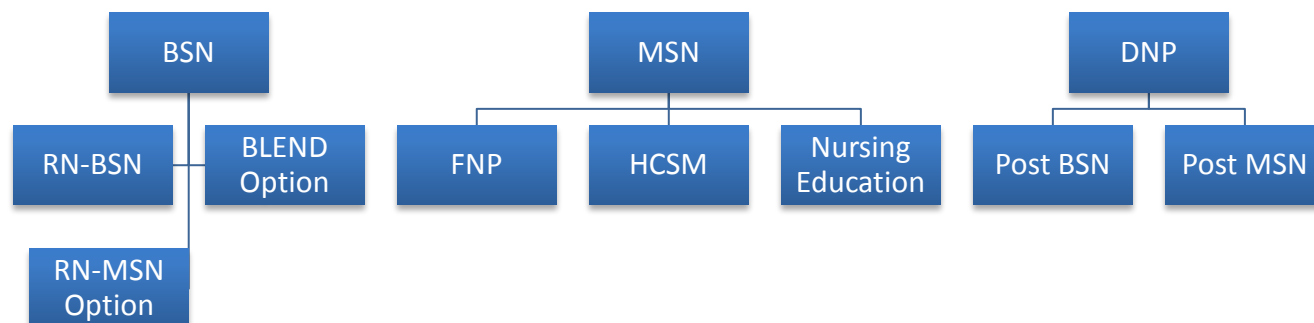
Students entering the MSN program will find the experience of graduate education to be significantly different from that of undergraduate education. At Loyola, MSN students are expected to be much more self-directed and independent than undergraduate students. Thus, MSN students will assume more responsibility for their education and learn to become active learners. In practice this means that graduate students will be expected to identify their educational needs, find new educational resources, and become proficient at accessing a variety of information sources.

Courses in the MSN program are structured to facilitate the transition from a passive to an active learner. Students will have the opportunity to research topics, prepare reading lists and presentations for peers, lead group discussions, do case presentations, and, for practitioner students, work

independently with sophisticated, interactive, diagnostic-reasoning software. The goals of these activities are designed to foster a spirit of independent inquiry, enhance critical thinking and communication skills, and assist students to develop tools needed to become lifelong learners.

The MSN program at Loyola University has three (3) tracks—

1. MSN-FNP Masters of Science in Nursing-Family Nurse Practitioner
2. MSN-HCSM Masters of Science in Nursing-Health Care Systems Management
3. MSN-NE Masters of Science in Nursing-Nurse Educator



Accreditation of Loyola Nursing Programs

Loyola University New Orleans and all of its degree programs are accredited by the **Commission of Colleges of the Southern Association of Colleges and Schools**, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500. The baccalaureate degree in nursing, master's degree in nursing and Doctor of Nursing Practice at Loyola University New Orleans are accredited by **the Commission on Collegiate Nursing Education**, One Dupont Circle, NW Suite 530, Washington, DC 20036, 202-887-6791. All programs are accredited through 2017. All programs meet the requirements of the **Louisiana State Board of Nursing**, 17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500.

Brief History of the School of Nursing

BSN Degree Program

Loyola's BSN program was the first in the state of Louisiana designed exclusively to meet the needs of registered nurses. The development of the BSN program began in 1979. The first students to complete the BSN program graduated in the Fall of 1982. In the Spring of 1983, the program was fully accredited by the National League for Nursing. During the 1980's the BSN program continued to grow. To meet the increasing demands of RN students for access to BSN education, in 1990 the BSN program developed off-campus learning sites throughout southern Louisiana.

BLEND (Bridge to Leadership Education in Nursing at a Distance) Option

The BLEND option was created as an alternative entry option to the MSN program for RNs who hold a bachelor's degree in a discipline other than nursing. The program began in 2006 and consists of six (6) credits of BSN courses to facilitate the transition of the student into the MSN program, including population health, health promotion, current issues in nursing, and health care, the professional role of the BSN nurse, and professional communication.

RN-MSN Option

The RN-MSN Option began in 1998, which allows RNs who enter Loyola University with the intent of pursuing a MSN through Loyola the opportunity to substitute two (2) MSN graduate level courses for undergraduate level BSN courses. The student receives both the BSN and MSN degree.

MSN Degree Program

In the Spring of 1996, Loyola's Board of Trustees approved a proposal for the Master of Science in Nursing degree program for Nurse Practitioners. The first class of MSN students was accepted in the Spring of 1997 and graduated in May of 2000. In the Spring of 2001, the Health Care Systems Management (HCSM) option was approved. The first HCSM class was admitted in the Summer of 2001 and graduated in the Spring of 2003. In the Summer of 2004, the HCSM track became the first totally online master's degree track at Loyola.

DNP Degree Program Doctor of Nursing Practice (DNP)

The University approved the Doctor of Nursing Practice (DNP) program in May, 2009 and it was accredited on February 1, 2010 by the Southern Association of Colleges and Schools (SACS). The first cohort of post-Master's to DNP students was admitted in summer of 2010. This cohort comprised post-Master's nurse practitioners in Women's Health, Pediatrics, Gerontology, Family or Adult concentrations. In 2011, the DNP program expanded to concentrations for APRN nurse practitioners with an emphasis on Integrated Behavioral Health and a concentration for Executive Nurse Leaders. In 2012, the DNP program expanded to admit post- Baccalaureate to DNP students to prepare them as Family Nurse Practitioners.

School of Nursing Philosophy and Organizing Concepts

The philosophy and organizing framework of the School of Nursing are consistent with the philosophy of Loyola University New Orleans, a Jesuit institution. Loyola University is committed to the belief that Christianity presents a humanistic worldview that is meaningful in any age. The study of professional nursing within the Jesuit tradition includes a focus on person, environment, health, nursing, and education. The following concepts are pertinent to the study of professional nursing within the Jesuit tradition: person, environment, health, nursing, and education.

Person

Viewed as central to the purpose of nursing, the person is a unique, holistic, spiritual being who possesses dignity, worth, and purpose. The person has needs beginning with those essential to life and progressing toward self-actualization. These needs exist within the framework of self-determination that is manifested by the exercise of free will. The person's free will impacts the priority and manner in which these needs are addressed. Although a person's actions are directed toward need gratification, persons seek gratification of these needs in greater or lesser degrees depending on other impacting factors.

From conception to death, the person is an evolving, emerging being who is subject to stressors that may affect one's life cycle, life style or need satisfaction. In constant interaction with the environment, the person functions in a variety of roles with rights and responsibilities for self and society. The person attempts to maintain functional balance within the context of environmental influences. As an emerging, becoming self, the person has a right to basic health care and has the right to self-determination.

Environment

The person exists within the context of an environment composed of internal and external components. The internal environment is the bio-psychosocial, spiritual nature of the person. The external environment is dynamic, diverse, and multicultural. It is within the context of the external environment that society and social relationships exist. The interactional relationship between the internal and external environments influences the person's health. The relationships between person and environment are influenced by the person's ability to respond, through the process of adaptation, to changes in both the internal and external environments.

Health

Health is a state of integrated functioning. Integrated functioning serves as an indicator of the balance between the internal and external environments. Health is dynamic and occurs on a continuum ranging from functional to dysfunctional. Optimal health is the person's highest functional potential at any given point in time. Progress toward optimal health varies because of the uniqueness of individuals.

Nursing

Guided by a Christian humanistic philosophy, nursing is an emerging practice-oriented, client-centered discipline. As both an art and a science, nursing is developing its unique body of knowledge. Moreover, this emerging body of nursing knowledge incorporates theoretical and empirical knowledge from the biological, physical, and behavioral sciences, and the humanities in achieving its goal.

The goal of nursing is to assist the client to promote, maintain or restore optimal levels of functioning. The client may be an individual, a family, a group, a community, system or society. The client may be encountered throughout the life cycle, at any given point on the health continuum, in many different settings, and under a variety of conditions. Using a holistic perspective, the nurse employs care, concern, creativity, and purpose in assisting the client to maximize functional potential. Nursing is accountable to the client for decisions that are within the scope of nursing practice and for activities that influence that practice.

Professional nursing practice includes behaviors and processes that are initiated for the purpose of assisting the client in (1) health promotion – moving to higher levels of optimal functioning, (2) health maintenance – maintaining the highest functional potential, and (3) health restoration – regaining integrated functioning to the extent possible. Nursing practice occurs within the context of nursing and health-related theories. Critical thinking, creativity, and diagnostic reasoning are foundational to professional nursing practice.

Professional nursing practice employs a variety of roles in a variety of settings to accomplish its purposes. These roles include, but are not limited to, care giver, client advocate, teacher, leader, research consumer, scholar, consultant, and interdisciplinary team member. The implementation of these roles occurs within the framework of Christian ethics.

Professional nursing practice is being propelled by societal changes into an era of accelerated diversity and broadened scope. The dynamic role of the nurse is influenced by increased social health care, health-related ethical dilemmas, and interdisciplinary cooperation.

Education

The faculty believes that baccalaureate education is basic to professional role socialization and the practice of professional nursing. Liberal education provides the opportunity to broaden the scope of

one's worldview. The combination of liberal and professional education provides the basis for continuing role development and graduate study.

Graduate education at Loyola is defined as both masters and doctoral education. Graduate education focuses on the development of specialized knowledge and skills by building on the foundation of baccalaureate education. Graduate education values intellectual curiosity, independent learning skills and attitudes, and a commitment to continual learning. Preparation for advanced roles in nursing practice occurs within both the master's and doctoral level and is grounded in theory and research. The emphasis in both programs is to foster the development of competencies necessary for the collaborative management of clients and the development.

Part 2: General Information for the MSN Program

MSN Program Mission, Goals and Objectives

Mission Statement

The mission of the Loyola MSN program is to prepare nurse to function in advanced roles in a variety of health care settings. The MSN program emphasis is to develop critical thinking and ethical decision-making skills as primary skills needed by all nurses in advanced roles. The curriculum is designed to educate nurses to provide effective and cost-efficient nursing care, and to provide leadership in improving and extending health care to specific populations.

Program Goals

The goals of the MSN program are to:

1. Provide graduate nursing education in the Jesuit tradition.
2. Create opportunities for the development of expertise in an advanced role.
3. Foster development of advanced interpersonal and communication skills.
4. Prepare nurses capable of improving health care and initiating change in health care delivery.
5. Foster professional identity as a nurse with an advanced role.

