

College of Nursing

Master's Program

**Student Handbook
2009-2010**

Table of Contents

I. General Information

Greetings	4
Core Values, Vision Statement and Mission Statement	5
Statement of Philosophy	6
Organizational Structure of the College of Nursing	7

II. Master's Program Information

Conceptual Framework and Program Objectives	9
Curriculum and Admission Requirements.....	10
Progression Requirements.....	11
CNS and FNP Program Summary	12
Graduate Degree Completion for Nurse Practitioner's Program Summary	13
MS/MBA Coordinated Program Summary	14
Academic Advising	16
Standard Sequence for Course Offerings	18
Descriptions of Core Courses	19
Graduate Elective Courses	20
Graduate Non-nursing Elective Courses	21
Guidelines for Independent Study	22
Practicum Course Descriptions: CNS.....	24
Practicum Course Descriptions: FNP	25
Graduate Student Portfolio Guidelines.....	26
Guidelines Prior to Starting Practicum	28
Caregiver Background Check Protocol.....	29
Policy on Essential Abilities.....	30
Guidelines for Clinical Project	33
Guidelines for Clinical Project Presentation	34

III. Certificate Options

Post Master's FNP Certificate	36
Applied Gerontology Certificate	38
Health Professional Education Certificate	43
Public Health Certificate	45

IV. Policies and Procedures

Progression & Grade Policy	49
Grading Scale	50
Computer Literacy Expectations	51
Procedure for Requesting Change in Clinical Track	52
Procedure for Requesting Change in Practicum Start Date	52
Appeals Procedures	55
Graduation Procedures	56
Summary of University of Wisconsin Policies	57

IV. Health Information

Immunization Requirements and Policies	60
--	----

Protocol for Management of Blood and Body Fluid Exposure	63
Health and Immunization Checklist	63
Memorandum to Students on Clinical or Field Education Programs	65
IV. Resources	
UWM Graduate Student Resources	67
UWM Campus Resources	71
Nursing Learning Resource Center.....	73
Writing Resources	70
Using Campus Email	72
Scholarships and Financial Assistance	73
Student Participation in College of Nursing Governance	75
V. Appendix	
A: Plans of Study	
CNS Full Time.....	77
CNS Part Time	78
FNP Full time.....	79
FNP Part time.....	80
MS/MBA	81
Graduate Degree completion for NP's.....	83
Post MS FNP	84
Health Professional Educational Certificate	85
B: Graduate Student Requests to Change Program of Study	
Request to Change Clinical Tracks	86
Request to Change Practicum Start Date	87
C: Independent Study	
Application	88
Faculty Member Agreement Form	89
Evaluation Summary	90
D: Request for Exception	
Request for Exception Form	91
E: Appeals	
Request to Appeal a Rule or Regulation	92
Reversal of an Adverse Decision	94
Open Meeting Law	96

Greetings from the Graduate Programs Director

Welcome to the master's program at the University of Wisconsin- Milwaukee College of Nursing!
We are delighted to have you join us.

What an exciting time to be a student: advances in science compel us to develop strategies by which we can make sense of the information so that the care we provide will have a solid foundation; technology provides unparalleled opportunities to interact with faculty at UWM; access to information is ever so easy; and faculty with well established, funded programs of research provide opportunities for your growth as a clinician, investigator and scholar.

We know that pursuing master's education is a significant commitment of your time, energy and resources. Faculty members appreciate the experiences you bring to the classroom and are committed to facilitating your success. Take time to get to know your academic advisor, as well as the faculty with whom you interact. You never know what educational opportunity may present itself during one of these interactions.

Take time to get to know your fellow classmates: they will provide support, understanding, and a different perspective. All contribute to your personal and professional growth.

This handbook has been designed to help you as you undertake this new path. Take time to become very familiar with it, and feel free to ask your advisor or the Program Director should you have questions. This handbook is your reference during your time with us. It has copies of required forms that you will complete at various points during your program, along with procedures and policies to which you may need to refer.

We hope that you will find your time with us personally and professionally stimulating. Please feel free to contact me should you have any questions.

Sincerely,



Karen H. Morin, DSN, RN
Professor of Nursing
morin@uwm.edu
414.229.5503

Core Values

The University of Wisconsin-Milwaukee College of Nursing faculty and staff are committed to a professional, student-centered environment. We believe in the following core values:

- Collaboration
- Diversity
- Innovation
- Integrity
- Quality
- Respect for Human Dignity
- Social Justice

Vision Statement

Provide leadership to enhance health through innovative approaches to research, education, clinical practice, interdisciplinary collaboration and policy development.