Program Objectives

Upon completion of the Loyola University's MSN Program, graduates will be able to:

1. Integrate scientific findings from nursing and other related disciplines into the advanced professional practice role
2. Function in an organizational or systems leadership role in diverse settings
3. Apply and operationalize business and economic principles and practices, including budgeting, cost/benefit analysis, and marketing
4. Identify and implement quality improvement and performance processes
5. Improve systems outcomes through information and communication technologies
6. Analyze and apply legal and ethical principles in healthcare, incorporating evidenced-based practices and health policies
7. Demonstrate the ability to practice independently and as a member and leader of inter-professional teams
8. Appraise holistic evidence-based prevention and services to individuals, families, and aggregates/identified populations

Admission to the MSN Program

Students are admitted to the MSN program based upon a review of all materials provided to the School of Nursing.

Types of Admission to the MSN Program

The MSN Committee of the School of Nursing reviews all applications and makes admissions decisions. Applicants are notified of the Committee's decision by letter. The Committee can recommend two types of admission:

1. **Unconditional Admission**: Applicants are admitted unconditionally when they have submitted all required materials and met all admission standards. Since admission into the MSN program is

limited, the SON reserves the right to determine which applicants are the best matches for Loyola's graduate program.

2. **Provisional Admission:** If an applicant appears to meet admission standards but is unable to provide one or more documents required for admission by the time admissions decisions are made, there are additional requirements, such as recommendation for a writing course, provisional admission may be granted. A provisionally admitted student has until the date indicated in the admission letter to provide required materials or to complete identified steps listed in the letter of acceptance in order to progress in the program. The provisionally admitted student will not be allowed to register if needed documentation has not been provided by the stated deadline.
3. **BLEND Admission:** A student admitted to a program/track in the School of Nursing via the BLEND Option must identify the desired program or track upon admission. Admission is approved/denied for the designated track. If the student selects to pursue an alternative track, the student must seek approval for admission to the newly identified track from the respective Program Coordinator.
4. **RN-MSN Admission:** Upon completion of the RN-BSN course requirements, including the designated MSN courses, RN-MSN students must apply and be accepted to the respective MSN program.
5. **MSN-FNP/MSN-NE Non-matriculated Student Enrollment:** Applicants who do not meet regular admission criteria may be offered the opportunity to enroll in Pathophysiology and Pharmacology courses as a non-matriculated student to improve application status consideration. Approval must be granted by the Program Coordinator.

Transfer from BSN-DNP Track of the DNP Program to the MSN-FNP Track of the MSN Program

BSN-DNP students who desire to transfer from the BSN-DNP track to the MSN FNP track will need to indicate their desire in writing to the DNP Program Coordinator. Approval will be based on the following criteria:

1. Cumulative GPA 3.0 or higher in the DNP program.
2. Successful passage of two (2) 800 level practicum courses.
3. Ability to complete program of study within (5) five years of original admission.
4. Once a BSN-DNP student has elected to enroll in the MSN FNP track, the student is no longer enrolled in the BSN-DNP track.
5. Once a BSN-DNP student has elected to enroll in the MSN FNP track, the student is no longer eligible for re-entry into the BSN-DNP track.

Upon successful completion of the MSN FNP track, students are eligible to apply for the MSN-DNP track.

Policies Governing Transfer Credits

Graduate Program Students

Students who have earned academic credit in a graduate program at an accredited college or university (including Loyola University New Orleans) may be allowed to transfer a maximum of six (6) credit hours with a minimum grade of "B" (83% or higher) and with the approval of the departmental chair and/or the dean of the college. Each degree program, as well as Loyola University admissions office, has certain restrictions concerning acceptance of courses completed at other institutions. Transfer of credits earned more than five years prior to enrollment ordinarily will not be considered.

Transfer students will be informed of the amount of credit that will transfer prior to their enrollment, if possible, but at the latest prior to the end of their first academic term in which they are enrolled.

Enrollment at Other Universities

Students must obtain approval of their requested coursework from the department advisor/chair prior to enrollment in courses at other institutions and a Letter of Good Standing from their dean (if required by the attending university). A Letter of Good Standing is based on a student being in good academic standing, good financial standing, and with no current or pending disciplinary issues. <http://2016bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Admission Licensure Requirements for MSN Program

Upon entering the MSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice. If, at any point during the program, a student's RN license becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in **dismissal** from the MSN program.

Effective Fall 2016, all pre-licensure FNP students will be required to obtain and maintain a Louisiana Registered Nursing license while enrolled in the program.

Criminal Background Check, Immunization Requirements, and CPR

Upon admission to the program and at least sixty days prior to enrollment, students are required to apply for a certified background review, at their own expense, by CastleBranch (<https://www.castlebranch.com/>) as designated by Loyola University New Orleans (School Code: LO22) with the results reported to Loyola University New Orleans School of Nursing. **Students must be fully compliant with all items** upon admission to the MSN program and through the entire program, including:

- Background check
- Physical Exam
- Drug test
- RN License
- CPR for Health Care Providers Verification
- Immunization Tracker
 - ALL STUDENTS are required to adhere to all CBC requirements, including immunization requirements--
 - Measles (2 doses)
 - Mumps
 - Rubella
 - Tetanus, Diptheria, Pertussis
 - Poliomyelitis
 - Influenza
 - Varicella (Chicken Pox)
 - Hepatitis B
- If the student is conducting the practicum in their place of employment, the Loyola University SON requirements must still be adhered to, regardless of the requirements of the employer.

Professional Liability Insurance

- The School of Nursing provides professional liability insurance coverage (limits \$1,000,000/\$3,000,000) for students while engaged in their clinical practice experience. The insurance covers negligent acts, errors, or omissions in rendering or failing to render professional services for others which services involve specialized training, knowledge, or skill. This coverage applies ONLY to the clinical practice experience of Loyola School of Nursing students and ONLY in hospitals or other medical facilities with which Loyola has a signed affiliation agreement contract.
- Report claims immediately to Risk Management Department via email to jcnaquin@loyno.edu or phone (504)865-3141.
- If you have any questions regarding this insurance coverage, please contact the Loyola University School of Nursing.

NURSYS E-Notify

The School of Nursing uses the National Council of the State Boards of Nursing electronic system, Nursys, for licensure verification and e-Notify to receive automatic updates on any changes in status of student licensure for those students who live in states with participating boards of nursing. Information about state participation can be found at: <https://www.nursys.com/NLV/NLVJurisdictions.aspx>
Although the SON uses this system, each student is responsible for notifying the SON if there is any action related to the student's license while in the program.

Part 3: University, College and School Policies

MSN Program Grading Policy

The University sets the numerical equivalents to letter grades. In keeping with Loyola University policy, faculty are required to publish in the course syllabus evaluation methods to be used to determine a student's course grade. Thus, numerical equivalents to letter grades for each course will be found in the respective course syllabi. Individual course syllabi indicate the portion of the final grade attributed to various grading components. Loyola University uses the following grading scale for graduate students.

Letter Grade	GPA Conversion	Grading Scale	Meaning
A	4.0	93-100	Excellent
A-	3.8	90-92	Excellent
B+	3.3	87-89	Above Average
B	3.0	83-86	Average
B-	2.7	80-82	Below Average
C+	2.3	77-79	Below Average
C	2.0	73-76	Below Average
C-	1.7	70-72	Below Average
D+	1.3	66-69	Minimally Passing
D	1.0	60-65	Minimally Passing
F	Failure	<60	Failure or failure to withdraw
I	N/A	N/A	Incomplete
IP	N/A	N/A	In Progress

Important Notes

The University policy regarding an "I" or "incomplete" grade reads: "An 'I' (incomplete grade) automatically converts to an 'F' if work is not completed by dates specified in the University calendar, that is located at <http://academicaffairs.loyno.edu/records/academic-calendars>."

An "I" grade is to be assigned only when the institution has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. The reasons are customarily medical. The "I" grade is not an automatic extension. *An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.* Faculty-on-record for a course reserves the right to decide the use of "I" grading. Course work completion due dates will be determined by the faculty of record.

See: <http://2016bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages#grading-gr>

The University policy re: "IP" or "In Progress" grade: IP grades for graduating students must be converted to actual grades by the certification date set by the Registrar (July 1 for May graduation, October 1 for August graduation, February 1 for December graduation). Faculty-on-record for a course reserve the right to decide the use of "IP" grading. If the IP grade is not converted by the certification date, the student's diploma will be dated with the next graduation date (e.g., dated August rather than May of the given year).

Once course requirements are completed for an IP or I grade, the faculty member completes the required form to finalize completed I or IP grades and the forms are submitted to the Program Coordinator and the Director. The finalized grade may take several weeks to appear in LORA.

Minimal Acceptable Grade in MSN Program

The minimum acceptable grade in a graduate course taken at Loyola is a B (83%). Any student receiving a grade of F in any theory (non-practicum) course will be dismissed from the program. No course can be repeated more than once. Only MSN courses are calculated for the GPA. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation for one semester. A student on academic probation has one semester (fall, spring or summer semester) to remove the academic deficiency. If the deficiency is not removed in the allotted time, the student will not be allowed to continue in the program.

Pass/Fail Courses

All courses in the MSN program that are “Pass/Fail” will be identified in the syllabi under grading as “Pass / Fail”. Each evaluation element must be completed with a score of 83% or better in order to successfully pass the course.

Grade Appeals Process

As stated in the *Loyola University New Orleans Graduate Bulletin*: “The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the semester. The grading system should be included in the course syllabus.”

The complete grade appeals process is fully described in the *Loyola University Graduate Bulletin* in the section “Academic Regulations,” under “Grade Appeals.” <http://2016bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages#grade-appeals>

Academic Honor Code

All MSN students are expected to sign the Academic Honor Pledge and abide by the academic honor code. The MSN faculty have a zero tolerance for any offense (See Appendix A).

Any individual in the Loyola Community can make allegations of Academic Honor Code violation. In the School of Nursing, the information must be submitted to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Graduate and Professional Studies. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

Policy Regarding Course Assignments

Each course assignment is due to faculty by the designated date and time listed in course materials (e.g., in syllabus, schedule of classes, modules, announcements), and is expected to be submitted to the appropriate location that is provided (e.g., submission through assignment link, discussion board, or elsewhere). Faculty have the responsibility to provide assignment deadline date, time, and location for submission. Any extension of a due date is at the discretion of faculty. Students should not assume that a late assignment will be graded. If a student requests an extension, negotiation with faculty for the extension must be completed **before** the posted deadline for the assignment. Any late assignment, if accepted by faculty, may be penalized in points deduction at the discretion of faculty.

APA style 6th edition and format is required for all formal papers.