Mission Statement

The University of Wisconsin-Milwaukee College of Nursing, a premier urban institution, prepares diverse students to be science-based, compassionate nurse leaders for all settings and levels of practice. We meet emerging global health needs through

- Innovative, quality educational programs
- Research that contributes to the improvement of health
- Evolving models of nursing practice
- Leadership in developing health care delivery systems and
- Influencing health policy

Revised March 14, 2003

Edited May 24, 2004

Statement of Philosophy

Consistent with and evolving from the core values the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity, and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieus. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

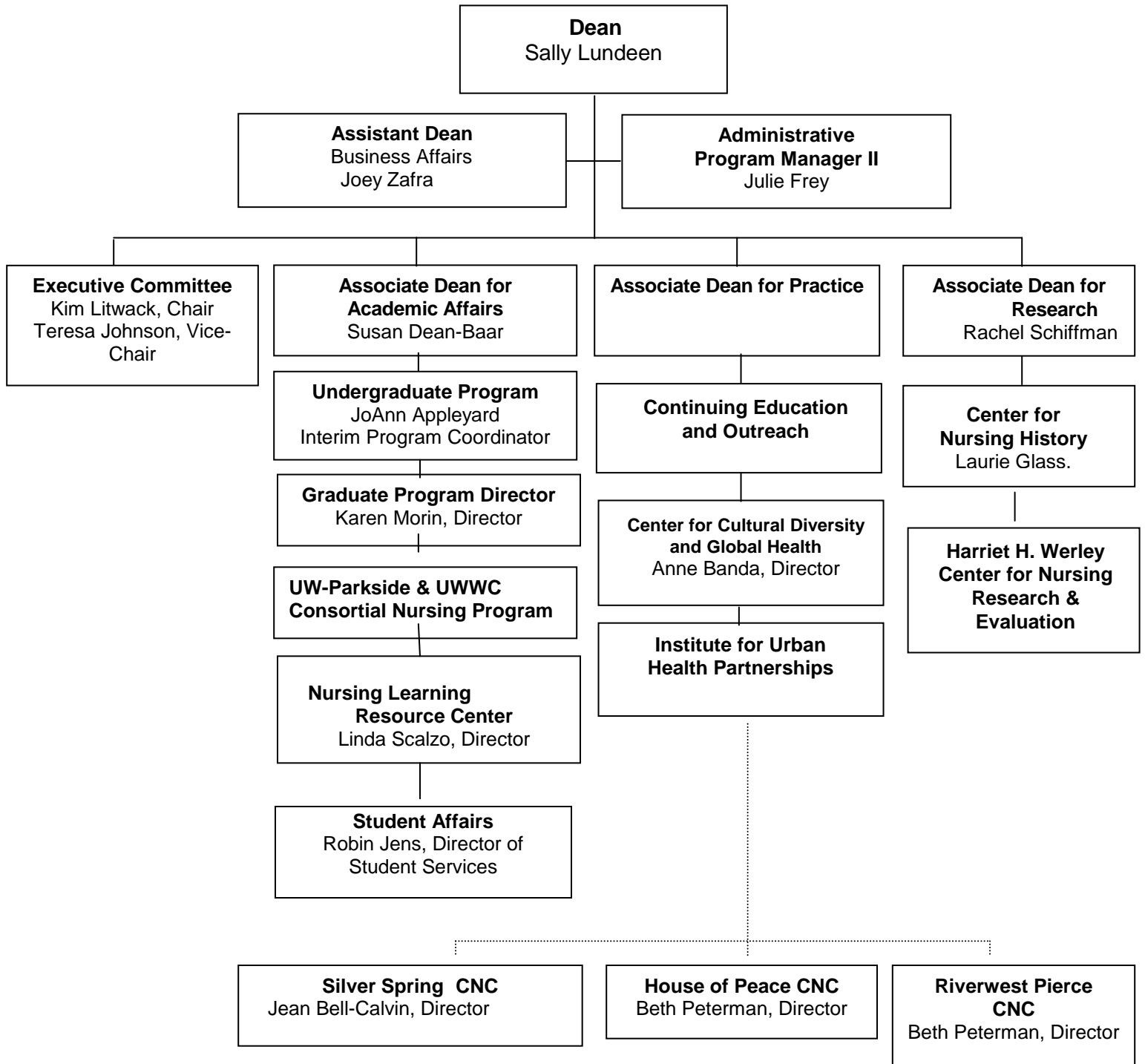
Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students' educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.

School of Nursing Faculty approved Faculty Document #(87-04)093 on April 3, 1987; 09/13/02 (ed.)
CON Faculty approved Faculty Document #(87-04)083A on November 17, 2006.

Organizational Structure of the College of Nursing

2009-2010



II. Master's Program Information

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

Master of Science Degree Program

I. Conceptual Framework

The master's program in nursing at the University of Wisconsin-Milwaukee prepares graduates for advanced nursing practice in culturally diverse communities. The program educates clinical nurse specialist and nurse practitioners who can function independently and collaboratively to provide primary, secondary or tertiary health care for individuals, families, and populations within the context of population-based health.

The curriculum builds on the generalist base of nursing established in the undergraduate program and provides a foundation for advanced practice nursing upon which content specific to primary care and clinical specialization is built. Important priorities of the program are the development of skills related to critical thinking; advanced clinical decision-making; and effective communication that enable students to assess, plan, intervene, and evaluate the health and illness experiences of individuals, families, and communities. In addition, the program prepares students to contribute to and provide leadership for improving clinical interventions, evaluating clinical outcomes, developing collaborative systems of health care delivery, and shaping health care policy to address health needs of individuals, families, communities and populations for the 21st century. Through an integrated curriculum that addresses the theoretical foundations of nursing practice; research and evidence-based practice; policy, organization, and financing of health care; ethics; human diversity and social issues; health promotion and disease prevention; and professional role development, the master's prepared nurse from the University of Wisconsin-Milwaukee is well prepared to provide quality advanced nursing care and effective leadership in rapidly changing health care systems.

II. Program Objectives

Upon completion of the program, the graduate will:

1. Analyze existing and developing theories and models as they relate to advanced nursing practice in a variety of settings.
2. Synthesize and apply advanced practice nursing knowledge, processes, and practices for the provision of culturally competent primary, secondary, and/or tertiary care to individuals, families, communities, and populations.
3. Utilize the processes of scientific inquiry to explore clinical phenomena and facilitate evidence-based nursing practice.
4. Design, implement, and evaluate nursing models of care that provide for the promotion, maintenance, and restoration of health of individuals, families, communities, and populations.
5. Function in leadership and collaborative roles with nurse, other professionals, and health care consumers.
6. Expand personal and professional competencies to assume emerging advanced practice nursing roles.

III. Curriculum

The Master of Science degree program leading to preparation as a Family Nurse Practitioner or Clinical Nurse Specialist is a 46 credit program with graduate core, advanced practice core, specialty track, and comprehensive clinical project requirements. Students complete specialty requirements for either the Family Nurse Practitioner or Clinical Nurse Specialist track. Within the Clinical Nurse Specialist track students select from the Adult Health, Maternal-Child Health, Mental Health, Community Health, or Health Systems focus areas

Graduate Core – 12 credits

NURS 725 Nursing Research and Knowledge Generation	3 cr.
NURS 727 Epidemiology	3 cr.
NURS 729 Health Care Systems and Advanced Practice	3 cr.
NURS 735 Theoretical Foundations of Advanced Nursing Practice	3 cr.

Advanced Practice Core – 12 credits

NURS 707 Advanced Pharmacology: Applications to Advanced Nursing Practice	3 cr.
NURS 753 Physiologic Basis of Advanced Nursing Practice	3 cr.
NURS 754 Comprehensive Assessment of Health: Implications For Clinical Decision Making	3 cr.
NURS 784 Advanced Nursing Practice Interventions	3 cr.

Specialty Track – 21 credits

Practicum Courses	12 cr.
Theory Courses	9 cr.

Comprehensive Clinical Project – 1 credit

NURS 991 Research & Thesis	1 cr.
----------------------------	-------

IV. Admission Requirements

The admission requirements of the Master's Program in Nursing are consistent with those requirements specified by the Graduate School of the University of Wisconsin–Milwaukee. In addition, students must submit documentation indicating that they have met the following requirements for the School of Nursing:

1. A bachelor's degree from an accredited nursing program, with a minimum undergraduate grade point average of at least 2.75 (4.0 scale).
2. Satisfactory completion of an introductory course in statistics.
3. Current registration as a professional nurse in the State of Wisconsin.
4. Completion of the Graduate Record Examination (GRE) within the last five years. Requirement for applicant will be waived with a previous MS degree or a GPA of 3.2 or higher in his/her undergraduate nursing program.
5. Three (3) letters of recommendation for graduate study in nursing, two (2) of which are from persons most knowledgeable about the applicant's recent academic and work experience.
6. Personal interview with a faculty member may be requested.
7. Completion of the Autobiographical Sketch.

These data are used by the Admissions and Progressions Subcommittee as indicators of academic potential.

The University of Wisconsin–Milwaukee, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age in Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate on the basis of race, color, national origin, religion, sex, sexual preference, handicap, age or Vietnam era veteran’s status in any of its education or employment policies, procedures or practices.

V. Progression Requirements

1. Students must earn a grade of B- in all required courses as the minimum acceptable level of performance for progression in a graduate level program. In order for a student to progress in the CNS or FNP tracks she/he must earn a grade of B or better in clinical practicum courses. Any student receiving a grade below the minimum acceptable level will be reviewed by the College of Nursing Graduate Program Committee, Admissions and Progression Subcommittee for a recommendation about continued progress in the program.
2. Once a student is enrolled in the sequence of clinical practicum courses it is expected that she/he will complete these courses in consecutive semesters. If a student steps out of the sequence of clinical courses and is absent for two or more semesters (excluding summer or winterim sessions), she/he must reapply to re-enter the College of Nursing.

Approved by CON Faculty – 05/18/2007.

Clinical Nurse Specialist and Family Nurse Practitioner Program Summary

The Master of Science in Nursing is a program to prepare Advanced Practice Nurses as Clinical Nurse Specialists and Family Nurse Practitioners. This is accomplished through *core courses* required of all students and completion of requirements for one of two *clinical practicum* tracks. Students select a clinical practicum sequence in either the Clinical Nurse Specialist track or the Family Nurse Practitioner track. Both tracks require a total of 46 credit hours.