Professional Email Communication

Communication by email is commonplace in businesses and health care organizations and is typically a primary means of communication within the organization and outside the organization. Professional email communication must be used during your practicum experience and should be used for all correspondence with the student's faculty and University personnel. The guidelines on composing professional emails below must be used for communication with your preceptor, faculty, and all other email communication during your practicum--

- Always fill in the subject line with a topic that means something to your reader. Not “Decals” or “Important!” Instead use phrases such as “Nursing 752-Practicum Plan,” or “Nursing 735 Assignment Due Date.” Modify the subject line when appropriate; do not continue using the original subject in your reply (or replies) if the subject has changed. Alternately, start a new e-mail if the subject/recipients have changed and/or if the e-mail is unmanageably long.
- Use “Dear,” title, and last name. For example, use “Dear Dr. Smith,” but NOT “Dear Dr. Rhonda Smith,” “Dear Rhonda Smith,” “Dear Smith,” or Dear Dr. Rhonda.” Use Dr. if you are unsure how the person should be addressed.
- Put your main point in the opening sentence. Never begin a message with a vague “This” – as in “This needs to be done by 5:00.” Always specify what you’re writing about.
- Use SBAR (Situation, Background, Assessment and Recommendation) to compose emails -
 - Situation: Identify the situation by telling the reader what your main point or request is.
 - Background: Write as though you assume that your reader has no prior knowledge of your issue or situation.
 - Assessment: Provide your assessment of the situation.
 - Recommendations: Describe what you recommend should be done to address the issue or what you are asking the reader to do.
- As a general rule, please avoid text speak (abbreviations and acronyms). Texting language is not appropriate for professional, academic, or business communication.
- Be brief and polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or “b) providing an attachment. People may be reading emails on mobile devices. But in any case, don’t snap, growl, or bark.
- Remember to say “please” and “thank you.” And mean it.

- Include a friendly closing. “Sincerely” may be too formal for regular business communication, so consider other closings, such as the following: Regards, Best regards, Best wishes, Thanks, and Have a great weekend (if the weekend is coming!).
- Always include your full name and any other pertinent identifying information. Add a signature block with appropriate contact information for consistency.
- Edit and proofread before hitting “send.” Spell-check is not always enough.
- Reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response. If you are out of the office or inaccessible create an “out of office” message.

Examination Policy

All examinations in the School of Nursing shall be monitored by Examity™. A guide on the use of Examity™ can be found [here](http://css.loyno.edu/sites/css.loyno.edu/files/Examity%20Student%20Guide.pdf) [http://css.loyno.edu/sites/css.loyno.edu/files/Examity Student Guide.pdf] and a video tutorial [here](http://www.youtube.com/watch?v=bySuGwSnP88&feature=youtu.be) [http://www.youtube.com/watch?v=bySuGwSnP88&feature=youtu.be]. For courses that include examinations, a student who has a legitimate reason (such as illness) for missing a scheduled examination should (if at all possible) notify the faculty of her/his absence prior to the scheduled examination. Make-up examinations will be allowed for legitimate absences from scheduled examinations, but the form and scheduling of these examinations will be at the discretion of the faculty.

Attendance Policy

The following are College of Graduate and Professional Studies and School of Nursing policies:

1. In online courses, students are expected to log-in to the course during the first week of the course. Students risk being dropped from a course if they have not logged in during this time.
2. Attendance policy statements are minimum standards. Faculty have the right to exceed those standards and establish grade adjustments as warranted.
3. Participation in all Blackboard assignments and activities is required of all enrolled students.

Writing Assistance for Students

Writing Across the Curriculum (WAC) has writing tutoring available for all students. To begin a tutoring session, students should use the “Submit a Draft” web page that WAC has built for distance learners: <http://www.loyno.edu/success/submit-draft-distance-learning>. The School of Nursing would like to encourage students to utilize this service.

Writing is a process, and one way for you to engage in that process is by having someone provide you with constructive feedback. Through Writing Across the Curriculum, professional writing consultation is available for all registered Loyola students. Tutors are trained to help you clarify and shape your ideas, but they do not simply edit papers or check for content errors. The goal of a tutoring session is to help make you a better writer no matter your skill level or where you are in the writing process. To work with a tutor, please submit your paper, including the assignment, to the WAC website at <http://www.loyno.edu/success/distance-learning>. Please allow 3 business days for a tutor response.

Policy Regarding Return of Student Work

All students have the right to receive copies of their graded work. And Faculty are required to grade and return student work in a timely manner. Blackboard software is used in all courses. Faculty provide information within their course Blackboard sites (e.g., syllabus, etc.) regarding requirements for submission of projects and assignments. Most faculty require assignment submission through Blackboard, and faculty return assignments through Blackboard as well. However, there will be some variation among faculty and within the courses.

Course and Program Evaluations

Student input is highly valued at the University, College, and School of Nursing. Program improvements are often generated by student feedback. Students are expected to complete evaluations of all orientations and courses at the end of every semester or when directed. Faculty values student input into the course and technology. Course and program evaluation is one mechanism for providing input to faculty and administration regarding the student learning experience. Other evaluations of the program are required at exit. After graduation, students are contacted to provide feedback as alumni who have held the MSN degree for a period of time. All evaluation data are reviewed by faculty and administration and serve to inform faculty regarding course and program refinements.

Academic Advisement

Upon entering the MSN Program, each student is assigned an academic advisor. Academic Advisors will be available to meet with students, in person or virtually. Academic advising is done prior to the start of each semester, with additional advising as needed throughout the semester.

Specifically, the Academic Advisor will assist the student by:

1. Providing any needed clarification regarding standard progression plans;
2. Providing guidance when adjustments in the planned program are needed (e.g., dropping or adding courses, leave of absence, etc.);
3. Communication with the student to ensure the student is progressing as per plan.

The student should be familiar with the requirements for the MSN Program, found both in this *Handbook* and the current *Loyola University New Orleans Graduate Bulletin*, so that appropriate decisions may be made.

Registration Holds

Under certain circumstances, restrictions (or registration “Holds”) are used to prevent the student from registering. “Holds” may be financial (i.e., an outstanding tuition balance) or other-related (i.e., failure to submit the immunization record). To determine the nature of a hold, access LORA (See Section 5.4 of this *Handbook* for directions for logging onto LORA.) and click on the tab for “Holds.” Contact the Student Financial Services Center at (504) 865-3333 or sfscenter@loyno.edu for financial holds, and the Program Administrative Assistant for other holds.

Withdrawal from a Course and Leave of Absence

Tuition Refunds Following Withdrawal

The University academic calendar (check the academic calendar on LORA for the specific date - see Section 5.4 of the Handbook) for each semester contains a schedule of refunds (i.e., a percent of the tuition) based on the percentage of the course that has been completed by the date of official withdrawal. It is the responsibility of the student to assure the timelines are met by submitting all required paperwork and checking the student account to assure processing has been completed.

Withdrawal from a Course

After the drop/add period and up to one week following the midterm period, students may receive an administrative withdrawal from a course. A grade of W for the course is placed on the transcript, and the transaction requires the adviser's and instructor's signatures. Course withdrawal is not complete or official until all signatures have been obtained and a copy is filed in the Office of Student Records. The student is required to submit the Course Withdrawal Form to the School of Nursing Office. Students who stop attending but do not officially withdraw from the course will receive a grade of F. Please refer to the academic calendar for deadlines –

<http://academicaffairs.loyno.edu/records/academic-calendars> .

<http://2016bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Withdrawal from the University

To withdraw officially from the university a student must:

Obtain a withdrawal form from the Office of Student Records.

Obtain signatures of the designated officials on the withdrawal form.

Students should consult the academic calendar for the tuition refund schedule and deadlines.

Withdrawal is not complete or official until all signatures have been obtained and the student record's copy is returned to the Office of Student Records.

Those students who withdraw officially from the university prior to the last day for dropping courses as recorded in the academic calendar will have the courses removed from their records. Students withdrawing from the university after the drop period but in the withdrawal period will receive Ws (Withdrawal) in all courses. Students who have not been enrolled at the university for a period of two semesters or more must follow the degree requirements in effect at the time of their reentry.

<http://2016bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Leave of Absence

Degree seeking students enrolled in a term may apply to their dean for a leave of absence for either the next term or academic year and process a leave of absence form in the Office of Student Records (Thomas Hall 204). Students returning from a leave of absence are subject to the policies of the bulletin under which they were originally admitted. A leave of absence is not granted to a student transferring to another university. Students who did not formally apply for a leave of absence must reapply for admission and are subject to the policies and requirements of the current bulletin.

<http://2016bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Medical Withdrawal from the University

Students requesting medical withdrawal should follow the instructions outlined in this section. There are no forms associated with this withdrawal. A student will be granted a medical withdrawal for medical or mental health reasons from the University within the term the student is incapacitated, on the condition that detailed written documentation is provided by the student's health care professional to the Vice

President for Student Affairs and associate Provost. Written notification will be provided to appropriate parties by the Vice President for Student Affairs and Associate Provost. Any student receiving a medical withdrawal during the term may be required to remain out of class the succeeding term. (This decision will be based on seriousness of illness and time of withdrawal.) Medical withdrawals must be made within the term being requested (during illness), and are for the entire term. There are no partial medical withdrawals for a term. The Vice President for Student Affairs and Associate Provost will recommend the appropriate refund, if any.

<http://2016bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

MSN Student Input into Governance

The School of Nursing acknowledges the importance of obtaining student input and offering students an active role. To facilitate the process of obtaining input, faculty will announce through e-mail the issues for which student input is requested. All students are expected to submit course evaluations at the appointed time during each semester. In addition, all students are encouraged to provide input to faculty, the program coordinator, and the Director by a variety of means including appointments, e-mail, telephone, written suggestions, etc. All student input is thoughtfully considered and faculty make every attempt to provide appropriate responses to student suggestions. Each MSN track cohort will elect a student representative who is asked to “attend” (in person or by phone) the MSN program track committee meetings. Student representatives are non-voting members of the committee.

Student Representative

The role of the student representative (SR) to the program track faculty is critical to meeting program outcomes. Characteristics of a student representative include but are not limited to the following: excellent verbal and written communication skills, organizational and planning skills, critical reasoning and problem solving skills, interpersonal skills, ability to negotiate, make constructive suggestions and find corresponding solutions.

A student representative demonstrates commitment to the program by participating in meetings that are scheduled over the academic year; taking notes of the meeting and reporting the outcomes of the meeting to the student body; working with other students and faculty to implement initiatives and solutions; creating connections via planning events to enhance communication lines; and devoting about one hour a week towards this role.

Consistent with program outcomes, the SR role enables students to develop and/or strengthen leadership skills, connect with various internal and external agencies, assist student peers with communicating issues, concerns, and opinion. Responsibilities of SRs include:

- Acting as a link between students and faculty/administration
- Serving as a liaison in bringing any issues/suggestions/feedback to faculty at meetings
- Relaying key messages from the faculty/administration to the student body
- Suggesting, developing, and implementing solutions to problems related to online campus life
- Collaborating with students to coordinate events to enhance student communication opportunities

MSN program track meetings are the forum for SRs to present any broad issues/concerns/feedback raised by students to faculty/administrators and support the faculty/administration in conveying their concerns to the student body. SRs gather feedback from students prior to faculty meetings, submit

agenda items in a timely fashion, represent their fellow students at the meeting, and report to students on relevant issues.