Advanced Nursing Practice Core Courses = 24 Credits

707 Advanced Pharmacology: Application to Advanced Nursing Practice	3 credits
725 Nursing Research and Knowledge Generation	3 credits
727 Epidemiology	3 credits
729 Health Care Systems and Advanced Practice	3 credits
735 Theoretical Foundations of Advanced Nursing Practice	3 credits
753 Physiologic Basis of Advanced Nursing Practice	3 credits
754 Comprehensive Assessment of Health: Implications for Clinical Decision-Making	3 credits
784 Advanced Nursing Practice Interventions	3 credits

Total: 24 credits

Clinical Nurse Specialist Track

Core Courses	24 credits
Practicum	12 credits
Clinical Support Courses	9 credits
991 Research and Thesis	1 credit

Total: 46 credits

Family Nurse Practitioner Track

Core Courses	24 credits
Practicum	12 credits
Theory Courses	9 credits
991 Research and Thesis	1 credit

Total: 46 credits

Additional Information

Core Coursework: FNP students are required to complete all core courses prior to beginning the clinical sequence.

Thesis: The CNS and FNP programs offer an optional thesis for 3 elective credits.

Clinical Project: Students register for one credit of 991 Research and Thesis in their final semester.

Time Limit: Both programs require the student to complete all degree requirements within **seven years** of initial enrollment.

RN Experience Requirement: The FNP program requires all students to have one year of experience as a RN prior to starting the FNP Practicum.

Graduate Degree Completion for Nurse Practitioners Program Summary

Advanced Nursing Practice Core Courses = 24 Credits

707	Advanced Pharmacology: Application to Advanced Nursing Practice	3 credits
725	Nursing Research and Knowledge Generation	3 credits
727	Epidemiology	3 credits
729	Health Care Systems and Advanced Practice	3 credits
735	Theoretical Foundations of Advanced Nursing Practice	3 credits
753	Physiologic Basis of Advanced Nursing Practice	3 credits
754	Comprehensive Assessment of Health: Implications for Clinical Decision-Making	3 credits
784	Advanced Nursing Practice Interventions	3 credits

Total: 24 credits

Degree Completion for Nurse Practitioners Summary

Core Courses	24 credits
991 Research and Thesis	1 credit

Total: 25 credits

Additional Information

Time Limit: This program requires the student to complete all degree requirements within **five years** of initial enrollment.

Coordinated Degree Program

Masters of Science in Nursing/Masters of Business Administration

The goal of the program is to prepare nursing graduates who can assume positions of leadership in nursing administration and management. The University of Wisconsin-Milwaukee College of Nursing and the School of Business Administration have joined together to develop a program designed to provide a combined nursing and business curriculum to strengthen the graduate's performance as a leader and manager in nursing and health care administration. It is anticipated that graduates will assume positions in a variety of health care settings in the public and private sectors. Upon completion of the program, the graduate will be prepared to:

- ◆ Assume mid level executive positions in integrated health care delivery systems including policy making governmental and non-governmental organizations.
- ◆ Apply research findings to health care system issues.
- ◆ Apply state-of-the-art business practices to the administration and management of health care organizations.

Students in this dual degree program will acquire expertise in both nursing and business. Nursing administration positions in health care organizations have long required graduate preparation in nursing and an understanding of business concepts. The changes in health care systems have increased the demand for nurses who have strong preparation in both nursing and business. This program will prepare administrators with a unique blend of advanced nursing and business management expertise who are able to analyze, plan, implement, and evaluate health care delivery systems.

Credit and Courses

NURSING: 25 CREDITS

725	Nursing Research and Knowledge Generation	3 cr
735	Theoretical Foundations of Advanced Nursing Practice	3 cr
784	Advanced Nursing Practice Interventions	3 cr
750	Evaluation of the Quality of Health Care	3 cr
771	Nursing Administration	3 cr
772	Nursing Administration Practicum	3 cr
727	Epidemiology	3 cr*
729	Health Care Systems	3 cr*
991	Research and Thesis (Clinical Project)	1 cr

BUSINESS: 27 CREDITS

704	Accounting Analysis and Control	3 cr
705	Corporate Finance	3 cr
706	Managing in a Dynamic Environment	3 cr
707	Information Technology for Competitive Advantage	3 cr
708	Marketing Strategy: Concepts and Practice	3 cr
709	Data Analysis for Management Applications	3 cr
710	Economic Analysis for Managers	3 cr
711	Competitive Operations Strategy	3 cr
720	Strategic Management in Health Care Organizations	OR
712	Strategic Management**	3 cr**

Two of the courses (*) included in the dual degree curriculum apply towards both degrees.
 **BusMgmt 720 or Bus Mgmt 712 is the designated integrating course for the dual degree program.

ELECTIVES: 6 CREDITS

6 credits of electives can be used to meet the MBA degree requirements if the elective courses included in the students program of study have been identified as meeting either a MBA or MS in Nursing elective requirement.

TOTAL PROGRAM

For the dual degree program the MS in Nursing is a 25 credit hour degree program and the MBA is a 39 credit hour degree program. Students will complete 58 credit hours, 6 of these credit hours are used to meet requirements for both degrees. In addition, MBA foundation coursework (for those entering the program without previous equivalent coursework) consists of four courses – BusMgmt 700, BusMgmt 701, BusMgmt 702, and BusMgmt 703. BusMgmt 701 will be automatically waived based on the Nursing upper level mathematics/statistics entry requirement. A student not completing the requirements for the dual degree program would need to complete all requirements for the non-dual degree MS in Nursing or MBA in order to receive a degree.

Comprehensive Clinical Project

The student will complete a comprehensive clinical project.

Time Limit

Students in the dual degree MS/MBA program must complete all degree requirements within seven years of the first enrollment semester as a degree student.

Academic Advising

College of Nursing academic advisors can give you personal guidance to help you succeed. Master's students are assisted by two types of advisors 1) Student Affairs Advisors and 2) Faculty Cluster Advisors. MS/MBA students also work with a program coordinator as faculty advisor as well as a School of Business advisor.

Student Affairs Advisor

Advisors through the Student Affairs Office are available to help students as they apply to the graduate program, create and update their Plans of Study, have questions about their plan of study, and work to fulfill administrative/procedural requirements of the program. The student and student affairs advisor should complete the Plan of Study (**Appendix A, pages 69-77**) prior to beginning coursework and an approved, signed copy must be sent to the Student Affairs office in addition to copies retained by the student and student affairs advisor.

Student Affairs advisors are available by phone, email or through individual appointments. Appointments can be made by calling the Student Affairs Office at 229-5047.

Faculty Specialty Advising Groups

At the start of the Advanced Practice Coursework, each student is assigned to a faculty member in a specialty focus advising group based on the student's program and individual focus. Students meet with faculty on an individual basis, based on student need and /or faculty request. Students should plan to meet with their advisor at least once every semester. The faculty specialty advising groups will meet each semester and students are invited to attend. Faculty specialty advising groups will focus on helping students select appropriate elective courses, if required, as well as professional role development.

MS/MBA Program Coordinator/Faculty Advisor

Students admitted to the MS/MBA program work with the MS/MBA Coordinator to create and update their plan of study, discuss questions or concerns and for professional role development. The program coordinator/faculty advisor is listed in the student's admission letter. The student and faculty advisor should complete the Plan of Study (**Appendix A, pages 73-74**) prior to beginning coursework and an approved, signed copy must be sent to the Student Affairs office in addition to copies retained by the student and faculty advisor.

Plan of Study

College of Nursing Master's students are required to have a current Plan of Study (**Appendix A, pages 69-77**) on file in the Student Affairs Office. The plan shows, semester by semester, which courses the student will take until graduation. It is understood that the plan can change, but by meeting regularly with the advisor, the student can update the plan and send a copy to the Student Affairs Office so the latest plan is always on file.

Practicum placements are made well in advance so it is important for the College of Nursing to know when students will enroll in Practicum. Students are guaranteed a space for Practicum I based on the date listed in their admission letter or if changed, based on the latest Plan of Study on file. If your date to begin Practicum needs to change for whatever reason, a brief letter must be written to the Associate Dean for Academic Affairs requesting a change along with a Revised Plan of Study indicating course and/or Practicum changes. The decision whether a new practicum start date will be granted is based on space availability. These considerations, aside from the desire to see students work closely with their advisors, furnish good reason for requiring students to have an up-to-date Plan on file.

Clinical Project Faculty Advisor

At the start of the CNS or FNP Practicum 1 clinical course, students will initiate choosing a Clinical Project Faculty Advisor to assist them with their research and clinical project. Students work on their research and clinical project throughout their practicum semesters and will register for the NURS 991 1 credit course in their final semester of enrollment.

Program and Certificate Coordinators

In addition to Student Affairs Advisors and Faculty Cluster Advising Groups, students may seek the guidance of the program or certificate coordinator. For the 2008-2009 academic year are:

CNS Option: Dr. J. Darmoday, darmodyj@uwm.edu

FNP Option: Dr. K. Litwack, litwack@uwm.edu

MS/MBA Program: Dr. K. Marek, kmarek@uwm.edu

Post Master's FNP Certificate: Dr. K. Litwack, litwack@uwm.edu

Applied Gerontology Certificate: Dr. C. Kovach, ckovach@uwm.edu

Health Professional Education Certificate: Dr. S. Falco, falco@uwm.edu

Public Health Certificate: Dr. D. Schoeneman, schonema@uwm.edu

Master of Science in Advanced Nursing Practice

Standard Sequence for Masters Level Core Courses

All core courses for the FNP, CNS, and the Graduate Degree Completion option for Nurse Practitioners are offered in the evening, Monday through Thursday and either on-line or in the weekend program (Thursday-Saturday).

Practicum (clinical work) is primarily done on weekdays based on preceptor schedules.