Length of Time to Complete the Program

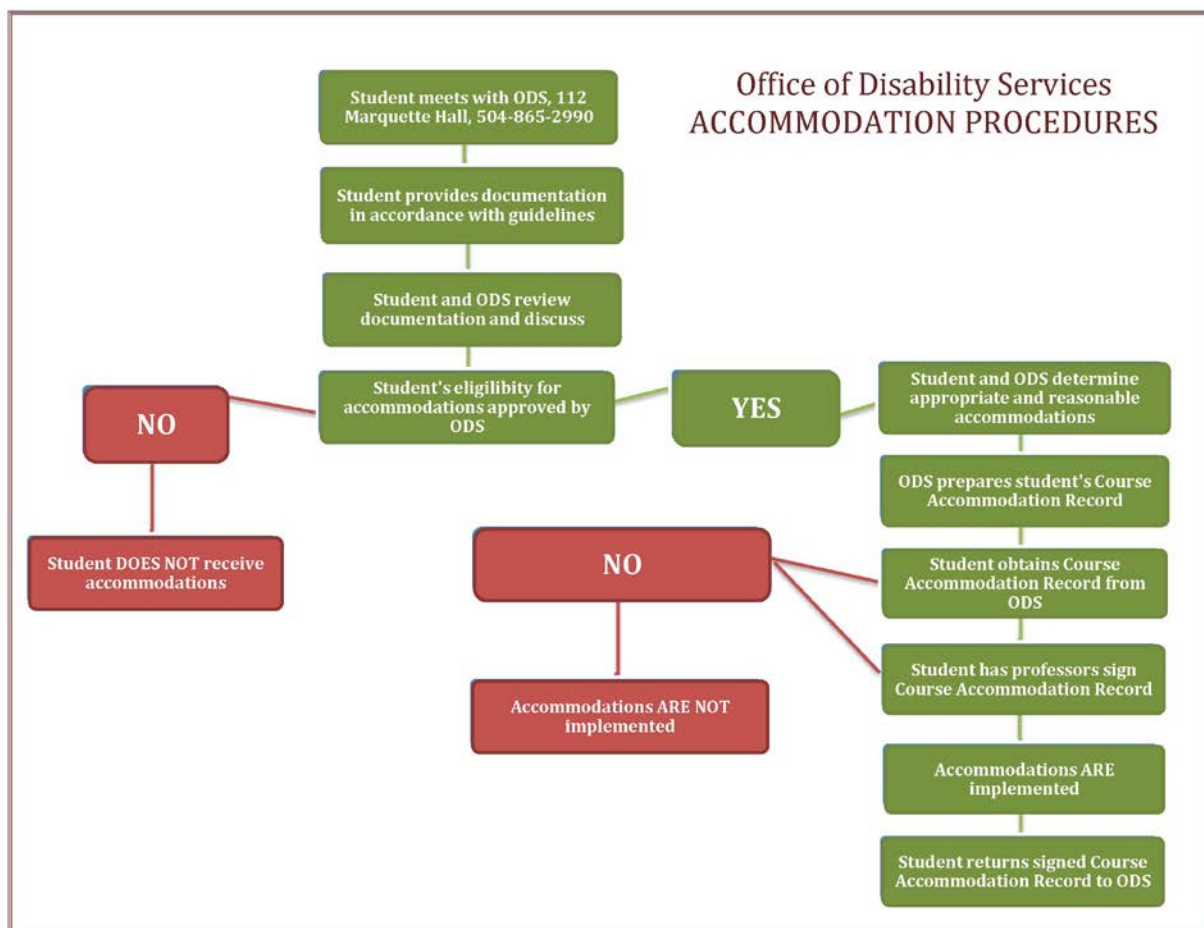
Students are required to complete the MSN program within **5 years** of enrolling in course work. Students who find it necessary to drop out of school for a period of time must request a formal leave of absence and complete the relevant paper work. The *Leave of Absence* form guarantees the student the right to return to the program within one year, after which the formal leave expires. The student will work with the Academic Advisor and/or Program Coordinator to develop an alternate plan of study to accommodate the curriculum in effect at the time of reentry.

Student Academic Grievance Procedure

- Any Loyola undergraduate or graduate student who in their opinion believes that they have been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision. This procedure does not include grade appeals, or matters of discrimination or harassment, which are addressed by separate procedures. A grievance is a complaint in writing made to an administrative officer of the University concerning an academic decision, made by a person or group of persons acting in an official University capacity that directly and adversely affects the student.
- For purposes of this procedure, an appropriate matter of grievance is defined as any decision of an academic nature, which in the opinion of the student is improper and by which the student believes they have been adversely affected.
- This grievance procedure applies only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor or researcher; (2) a school, department, or program; (3) a committee charged to administer academic policies of a particular school, department, or program; or (4) the University Director of Registration Services, the Vice President for Academic Affairs, the University Senate, or any committee or subcommittee charged to administer the academic policies of Loyola University New Orleans.
<http://2016bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages>

Disability Services and Accommodation Policy

If you have a disability and wish to receive accommodations, please contact Disability Services at 504-865-2990, ods@loyno.edu, or visit the Office of Disability Services in Marquette Hall 112. Please note that before any accommodations can be implemented, you must obtain an official Course Accommodation Record from Disability Services for my signature.



FERPA (Family Educational Rights and Privacy Act) - Policy on Release of Information

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

<http://academicaffairs.loyno.edu/records/annual-notice-students-ferpa>

Emergency Plan

In the event that there is an interruption to our course due to the cancellation of classes by the university as a result of an emergency, we will continue our course on *Blackboard* within 48 hours after cancellation. All students are required to sign on to *Blackboard* and to keep up with course assignments within 48 hours of evacuation and routinely check for announcements and course materials associated with each class. Class handouts will be posted under “course materials”. Students should be familiar with their responsibilities during emergencies, including pre-evacuation and post-evacuation for hurricanes. This information is available on the Academic Affairs web

site: <http://academicaffairs.loyno.edu/students-emergency-responsibilities> Additional emergency-planning information is also available: <http://finance.loyno.edu/police/emergency-plans>

Part 4: Organizations and Services

Sigma Theta Tau International Honor Society

Among organizations of interest to nursing students is the *Xi Psi At-Large-Chapter* of *Sigma Theta Tau International*, the International Honor Society of Nursing. Membership in the honor society is by invitation to students who meet the academic criteria set by *Sigma Theta Tau*. Induction into the Society occurs each Spring. Eligible students receive letters inviting them to join *Sigma Theta Tau*. Since membership in the Honor Society is considered prestigious, all students who are invited to join are strongly encouraged to take advantage of the benefits of membership in the society. The faculty chapter liaison can be reached at stti@loyno.edu.

Blackboard Course Management System

Blackboard is a course delivery system that helps faculty and students communicate more effectively. You may access Blackboard by utilizing clicking on the word “blackboard” in the top right corner of page at: <http://loyno.edu>. Technology requirements and Blackboard specifications are located at located on the Loyola University website (Select [Blackboard Specifications](#)). Blackboard also provides the student with assignment schedules and posted grades. An Instruction Technology Support Specialist is available to assist you during regular business hours at **1-866-789-7148** or onlineed@loyno.edu

LORA: Loyola Online Records Access

LORA is the Loyola Online Records Access system. Students use LORA to register for classes, view grades, transcripts, account summaries, and change mailing and e-mail addresses. To access LORA from the Internet, go to <https://lorasec.loyno.edu/> and enter your student ID (SSN#) and your PIN. For first time users, the PIN is the first two letters of your first name and the last four digits of your social security number. Once into the LORA system, you will be allowed to choose your own six-digit pin.

Academic Calendar & Schedule of Classes

Use the [Academic Calendar](#) link on the Loyola homepage <http://loyno.edu> to access the academic calendar and to obtain information about class schedules click on “calendar” at the upper corner of the page. Keep in mind that the School of Nursing is in the College of Social Sciences of the University.

Schedule of Classes can be found in LORA.

General Student Services

ACADEMIC RESOURCE CENTER: The Academic Resource Center is located in Marquette Hall, Rm. 112 and provides a broad range of academic support services free of charge to all Loyola students. Services for Students include: (a) Academic counseling, (b) Disability Services, (c) Testing Services, (d) Tutorial Services, and (e) Writing Consultant. For more information, call (504) 865-2990 or visit at: <http://www.loyno.edu/arc/>.

MONROE LIBRARY: The library is available during the following hours (Central Time Zone):

Monday - Thursday 7:30 AM - 2:00 AM

Friday 7:00 AM - 9:00 PM

Saturday 11:00 AM - 6:00 PM

Sunday 11:00 AM - 2:00 AM

Phone: 504-864-7111

<http://library.loyno.edu/>

Summer hours: May 18 – July 31:

Monday – Thursday 8:00 AM – 8:00 PM

Friday 8:00 AM – 5:00 PM

Saturday 11:00 AM – 5:00 PM

Sunday 11:00 AM – 8:00 PM

The Learning Commons Desk is reachable during our operating hours, which can be found at <http://library.loyno.edu/about/hours.php>

SON Library Liaison

G. Michael Truran

Public Services Librarian

J. Edgar & Louise S. Monroe Library

Loyola University New Orleans

Office [\(504\) 864-7119](tel:5048647119) | Email gmruran@loyno.edu

Please check the Library schedule by clicking on Monroe Library on the main webpage at <http://loyno.edu> for changes in library hours for holidays and extended study periods. In addition to a large collection, Monroe Library has an extensive interlibrary loan system. Study rooms are also available to students for group and individual study.

BOOKSTORE: The on-campus bookstore is located on the first floor of the Danna Center. Bookstore hours are: Mon-Thurs 8:30 AM - 6:00 PM, Fri 8:30 AM - 4:30 PM, and closed on Sat-Sun. Summer hours may be different. The online Bookstore website is: <http://www.bkstr.com/loyolanostore/home>

FOOD SERVICE/DINING: Loyola has made many recent changes to its dining services. The schedule for these services is subject to change, especially during graduation week. Students are encouraged to find the most current information on our website at the following link: <https://loyno.sodexomyway.com/>

CAREER DEVELOPMENT CENTER: The Career Development Center offers services for students seeking counseling for personal concerns, guidance in identifying career goals, and assistance in finding internship and employment opportunities. Call (504) 865-3860 for appointments or further information. You can also access the center's webpage from the University homepage and then navigating from the Current Students link: <http://studentaffairs.loyno.edu/careers/students>

UNIVERSITY COUNSELING CENTER: The University Counseling Center (UCC) supports all students with free, confidential professional counseling services around issues of stress, depression, anxiety, academic motivation, relationships, and more. For more details regarding the University Counseling Center, please visit the UCC webpage at: <http://studentaffairs.loyno.edu/counseling/about-university-counseling-center>

POST OFFICE: The post office provides most services offered by a regular U.S. post office, as well as on-campus mail. The post office is open 8:30AM - 4:00PM Monday-Friday. For more details regarding campus mailing services and guidelines please visit the following webpage: <http://finance.loyno.edu/post-office>

STUDENT HEALTH: Student Health Services provides primary care treatment for and education about personal health issues for all Loyola students, with a referral service to consultant specialists. The Health Center is open M-F 8:30 AM - 4:45 PM. For more information, please contact Student Health at (504) 865-3326 or visit their webpage at: <http://studentaffairs.loyno.edu/health>

STUDENT FINANCIAL SERVICES CENTER: This Financial Services Center provides information on financial aid funding and requirements, your tuition bill, and payment options and due dates.

Loyola will supply a bill for your enrollment each semester. If you enroll in multiple sessions within the semester, you will receive a bill for all classes for that semester, regardless of when they start. Although, billing continues throughout the semester, late fees are waived in the case of multiple sessions that cause financial aid disbursement delays. If you have any questions about your bill or tuition payments, please contact the Student Financial Services Center.

If you are awarded financial aid, please make sure that you meet the requirements for your funding including updating contact information during the program as well as after graduation each year. As financial aid is subject to change, please contact the Student Financial Services Center for the most current information available.

The Student Financial Services Center is located in Thomas Hall, Room 202, and can be contacted during their regular business hours, M-F 8:30 AM - 4:45 PM at 504-865-3333 sfscenter@loyno.edu. You can visit their webpage at: <http://sfs.loyno.edu/>

Part 5: MSN Family Nurse Practitioner Track

MSN Family Nurse Practitioner (FNP) Track

The MSN-Family Nurse Practitioner (FNP) concentration develops your advanced nursing skills so you can provide evidence-based, holistic care to individuals, families, and populations across the health continuum.

MSN FNP Progression & Graduation Requirements

The MSN FNP track consists of 48+ credit hours. The actual number of credits needed to graduate is determined by the MSN FNP track Coordinator through transcript evaluation upon admission to the MSN FNP track. Students may have additional requirements as required by some financial aid programs such as the Faculty Loan Repayment Program (NFLP) that requires two educational courses in addition to the degree requirements for each program loan. All courses are provided online, except for supervised practicum work, which is completed in a state in which the student is licensed to practice. Students attend an on-campus conference each spring, and defend their scholarly project on-campus prior to graduation. The MSN FNP track curriculum adheres to the Eight Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006).

MSN FNP PROGRESSION PLAN - NURSE PRACTITIONER (48+ credit hours)

Each course is 3-credit hours. Each practicum credit hour is worth 60 hours of practice.

SUMMER I	FALL I	SPRING I
N800 Theoretical Foundations & Role N810 Advanced Health Assessment N817 Scientific Writing (Elective)	N805 Advanced Pathophysiology N812 Advanced Health Assessment Practicum N820 Advanced Pharmacotherapeutics	N840 Primary Care of Adults N845 Primary Care of Adults Practicum N711 Informatics N860 Gerontology in Primary Care
Total: 6 – 9 credits	Total: 9 credits	Total: 12 credits
SUMMER II	FALL II	SPRING II
N732 Population Health N817 Scientific Writing (Elective) N802 Advanced Statistics and Data Management (Elective)	N850 Primary Care of Adults & Women's Health N855 Primary Care of Adults & Women's Health Practicum N835 Advanced Research Methods	N825 Primary Care Pediatrics N830 Primary Care Pediatric Practicum N950 Integrated Behavioral Health
Total: 3-9 credits	Total: 9 credits	Total: 9 credits
		MSN Degree – FNP total credits = 48-54 (with optional courses)

MSN FNP Practicum

The MSN FNP track contains intensive practice experience during which the student is learning new skills, testing new knowledge, and developing in the advanced practice role. During the practicum the student applies what has been learned in other MSN FNP courses. Table 4 presents the distribution of practicum hours.

Table 4. Practicum Hours in Post-BSN MSN FNP Track

Table 4: MSN FNP Track Practicum Hours by Course, Credit and Hours

Clinical Practicum Hours			
Course	Credit Hours	Hours	Hours to Credit Ratio
NURS 812: Advanced Health Assessment Practicum	3	180	4:1
NURS 830: Primary Care of Pediatrics Practicum	3	180	4:1
NURS 845: Primary Care of Adults Practicum	3	180	4:1
NURS 855: Primary Care of Adults & Women's Health Practicum	3	180	4:1
Total Hours		720	

Notes:

- Formula to determine hours = (credit hours) x (ratio) x (15).
- Any course repeated for replacement or additional credit is at the prevailing rate of tuition/fees. Please check the graduate bulletin at the time of effect for tuition and fees charges for MSN FNP courses and activities.

MSN FNP Practicum

1. The MSN FNP curriculum includes 720 hours of supervised practicum.
2. In N812 Advanced Health Assessment, the 180 hours of practicum component focuses on students mastering taking a comprehensive health history and perform a thorough head-to-toe physical exam.
3. Objectives for the primary care practicum courses (N830, N845, N855) and advanced health assessment practicum (N812) for nurse practitioner students are determined by the program faculty and stated in each course syllabi.
4. The student will progress through an advanced health assessment practicum and each of three primary care practicum courses; each course requires that the student complete 180 supervised clinical hours (**refer to plan of study**).
5. In N830 Primary Care of Pediatrics Practicum is focused on the management of children. This patient population will be drawn from: infants, toddlers, pre-school, school age and adolescent children with health problems as commonly seen in a primary care setting.
6. In N845 Primary Care of Adults Practicum students will manage a variety of acute and chronic primary care patients with illnesses that present across the adult age continuum. In this practicum there is a special emphasis on the aging and aged patient.

7. In N855 Primary Care of Adults & Women's Health Practicum students will manage a variety of acute and chronic primary care patients with illnesses that present across the adult age continuum, with a special emphasis on the aging and aged patient as well as 90-hours OB/GYN Care.

Role of the MSN FNP Practicum Preceptor

1. A preceptor is an *experienced** nurse practitioner, physician, clinician, or administrator with a terminal degree, who agrees to assist and evaluate the MSN FNP students through the practice portion of the track. In rare circumstances, a highly qualified masters-prepared nurse may be utilized as a preceptor. Exceptions must be approved on a case-by-case basis by the MSN FNP Program Coordinator.
 2. The MSN FNP students should select a preceptor who has *expertise* in the course area of interest.
 3. The preceptor is expected to assist the student in developing and evaluating a patient or system-focused scholarly project relevant to the student's area of interest.
 4. The preceptor is responsible for submitting a final semester evaluation to Loyola faculty. Additional evaluations may be required throughout the course.
- * The APRN or NP must have at least 1-year full-time practice post-APRN licensure to be considered *experienced*.

Selection of MSN FNP Preceptors & Practicum Sites

For every practicum experience, the student is required to identify a potential preceptor and site. Due to legal contracts, this process for contract agreement can take significant time in advance of the semester in which the practicum is required. It is recommended the student initiate this process as far in advance as possible prior to each clinical practicum course. Approval of recommended preceptors and sites is the responsibility of MSN FNP program coordinator and the Clinical Affiliation Agreements coordinator, and, the assigned practicum course faculty (for preceptor approval).

The procedure to identify practicum preceptors and sites is as follows:

1. The Practicum process must be initiated no later than one (1) semester prior [deadlines will be sent out to students during the fall or spring semester prior to practicum course] to enrolling in a practicum course (N812, N830, N845, N855).
2. Prior to recommending an individual as a preceptor, the student determines the individual's willingness to serve as a preceptor;
3. Students are responsible for locating their own qualified preceptor and for submitting all necessary paperwork to create a preceptor file and initiate an affiliation agreement.
4. The following paperwork must be completed and posted to the Blackboard MSN FNP resource site for that practicum course: The Practicum Site Information Form, the Preceptor's Curriculum Vita (CV), a current copy of the preceptor's unencumbered professional license, certification if applicable, and a completed Loyola Affiliation Agreement (AA) signed by the responsible contract person at the facility. The AA is posted on the resource site separately from the other paperwork in the designated column. Some facilities prefer to use their own AA; in this case the student would direct the responsible contract person to forward the agency's signed AA/contract to the Affiliation Agreement Staff at the SON by e-mail. sonaa@loyno.edu
5. Once the Preceptor/Clinic Site Information Form has been received and approved, the Clinical affiliations agreements coordinator reviews and approves the preceptor and site.

6. Once this approval is noted, the SON AA staff will process the AA. If the agency has submitted its own AA/contract, or has made any changes in the standard Loyola AA, the university legal counsel must review and approve the agreement before it can go forward. This may require additional negotiation among the legal department, the Affiliation Agreement Coordinator and the responsible contract person at the agency. This process can take four or more weeks, sometimes several months, depending on the site requirements.
7. When the final AA/contract is approved by both the University and the Agency it is signed by the agency and returned for final signatures by Loyola University SON Director, CSS Dean, and the University Provost.
8. Once all signatures have been obtained, the AA is considered active. The student is then cleared on the MSN FNP resource site and the agency and preceptor are entered into Typhon by the AA staff member at the SON.

All students shall follow this procedure. Failure to have an active AA in place before the start of clinical practicum hours, will result in the forfeiture of any practice hours the student obtained prior to the finalization of the Affiliation Agreement and may result in the student having to repeat the course.

Changing Preceptors Once the Practicum Has Started

Occasionally, students will need to change preceptors after practicum has begun (Preceptor moves, changes jobs etc.). If this occurs, the student follows the following procedure:

1. It is the responsibility of the student to notify the practicum faculty of record that a change in preceptor is required.
2. The faculty will instruct the student to submit new preceptor and organization information (including preceptor CV, contract person information, etc.) to the affiliation agreement staff member and the clinical affiliation agreements coordinator.
3. The clinical affiliation agreements coordinator will approve the preceptor selected and if needed a new affiliation agreement will be initiated.
4. Once the preceptor is approved and the affiliation agreement is in place, the clinical affiliation agreements coordinator notifies the faculty of record who in turn informs the student that the new preceptor has been approved and practicum can continue.