Students can establish a Plan of Study in a variety of ways:

- By taking evening courses, which are offered Monday-Thursday.
- By taking on-line and weekend courses.
- By taking a combination of evening, on-line and weekend courses.

Students should consult with the Schedule of Classes on the UWM web page each semester for the latest information about course availability.

The web address is: www.uwm.edu/schedule.

Evening Courses

Fall

727 Epidemiology**
735 Theoretical Foundations of Adv Nsg Practice
753 Physiologic Basis of Adv. Nsg. Practice
784 Advanced Nursing Practice Interventions

Spring

707 Adv. Pharmacology. Appl. Adv. Nsg.Practice*
725 Nursing Research & Knowledge Generation
729 Health Care Systems & Advanced Practice
754 Comprehensive Assessment of Health*

Daytime Courses

Fall

729 Health Care Systems & Advanced Practice
753 Physiologic Basis of Adv. Nsg. Practice

Spring

727 Epidemiology**

Weekend Courses

Fall

729 Health Care Systems
754 Comprehensive Assessment*

Spring

727 Epidemiology**
784 Interventions

On-Line Courses

Fall

707 Advanced Pharmacology*

Spring

735 Theoretical Foundations

Summer

725 Nursing Research
753 Physiologic Basis

**** NURS 725 is recommended prior to taking this course.**

*** NURS 753 is a pre-requisite for this course**

Core Courses for: CNS, FNP, & Post Nurse Practitioner Option

REQUIRED CORE COURSES: 24 credits

Master Core

NURS-707 Advanced Pharmacology: Application to Advanced Nursing Practice, 3 credits, graduate level. Advanced knowledge related to the use of pharmacotherapeutics in management of common health problems, nursing prescriptive authority, and development and use of clinical practice guidelines. Prerequisite: Grad standing; NURS 753 or consent of instructor.

NURS-725 Nursing Research and Knowledge Generation, 3 credits, graduate level. Introduction to research and knowledge generation in nursing, including types of research, methods of research, data analysis, and utilization of research. Prerequisite: Graduate standing; admission to Nursing Degree Program or consent of instructor.

NURS-727 Epidemiology, 3 credits, graduate level. Study of the distribution and determinants of health and disease in populations including related methods and applications. Prerequisite: Graduate standing; admission to Nursing Degree Program; or consent of instructor.

NURS-729 Health Care Systems and Advanced Practice, 3 credits, graduate level. Study of the dynamic interrelationships among societal systems influencing health care and nursing practice. Focus on advanced practice, primary care, and payment for health care across settings. Prerequisite: Graduate standing; admission to Nursing Degree Program; or consent of instructor.

NURS-735 Theoretical Foundations of Advanced Nursing Practice, 3 credits, graduate level. Concepts, frameworks, and theories of nursing practice, role development, and nursing service delivery for advanced practice with individuals and aggregates. Prerequisite: Graduate standing; admission to Nursing Degree Program or consent of instructor.

Advanced Practice Core

NURS-753 Physiologic Basis of Advanced Nursing Practice, 3 credits, graduate level. Human physiologic responses to actual and potential health problems, methods of measurement, developmental and environmental influences, and implications for advanced nursing practice. Prerequisite: Graduate standing; admission to Nursing Degree Program or consent of instructor.

NURS-754 Comprehensive Assessment of Health: Implications for Clinical Decision-Making, 3 credits, graduate level. Comprehensive assessment of health in individuals and aggregates, including measurement of health status, appraisal of needs, analysis of environmental contexts, and development of diagnostic strategies. Prerequisite: Graduate standing; admission to Nursing Degree Program ; NURS 753; or consent of instructor.

NURS-784 Advanced Nursing Practice Interventions, 3 credits, graduate level. Advanced knowledge and skills for developing, implementing, and evaluating nursing interventions for common nursing phenomena with individuals and aggregates. Prerequisite: Graduate standing; admission to nursing degree program, or consent of instructor.

Graduate Nursing Elective Courses

The following courses are elective courses graduate students may take for additional elective credit. CNS students may use these courses to support their clinical specialty area. The following nursing elective courses are currently planned to be offered in the next two years.

Scheduled Nursing Electives

Fall 2009: Tentative

NURS 774: Trauma Counseling I

NURS 760: Process of Aging

NURS 779: Special Topics: Community/Environmental Health

Spring 2010: Tentative

NURS 775: Trauma Counseling 2

NURS 779: Special Topics: Adult Health

NURS 779: Special Topics: Psych

Summer 2010: Tentative

NURS 750: Evaluating the Quality of Healthcare

NURS 751: Teaching in a Practice Discipline

Fall 2010: Tentative

Spring 2011:

Summer 2011:

Other Nursing Electives

Additional **nursing electives** may be offered from time to time. Students may also choose elective courses outside the College of Nursing. Consult the Graduate Bulletin and Schedule of Classes for information about other nursing electives.

Non-Nursing Electives

The following are examples of **non-nursing electives** that may be offered from time to time.
Consult the schedule of classes for specific offerings.