Scheduling MSN FNP Practicum Hours

Practicum days are scheduled within the beginning and ending dates of the academic term during which the student is registered at Loyola. Experiences should be scheduled on a continuing, weekly basis, and not “concentrated” into a limited period of time. No higher than 16 hours of scheduled precepted time per week without permission of faculty is allowed. If a student has a justifiable need to begin a practicum early, complete a practicum in a shorter time frame, or extend the time for completion of the practicum beyond the end of a term, alternative options will be considered. The MSN FNP Program Coordinator and MSN FNP faculty have final authority in these decisions. If it is deemed necessary to extend a practicum beyond the end of the scheduled academic term, an “I” grade (Incomplete) will be assigned for the course; this option is the prerogative of each faculty member. Practicum course are the only courses in which a grade of “Incomplete” (I) is not available.

MSN FNP Practicum Professional Attire and Behavior

Nurse Practitioner Students: Students should ask their preceptors whether scrub tops/pants, uniforms or dress clothes are worn by health care providers at the clinical agency, and dress accordingly. All MSN FNP students should wear clean, professional-looking attire (no jeans); underwear and cleavage should not be visible. Tight leggings should be avoided and clothes should extend beyond the hem of the knee-length lab coat. Each student is required to wear a full-length white lab coat with a name pin, a picture ID in a clear plastic jacket, and a Loyola University patch on the breast pocket. During orientation, the patch can be purchased and the Loyola University express picture ID will be taken. The name pin is to include the following: First and Last Name / MSN FNP Student / Loyola University New Orleans. Gold name pins with black lettering may be purchased through the SON office a month before orientation, as requested by the cohort.

Students should avoid using perfume during practicum and should display minimal make-up and jewelry. Small ear studs are acceptable, but not loop or dangling earrings. Remove jewelry involving piercings other than earlobes (if visible) and cover any tattoos during all clinical practicum experiences. If hair is longer than shoulder length, it should be pulled back off the collar. Fingernails should be kept short and clean, with no artificial nails. Shoes should have closed toes and be comfortable; avoid wearing high heels in practicum.

Students should remember that they are guests in the clinical agency and behave in a courteous and respectful, professional manner. Cell phones should be put on “vibrate or silent” and not used during practicum. Avoid chewing gum during practicum, especially when talking with patients.

Practicum Requirements

Overview

During the practicum course students post to the discussion board as directed, by describing their activities that are related to the practicum and the presentation of clinical/organization cases. During this portion of the practicum, the student meets with both the faculty and preceptor at the beginning and at the end of course work, and revises the **Practicum Plan** as needed. The student then completes all required practicum hours and records this in the **Practicum Log** in Typhon. The student posts all other assignments and course-related evaluations in Blackboard

1. The student schedules a conference with both the preceptor and faculty to discuss the goals and objectives for the practicum, and to review the preceptor handbook including roles and responsibilities of faculty, student, and preceptor. The second meeting is to evaluate the student’s success in meeting the stated goals and objectives. Additional conferences may occur at the discretion of the faculty or preceptor.
2. The student provides student and faculty contact information to the preceptor.
3. The preceptor signs a written agreement to support the specific goals and objectives agreed to by the preceptor, student, and faculty member and submit the agreement to both student and faculty.

Procedure for a Missed Practicum Day

If a student is ill or for other exceptional reasons must miss a practicum day, the student provides notification of the absence to the preceptor as soon as possible. The student notifies faculty as soon as possible and follows the guidance of the faculty regarding how to make up the missed time. Failure to notify the preceptor and faculty in a timely manner is a serious breach of professional responsibility and may result in a poor course evaluation.

Preceptor/Site Evaluation

For each practicum the student is required to complete the *Practice Site / Preceptor Evaluation* form (available during the first practicum) and post the completed form on Blackboard. Student evaluations are used by faculty to provide feedback to preceptors and to determine the advisability and feasibility of continuing to use individual preceptors and sites (See Appendix B).

Professional Liability Insurance Requirement

Professional Liability Insurance

Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

Part 6: MSN Health Care Systems Management Track

Loyola's MSN-HCSM curriculum is designed to build on your existing skills and to provide you with information and advanced skills that will allow you to provide effective and efficient leadership in various health care settings from a systems perspective. Utilizing a systems approach to leadership in health care, the Health Care Systems Management (HCSM) concentration covers a range of topics from population health to workforce management and measurement of key performance indicators.

HCSM Progression Plans and Graduation Requirements

The HCSM curriculum adheres to the standards identified by the American Association of Colleges of Nursing, the American Organization of Nurse Executives, and the Standards of Practice for Case Managers (published by the Case Management Society of America). Graduates are prepared to sit for the *American Nurses Association Certification Exam in Nursing Administration Advanced* and/or the *Commission for Case Manager Certification Exam*.

The HCSM track requires 36-semester credits. A 180 hour practicum must also be completed within 6 credit hours of program completion. The practicum is completed in the geographic area in which the student lives.

The MSN-HCSM curriculum consists of the following courses—

- NURS 703 (3 credits) Theories in Health Care Systems
- NURS 724 (3 credits) Outcomes Measurement and Data Management
- NURS 735 (3 credits) Advanced Research Methods
- NURS 740 (3 credits) Health Care Systems
- NURS 709 (3 credits) Legal and Ethical Issues in Health Care
- NURS 711 (3 credits) Informatics
- NURS 712 (3 credits) Nursing Financial Resources I
- NURS 716 (3 credits) Health Care Quality and Safety
- NURS 732 (3 credits) Population Health Management
- NURS 744 (3 credits) Nursing Financial Resources II
- NURS 748 (3 credits) Human Resource Management
- NURS 752 (3 credits) Health Care Systems Residency [180 On-site practicum hours; 4:1 clinical practicum]

Note: MSN curriculum subject to change upon approval by faculty governance process

Students ordinarily complete the MSN HCSM track in two (2) years of part-time study (2 ½ years if practicum is taken in isolation). Should a student be unable to follow the standard HCSM plan of study, every attempt will be made to accommodate the student by modifying the progression plan. A student who requires modification of a standard progression sequence will work with his/her faculty advisor to determine what accommodations can be made. Students should be advised that modifications of standard progression plans must **adhere to the stated course pre/co- requisites**.

Health Care Systems Management Curriculum (36 Credit hours)

Summer Start	
Summer I	Credits
NURS 748 Human Resource Management [I]	3
NURS 703 Theories in Health Care Systems [II]	3
Total	6

Fall Start	
Fall I	Credits
NURS 716 Health Care Quality & Safety [I]	3
NURS 740 Health Care Systems [II]	3
Total	6

Spring Start	
Spring I	Credits
NURS 712 Nursing Financial Resources I [I]	3
NURS 711 Informatics [II]	3
Total	6

Fall I	Credits
NURS 716 Health Care Quality & Safety [I]	3
NURS 740 Health Care Systems [II]	3
Total	6

Spring I	Credits
NURS 712 Nursing Financial Resources I [I]	3
NURS 711 Informatics [II]	3
Total	6

Summer I	Credits
NURS 748 Human Resource Management [I]	3
NURS 703 Theories in Health Care Systems [II]	3
Total	6

Spring I	Credits
NURS 712 Nursing Financial Resources I [I]	3
NURS 711 Informatics [II]	3
Total	6

Summer I	Credits
NURS 748 Human Resource Management [I]	3
NURS 703 Theories in Health Care Systems [II]	3
Total	6

Fall I	Credits
NURS 716 Health Care Quality & Safety [I]	3
NURS 735 Advanced Research Methods (N703 Pre-req) [II]	3
Total	6

Summer II	Credits
NURS 732 Population Health Management [I]	3
Total	3

Fall II	Credits
NURS 744 Nursing Financial Resources II [I]	3
NURS 735 Advanced Research Methods (N703 Pre-req) [II]	3
Total	6

Spring II	Credits
NURS 724 Outcomes Measurement and Data Management [I]	3
NURS 709 Legal & Ethical Issues in Health Care [II]	3
Total	6

Fall II	Credits
NURS 744 Nursing Financial Resources II [I]	3
NURS 735 Advanced Research Methods (N703 Pre-req) [II]	3
Total	6

Spring II	Credits
NURS 724 Outcomes Measurement and Data Management [I]	3
NURS 709 Legal & Ethical Issues in Health Care [II]	3
NURS 752 Health Care Systems Practicum (may be taken in Spring II or Fall III)	3
Total	9

Summer II	Credits
NURS 732 Population Health Management [I]	3
Total	3

Spring II	Credits
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Summer II	Credits
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Fall II	Credits
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NURS 724 Outcomes Measurement and Data Management [I]	3
NURS 709 Legal & Ethical Issues in Health Care [II]	3
NURS 752 Health Care Systems Practicum (may be taken in Spring II or Fall III)	3
Total	9

NURS 732 Population Health Management [I]	3
Total	3

NURS 744 Nursing Financial Resources II [I]	3
NURS 740 Health Care Systems [II]	3
NURS 752 Health Care Systems Practicum (may be taken in Spring II or Fall III)	3
Total	9

Fall III	Credits
NURS 752 Health Care Systems Practicum (may be taken in Spring II or Fall III)	

Fall III	Credits
NURS 752 Health Care Systems Practicum (may be taken in Spring II or Fall III)	

Spring III	Credits
NURS 752 Health Care Systems Practicum (may be taken in Spring III or Fall II)	

Total Credits	36
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Total Credits	36
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Total Credits	36
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Graduation

Loyola University New Orleans holds one graduation ceremony each year at the end of the spring semester (May). Students who complete the curriculum requirements in the spring (May), summer (August) or fall (December) semesters are eligible to march in the spring (May) graduation of the same year. Students are encouraged but not obligated to march/participate in the graduation ceremony.

MSN Health Care Systems Management (HCSM) Practicum

Practicum Requirements Overview

During the semester prior to eligibility for the practicum course (**Nursing 752**), students are notified and enrolled in the **HCSM Pre-Practicum Resource Site** in Blackboard (Bb). The **Pre-Practicum Resource Site** will appear in the student's course list and is used to submit the required forms for the practicum experience. Please note that the HCSM Pre-Practicum Resource Site, including Nursing 752 practicum forms, is updated annually. ***The forms provided within the HCSM Handbook are for information only.*** Students should access the HCSM Pre-Practicum Resource Site for the most current version of the form after being enrolled in the site.

The practicum serves as your clinical capstone for the HCSM track. The practicum is typically completed in the last term of the track. It consists of **180 hours (on-site)** that will be spent working with an approved preceptor who is prepared at a **master's level or above** and **can provide the student with exposure to health care management issues from a systems perspective**. The following are requirements and restrictions related to the preceptor--

- Preceptor must hold a master's degree or above, but does not have to be in nursing
- It is not required that the preceptor be a registered nurse
- Selected preceptor cannot be a direct report or supervisor of the student
- Preceptor cannot be a member of the student's family (immediate or extended)
- Preceptor must hold a position that does not have the same roles and responsibilities as the student's current position (e.g., Nurse Manager ICU vs. Nurse Manager Surgical Services)
- Preceptor must hold a leadership position in health care

Note that although your practicum site may be your current place of employment, **your practicum hours must be separate from your working hours**. Additionally, you should select a preceptor that is in a role or area that you would like to learn more about and would facilitate the accomplishment of your goals and objectives. The area or role should challenge you and introduce you to new concepts, systems, functions, theories, and skills. The **practicum MUST have a leadership and/or systems focus, and should not solely involve a clinical nursing role or clinical teaching role. The preceptor MUST hold a leadership position and not in a strictly clinical role!**

Preceptor/Site Selection

Thoughtful selection of a preceptor is **critical** to a successful practicum experience. The practicum activities should address the goals and objectives of the course and MSN-HCSM track. You should be able to articulate HOW you plan to meet the Practicum Course and HCSM track goals and objectives during your practicum experience. Your proposed preceptor's role should be considered from a system's perspective. For example, how are the preceptor's responsibilities, activities, and decisions impacted by internal (within the organization) and external (outside the organization) departments, entities, policies, professions, regulating bodies, etc.? Use this information to assist you in selecting the most suitable preceptor.

Affiliation Agreement

During the pre-practicum process, students will determine if an active Affiliation Agreement (AA) is in place for the selected site. If an AA is not in place the student will be informed of the process for obtaining an approved agreement.

Nursing 752 Health Care Systems Practicum Course

Following successful completion of the requirements of the pre-practicum process, students will be enrolled in a course section of Nursing 752 (16 week/full semester course) approximately 4 weeks prior to the beginning of the following fall or spring semester. While Nursing 752 [HCSM Practicum] is primarily focused on the on-site practicum experience, the course also contains required didactic components—

- Prior to Beginning Practicum Hours
 - Practicum Plan Completion and Approval
 - Practicum Project
 - Three (3) Practicum Goals/Objectives
 - Professional resume submitted and approved
 - Initial Phone Conference Report
- During Practicum Hours
 - Practicum Log maintained
 - Course Discussion Board participation
- End of Practicum Hours
 - Course Forms Completion and Submission of—
 - Practicum Log
 - Preceptor/Site Evaluation
 - Student Evaluation (completed by preceptor)
 - Final Phone Conference Report
 - Practicum Project Poster Presentation
 - Practicum Analysis Paper

Professional Liability Insurance

Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

Scheduling Practicum Hours

Student can begin earning practicum hours AFTER the Practicum Plan has been approved and the initial phone conference with faculty, preceptor and student has occurred. ALL earned practicum hours must occur while "on-site" and/or during preceptor-planned activities. Practicum hours should be scheduled in coordination with the preceptor's scheduled hours. Limited exceptions may include an off-site activity or event, or an individual who is designated by the preceptor for a special project or event. Please note that practicum hours MUST BE separate from the student's employment hours. Students should expect to spend hours outside of earned on-site practicum hours working on practicum projects/activities. Please note that off-site, at-home hours do not count toward earned practicum hours.

Procedure for Missed Practicum Day

If a student is ill or for other exceptional reasons must miss an assigned practicum day, the student **must provide notification to the preceptor as soon as possible on the assigned day** regarding the absence. The student **must also notify the faculty** of the absence via the weekly discussion postings. Failure to notify the preceptor of an absence in a timely fashion will constitute a serious breach of professional responsibility and **may result in a failure in the practicum course**. Missed hours must be rescheduled at the discretion of the preceptor.

Professional Appearance

Conveying professionalism in the workplace encompasses the way someone communicates, his or her body language, and attire (clothes). Students must dress professionally according to the practice in the agency where the practicum experience takes place. For the initial interview with the preceptor, students are expected to wear business attire and to clarify dress code expectations of the agency during the interview.

HCSM practicum experiences typically involve meeting attendance and events. Students should be constantly cognizant of the fact he or she is a representative of Loyola University New Orleans School of Nursing and the organization within which the practicum is conducted. Students are required to take an active role during the practicum (as opposed to merely shadowing the preceptor) as much as possible. Professional behavior and communication must be maintained.

Practicum Grading

The Loyola faculty is the final authority in the determination of student grades in the practicum.

Part 7: MSN Nurse Educator Track

An MSN in Nursing Education will address the ever-growing problem of the country's nurse educator shortage and prepare students to become the next generation of teachers. The Nurse Educator concentration provides you with the skills necessary to develop comprehensive curricula that will inspire tomorrow's workforce. Courses cover teaching methods, curriculum design, and assessment and evaluation so graduates are fully prepared to excel in an academic or health care educational setting.

Nurse Educator Progression Plans and Graduation Requirements

The MSN-Nurse Educator curriculum adheres to the standards identified by the American Association of Colleges of Nursing, and the National League for Nursing Core Competencies for the Academic Nurse Educator. Graduates are prepared to sit for the *National League for Nursing's Certification Exam for Nurse Educators (CNE)*.

The MSN-NE track requires 39-semester credit hours. A 180 hour practicum must also be completed within 6 credits of track completion. The practicum is completed in the geographic area in which the student lives.

The MSN-NE curriculum consists of the following courses—

- NURS 711 (3 credits) Informatics
- NURS 716 (3 credits) Health Care Quality and Safety
- NURS 732 (3 credits) Population Health Management
- NURS 805 (3 credits) Pathophysiology
- NURS 810 (3 credits) Health Assessment
- NURS 817 (3 credits) Scientific Writing
- NURS 820 (3 credits) Pharmacology
- NURS 835 (3 credits) Advanced Research
- NURS 970 (3 credits) Philosophy, Theory & Role
- NURS 975 (3 credits) Teaching Methods
- NURS 977 (3 credits) Assessment of Learning Outcomes
- NURS 979 (3 credits) Curriculum Design & Evaluation
- NURS 980 (3 credits) Nurse Educator Practicum [180 On-site practicum hours; 4:1 clinical practicum]

Note: MSN curriculum subject to change upon approval by faculty governance process

Students may complete the MSN Nurse Educator track in two (2) years of part-time study (2 ½ years if practicum is taken in isolation). Should a student be unable to follow the standard MSN NE plan of study, every attempt will be made to accommodate the student by modifying the progression plan. A student who requires modification of a standard progression sequence will work with his/her faculty advisor to determine what accommodations can be made. Students should be advised that modifications of standard progression plans must **adhere to the stated course pre/co- requisites**.

Nurse Educator Curriculum (39 Credit hours)

Summer Start	
Summer I	Credits
NURS 817 Scientific Writing	3
NURS 810 Advanced Health Assessment	3
Total	6

Fall Start	
Fall I	Credits
NURS 805 Advanced Pathophysiology	3
NURS 820 Advanced Pharmacotherapeutics	3
Total	6

Spring Start	
Spring I	Credits
NURS 970 Philosophy, Theory & Role	3
NURS711 Informatics	3
Total	6

Fall I	Credits
NURS 805 Advanced Pathophysiology	3
NURS 820 Advanced Pharmacotherapeutics	3
Total	6

Spring I	Credits
NURS 970 Philosophy, Theory & Role	3
NURS711 Informatics	3
Total	6

Summer I	Credits
NURS 817 Scientific Writing	3
NURS 810 Advanced Health Assessment	3
Total	6

Spring I	Credits
NURS 970 Philosophy, Theory & Role	3
NURS711 Informatics	3
Total	6

Summer I	Credits
NURS 817 Scientific Writing	3
NURS 810 Advanced Health Assessment	3
Total	6

Fall I	Credits
NURS 805 Advanced Pathophysiology	3
NURS 820 Advanced Pharmacotherapeutics	3
NURS 835 Advanced Research Methods	3
Total	9

Summer II	Credits
NURS 977 Assessment of Learning Outcomes	3
NURS 732 Population Health	3
Total	6

Fall II	Credits
NURS 975 Teaching Methods	3
NURS 716 Health Care Quality & Safety	3
NURS 835 Advanced Research Methods	3
Total	9

Spring II	Credits
NURS 979 Curriculum Design & Evaluation	3
NURS 716 Health Care Quality & Safety	3
Total	6

Fall II	Credits
NURS 975 Teaching Methods	3
NURS 716 Health Care Quality & Safety	3
NURS 835 Advanced Research Methods	3
Total	9

Spring II	Credits
NURS 979 Curriculum Design & Evaluation	3
980 Nurse Educator Practicum	3
Total	6

Summer II	Credits
NURS 977 Assessment of Learning Outcomes	3
NURS 732 Population Health	3
Total	6

Spring II	Credits
NURS 979 Curriculum Design & Evaluation	3

Summer II	Credits
NURS 977 Assessment of Learning Outcomes	3

Fall II	Credits
NURS 975 Teaching Methods	3

NURS 980 Nurse Educator Practicum	3
Total	6

NURS 732 Population Health	3
Total	6

980 Nurse Educator Practicum	3
Total	6

Total Credits	39
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Total Credits	39
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Total Credits	39
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Graduation

Loyola University New Orleans holds one graduation ceremony each year at the end of the spring semester (May). Students who complete the curriculum requirements in the spring (May), summer (August) or fall (December) semesters are eligible to march in the spring (May) graduation of the same year. Students are encouraged but not obligated to march/participate in the graduation ceremony.

MSN Nurse Educator (NE) Practicum

Practicum Requirements Overview

During the semester prior to eligibility for the practicum course (**Nursing 980**), students are notified and enrolled in the **MSN-NE Pre-Practicum Resource Site** in Blackboard (Bb). The **Pre-Practicum Resource Site** will appear in the student's course list and is used to submit the required forms for the practicum experience. Please note that the NE Pre-Practicum Resource Site, including Nursing 980 practicum forms, is updated annually. Students should access the NE Pre-Practicum Resource Site for the most current version of the form after being enrolled in the site.

The practicum serves as your clinical capstone for the NE track. The practicum is typically completed in the last term of the track. It consists of **180 hours (on-site)** that will be spent working with an approved preceptor who is prepared at a **master's level or above** and **can provide the student with exposure to the nurse educator role in the academic and/or health care organization**. The following are requirements and restrictions related to the preceptor--

- Preceptor must hold a master's degree or above (preferably a doctoral degree)
- The educational site must be accredited by CCNE (Commission on Collegiate Nursing Education) or ACEN (Accreditation Commission for Education in Nursing).
- Preceptor must hold a position as a nurse educator
- Selected preceptor cannot be a direct report or supervisor of the student
- Preceptor cannot be a member of the student's family (immediate or extended)

Note that although your practicum site may be your current place of employment, **your practicum hours must be separate from your working hours.**

Preceptor/Site Selection

Thoughtful selection of a preceptor is **critical** to a successful practicum experience. The practicum activities should address the goals and objectives of the course and MSN-NE track. You should be able to articulate HOW you plan to meet the Practicum Course and MSN track goals and objectives during your practicum experience.