Please note that electives at the 700 level or above are preferred.
U/G courses in the 600 or below should be discussed with your advisor and
a College of Nursing Request for Exception (**Appendix D, page72**) must be submitted and
approved by the
Graduate College of Nursing Program Director.

<u>Dept Name</u>	<u>Course No.</u>	<u>Credits</u>	<u>Course Name</u>
Admin.. Leadership	757	3	Principals of Adult Education
Admin. Leadership	667	3	Program Planning in Adult Education
Admin. Leadership	607	3	Coordination of Staff Development & Training
Admin. Leadership	647	3	Evaluation of Adult Education & Training
Admin. Leadership	687	3	Instructional Design & Teaching Strategies
Admin. Leadership	707	3	Using Technology with the Adult Learner
Admin. Leadership	787	3	Administration of Adult Education Program
Admin. Leadership	547	3	Planning/Implementing Program/Older Adults
Bus. Administration	795	3	Health Law
Bus. Administration	731	2	Managing People
Bus. Administration	794	1	ENT INT: Effective Teams
Counseling	714	3	Counseling Practice Essentials
Counseling	710	3	Counseling: Theory & Issues
Counseling	606	3	Rehab. Case Mgt-Psychosocial
Educational Policy	500	3	Social Issues & Education
Human Kinetics	590	3	Roles for Human Service Prof.
Medical College	1023	3	Bioethics: Issues in Pediatric Ethics
Social Work	754	2	Psychopathology, Child/Adolescents
Social Work	665	3	Cultural Diversity & Social Work

Guidelines for 797 Independent Study for Master's Students

I. Overview:

Independent Study in Nursing for Master's Students is an opportunity to pursue a topic or project with the guidance of a College of Nursing graduate faculty member. The student enrolled in an Independent Study is expected to assume primary responsibility for learning. The faculty member's role is to challenge and guide the student in intellectual efforts.

II. Procedure:

A. Prior to registration, mutual agreement is necessary between the student and the faculty member in terms of the topic, objectives, and evaluation for the Independent Study. The course plan must be appropriate for the content and credit (1-6 cr.).

1. Pursuant to Graduate Programs Committee action of September 20, 1977, it is determined that contact hour allocation per credit in graduate courses be on the basis of 1 contact hour per credit in lecture; 1 contact hour per credit in seminar; and 3 contact hours per credit in practicum.
2. The student is expected to:
 - a. Identify the title of study
 - b. State the objectives
 - c. Outline the plan for action and evaluation
 - d. Obtain the **Application for Independent Study** (Appendix C, page 80) and obtain the faculty member's signature on the **Faculty Member Agreement** (Appendix C, page 81) form and forward both original forms to the Director of the Master's Program.
3. Any clinical component must be cleared through the agency with the faculty member responsible for informing the Associate Dean for Academic Affairs to assure contractual and insurance coverage.
4. Credit earned in Independent Study applies to elective credit.

B. Student Responsibilities

1. The student is responsible for scheduling regular conferences with faculty.
2. All work is expected to be completed within the semester. Independent Study that requires more than one semester to complete must be divided into two or more semesters. In such cases, a separate grade will be awarded for each semester's work.
3. Creative dissemination of completed work is encouraged such as presentation, publication, and colloquium.
4. The student completes a faculty evaluation form according to UWM School of Nursing departmental policy and procedures.

C. Faculty Responsibilities

1. The faculty approves the student's objectives, topic area, and evaluation plan.
2. The faculty assures quality learning experiences through the provision of
 - a. Individual conference time
 - b. Challenging questions, comments and feedback
 - c. Promoting critical thinking
3. The faculty prepares an ***Independent Study Evaluation Summary*** (Appendix C, page 82) of the student's experiences and submits the grade in accord with UWM policy and procedures, to the Student Affairs Office for placement in student's file.

Approved by the Graduate Programs Committee 12/16/85
Docs\gp12-20.85

Practicum Course Descriptions CNS Students

REQUIRED CLINICALS: Advanced Nursing Practice Practicum (for CNS and FNP only.) Both clinical tracks require supervised clinical practicum experiences with preceptors. These experiences are designed as part of the plan of study to be developed in collaboration with the student's advisor.

Clinical Nurse Specialist (CNS) Track

A. Practicum: 13 credits (includes 991 Research and Thesis)

- 737 Clinical Nurse Specialist: Practicum I, 4 credits, graduate level.**
Using a theoretical and research base, the student explores, discusses, and enacts the advanced clinical nursing practice role in a chosen area of practice.
Prerequisite: Grad Standing; NURS 725, NURS 754.
- 738 Clinical Nurse Specialist: Practicum II, 4 credits, graduate level**
Continuation of Practicum I, Second semester advanced clinical nursing practice.
Prerequisite: Grad Standing; NURS 707, NURS 737, NURS 784.
- 739 Clinical Nurse Specialist: Practicum III, 4 credits, graduate level.**
Continuation of Practicum II, Third semester of advanced clinical nursing practice.
Prerequisite: NURS 738
- 991 Research and Thesis, 1 credit, graduate level**
Independent research and thesis/clinical project writing under the supervision of member of graduate faculty. Concurrent enrollment in CNS practicum III.
Prerequisite: Graduate Standing and consent of advisor.