Affiliation Agreement

During the pre-practicum process, students will determine if an active Affiliation Agreement (AA) is in place for the selected site. If an AA is not in place the student will be informed of the process for obtaining an approved agreement.

Professional Liability Insurance

Professional Liability insurance is required for all nursing students who will complete clinical practicum courses. The University SON retains a policy covering all students during their student clinical hours. This policy is covered under student fees. The policy is not applicable to your work experiences, but only Loyola University related educational experiences.

Nursing 752 Health Care Systems Practicum Course

Following successful completion of the requirements during the pre-practicum process, students will be enrolled in a course section of Nursing 980 (16 week/full semester course) during the following fall or spring semester. While Nursing 980 [MSN-NE Practicum] is primarily focused on the on-site practicum experience, the course also contains required didactic components—

- Prior to Beginning Practicum Hours
 - Practicum Plan Completion and Approval
 - Practicum Project
 - Three (3) Practicum Goals/Objectives
 - Philosophy of Teaching Paper
 - Initial Phone Conference Report
- During Practicum Hours
 - Practicum Log maintained
 - Course Discussion Board participation
 - Clinical Practice Teaching Unit and Presentation
- End of Practicum Hours
 - Course Forms Completion and Submission of—
 - Practicum Log
 - Preceptor/Site Evaluation
 - Student Evaluation (completed by preceptor)
 - Final Phone Conference Report
 - Clinical Practice Presentation
 -

Scheduling Practicum Hours

Student can begin earning practicum hours AFTER the Practicum Plan has been approved and the initial phone conference with faculty, preceptor and student has occurred. ALL earned practicum hours must occur while "on-site" and/or during preceptor-planned activities. Practicum hours should be scheduled in coordination with the preceptor's scheduled hours. Limited exceptions may include an off-site activity or event, or an individual who is designated by the preceptor for a special project or event. Please note that practicum hours MUST BE separate from the student's employment hours. Students should expect to spend hours outside of earned on-site practicum hours working on practicum projects/activities. Please note that off-site, at-home hours do not count toward earned practicum hours.

Procedure for Missed Practicum Day

If a student is ill or for other exceptional reasons must miss an assigned practicum day, the student **must provide notification to the preceptor as soon as possible on the assigned day** regarding the absence. The student **must also notify the faculty** of the absence via the weekly discussion postings. Failure to notify the preceptor of an absence in a timely fashion will constitute a serious breach of professional responsibility and **may result in a failure in the practicum course**. Missed hours must be rescheduled at the discretion of the preceptor.

Professional Appearance

Conveying professionalism in the workplace encompasses the way someone communicates, his or her body language, and attire (clothes). Students must dress professionally according to the practice in the agency where the practicum experience takes place. For the initial interview with the preceptor, students are expected to wear business attire and to clarify dress code expectations of the agency during the interview.

MSN NE practicum experiences typically involve meeting attendance and events. Students should be constantly cognizant of the fact he or she is a representative of Loyola University New Orleans School of Nursing and the organization within which the practicum is conducted. Students are required to take an active role during the practicum (as opposed to merely shadowing the preceptor) as much as possible. Professional behavior and communication must be maintained.

Practicum Grading

The Loyola faculty is the final authority in the determination of student grades in the practicum.

Appendices

Appendix A: Academic Honor Code Pledge

(See next page)

The Academic Honor Pledge

In accordance with the Academic Honor Code of Loyola University New Orleans, I pledge I will not cheat, lie, falsify, plagiarize, or participate in any form of unauthorized collaboration, misuse or misrepresentation of my academic work or the academic work of others in any manner. I will be honest in all academic endeavors and conduct myself in a manner that protects and promotes the intellectual and ethical integrity of myself, others, and the University.

The Academic Honor Code

The Academic Honor Code of Loyola University New Orleans represents the University community's commitment to the highest intellectual and ethical standards of honesty, integrity, fairness and justice. Violations of the Academic Honor Code include but are not limited to cheating, lying, false citations, falsified data, falsification of academic records, plagiarism, participation in any form of unauthorized collaboration, misuse or misrepresentation of academic work or the academic work of others in any manner, misuse of electronic material, and violation of academic property laws. A student in doubt about whether a particular course of conduct might violate the University's Academic Honor Code should consult with the course instructor before engaging in that conduct.

Cheating

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- Using or attempting to use unauthorized materials in any academic coursework
- Copying, falsifying, destroying, or altering another student's work
- Submitting the same written work in more than one course without prior written approval from the instructors involved
- Dishonestly requesting to make up exams, extend deadlines for submitting coursework
- Plagiarizing in any form

False Citations

False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive.

Falsified Data

False data are data that have been fabricated, altered, suppressed, manipulated, or contrived in such a way as to be deliberately misleading.

Falsification of Academic Records

Falsification of Academic Records is any attempt to forge or alter academic documentation, includes, but is not limited to, transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence.

Plagiarism

Plagiarism is act of taking the work or ideas of another and representing it as one's own. The Modern Language Association Handbook defines plagiarism as follows: "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (Seventh Edition, 2009, p. 52).

Unauthorized Collaborations

Unauthorized collaborating is completing coursework with other(s) without prior approval. Students are expected to consult with their instructor prior to engaging in cooperative activities.

Misuse of Electronic Materials and Violations of Academic Property Laws

Access and use of licensed electronic materials are governed by agreements between the University and publishers or sellers of the services. Students must comply with the prohibitions stated below.

- Selling or public posting of material from these services

- Sharing your login with anyone else or allowing access to unauthorized users
- Giving away or transferring information from these services to anyone not affiliated with Loyola University New Orleans
- Systematic, large-scale downloading of information, including entire issues of electronic journals or entire electronic books

Other breaches of the Academic Honor Code include:

- Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
- Unauthorized use of University academic facilities or equipment, including computer accounts and files
- Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other course materials
- Violation of Institutional Review Board (IRB) policies and procedures

Potential consequences of violations of the Academic Honor Code

Failing Grade for Assignment or Course: A permanent failing grade may be assigned for the offending course work or for the final course.

Letter of Censure: The letter will clearly articulate the violation of which the student has been found responsible, reiterate the University's Academic Honor Code, and clearly spell-out possible consequences if the student violates the Academic Honor Code in the future. The Letter of Censure will be placed in the student's permanent Dean's file along with all supporting documentation regarding the case.

Academic Suspension: Academic suspension is an appropriate recommendation for students found responsible in particularly egregious cases or students who have previously been found responsible of violations of the Academic Honor Code.

The recommendation of academic suspension should be submitted to the Dean of the student's College for review. If the Dean concurs with the recommendation, notification of the length of the academic suspension must be sent to the Office of Student Records. A notation "Academic Suspension" will be placed on the student's official transcript. The decision to suspend a student for violating the Academic Honor Code should be made in consultation with the Provost and/or Vice-Provost for Academic Affairs.

Dismissal from the University: Dismissal from the University is the most severe recommendation that can be made and is reserved for the most egregious acts of academic dishonesty. Students found responsible of violating the University's policy regarding academic integrity, especially if they have already been suspended from the University, should be considered for permanent dismissal. This recommendation should be sent to the Dean of the student's college so that a decision may be rendered. The decision to permanently dismiss a student from the University should be done in consultation with the Provost and/or Vice-Provost for Academic Affairs. The notation "Academic Dismissal" will be placed on the student's official transcript.

Violations of the Academic Honor Code by students in the University Honors Program: If an honors student is accused of any violation of the Academic Honor Code, whether or not the violation occurred in an Honors course, in addition to the procedures described above, the Director of the University Honors Program must be notified and receive all pertinent materials related to the case. If an honors student is found responsible of violating the Academic Honor Code, the student will be placed on Honors probation, and the Director of the University Honors Program, in conjunction with the University Honors Advisory Board, will determine if the student will be allowed to remain in the Honors Program, and, if so, the requirements for removal of the probation status.

Violations of the Academic Honor Code by students in the University's Evening Division: If a student in the evening divisions is accused of any violation of the Academic Honor Code, in addition to the procedures described above,

the Director of Professional and Continuing Studies must be notified and receive all pertinent materials related to the case.

Violations of the Academic Honor Code by graduate (non-Law) students: If a graduate (non-law) student is charged, found responsible, and/or sanctioned for a violation of the Academic Honors Code, the chair of the Graduate Council must be notified and receive all pertinent materials related to the case, in addition to the procedures described above.

Monitoring and Recording Violations to the Academic Honor Code:

The Academic Integrity Council is responsible for recording and monitoring violations of the Academic Honor Code. This data will be reported to the Provost's office every semester.

(Academic Honor Code <http://2016bulletin.loyno.edu/academic-regulations>).

Allegations of Academic Honor Code violation can be made by any individual in the Loyola Community. In the School of Nursing, the information must be brought to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Social Sciences. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

STUDENT POLICY VERIFICATION

NOTE The Student Policy Verification must be returned to the Loyola University School of Nursing Office

Student Printed Name (PLEASE PRINT CLEARLY!)

Date

Academic Honor Code of Loyola University

I have read and understand the Academic Honor Code of Loyola University, and the consequences and procedures related to Academic Misconduct.

I pledge to uphold the Academic Honor Code for the duration of my enrollment at Loyola University.

Student Signature

Date

MSN Program Student Handbook

I have read a copy of the current edition of the School of Nursing *MSN Student Handbook*. I understand that this *Handbook* contains policies and procedures of the MSN Program for which I am responsible. I understand that updates to the MSN Handbook may be posted to the Loyola University School of Nursing website and that I am responsible for obtaining the current version.

I understand that the *MSN Student Handbook* is not intended to replace official University publications for students, which are:

1. The current *Loyola University New Orleans Graduate Bulletin*, which contains general academic regulations applicable to all graduate students;
2. The current *Loyola University Student Handbook*, which contains policies related to student affairs.

I further understand that the most current edition of this *Handbook* is maintained on the **School of Nursing website**.

Student Signature

Date

Department Policy Regarding Registered Nurse Licensure Requirements

Upon entering the MSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice. If, at any point during the program, a student's RN license becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in dismissal from the MSN program.

I have read and understand the above stated policy. I have a current unencumbered, unrestricted and valid registered nurse license in the state in which I practice. I understand that should my license become encumbered or restricted it is my obligation to immediately inform the School of Nursing.

Student Signature

Date