B. Theory Courses: 9 credits

Courses to support clinical specialty area. Courses to be selected with faculty advisor

Practicum Course Descriptions FNP Students

REQUIRED CLINICALS: Advanced Nursing Practice Practicum (for CNS and FNP only.) Both clinical tracks require supervised clinical practicum experiences with preceptors. These experiences are designed as part of the plan of study to be developed in collaboration with the student's advisor.

Family Nurse Practitioner Track (FNP)

A. Practicum: 13 credits (includes 991 Research and Thesis)

- 757 Family Nurse Practitioner Practicum I, 3 credits, graduate level.**
First of a 3-practicum sequence designed to provide practice experience caring for individuals, families, and populations in primary care settings. Prerequisite: Grad Standing; NURS 707; NURS 725; NURS 727; NURS 729; NURS 735; NURS 754; NURS 784
- 758 Family Nurse Practitioner Practicum II, 5 credits, graduate level.**
Second of a 3-practicum sequence focused on family nurse practitioner practice based on understanding the centrality of the patient-provider relationship. Prerequisite: NURS 757; NURS 767; NURS 725
- 759 Family Nurse Practitioner Practicum III, 4 credits, graduate level.**
This is the last of a 3-practicum. Emphasis is on health policy, ethical, and professional issues that influence clinical decision-making in primary care. Prerequisite: Grad standing; NURS 758; NURS 768
- 991 Research and Thesis, 1 credit, graduate level.**
Independent research and clinical project/thesis writing under the supervision of member of graduate faculty. Concurrent enrollment in FNP Practicum III. Prerequisite: Graduate standing and consent of advisor

B. Theory Courses 9 Credits

- 767 Family Nurse Practitioner Theory I, 3 credits, graduate level.**
Introductory course designed to prepare nurse practitioners to deliver health care to individuals, families, and populations. Prerequisite: Grad Standing; NURS 707; NURS 725; NURS 727; NURS 729; NURS 735; NURS 754; NURS 784
- 768 Family Nurse Practitioner Theory II, 3 credits, graduate level.**
Second of a 3-practicum sequence focused on the delivery of primary care services within a relationship-centered care framework. Prerequisite: NURS 757; NURS 767; NURS 725
- 769 Family Nurse Practitioner Theory III, 3 credits, graduate level.**
Last of a 3-sequence course focused on health policy and professional issues that affect the delivery of primary care by family nurse practitioners. Prerequisite: NURS 758; NURS 768

University of Wisconsin – Milwaukee College of Nursing
Graduate Student Portfolio Guidelines

A learning portfolio is a tool used by professional nursing students to display their learning achievements as they progress through their educational program, including periodic written reflections assessing and analyzing the quality of their learning and learning goals for the following semesters. Portfolios are also used by nursing schools for program evaluation. They provide a mechanism by which students and instructors monitor the development of key skills, abilities, and attitudes necessary for professional nursing practice. Each student in the graduate program will create and maintain a learning portfolio to document the development of her/his professional competencies as described below in the program learning outcomes and key program competency outcomes.

PROGRAM LEARNING OUTCOMES:

1. Analyze existing and developing theories and models as they relate to advanced nursing practice in a variety of settings.
2. Synthesize and apply advanced practice nursing knowledge, processes, and practices for the provision of culturally competent primary, secondary, and / or tertiary care to individuals, families, communities, and populations.
3. Utilize the processes of scientific inquiry to explore clinical phenomena and facilitate evidence-based nursing practice.
4. Design, implement, and evaluate nursing models of care that provide for the promotion, maintenance, and restoration of health of individuals, families, communities, and populations.
5. Function in leadership and collaborative roles with nurses, other professionals, and health care consumers.
6. Expand personal and professional competencies to assume emerging advanced practice nursing roles.

KEY PROGRAM COMPETENCY OUTCOMES WITH DEFINITIONS:

Clinical Problems – Gather and analyze data and determine solutions to clinical problems

Impact Examination – Examine the impact of information, frameworks, theories, problems, and issues on nursing and health care

Role Function – Function effectively in the roles consistent with preparation.

STUDENT LEARNING PORTFOLIO OBJECTIVES:

The development of a student portfolio serves to

- 1) Document the student's growth and development while progressing through the graduate curriculum.
- 2) Foster development of the student's life long personal and professional growth.
- 3) Provide a record of evidence demonstrating progress at two specific points in the program of study: prior to the start of clinical course work, and in the 3rd semester of the clinical sequence or at the completion of the program.

EXPECTATIONS:

The student portfolio will be created in the first semester of enrollment in graduate courses. Guidelines will be provided each semester on required and suggested materials to be included in the portfolio. Students use the portfolio guidelines provided during orientation to the graduate program and included in the student handbook to compile and add to the portfolio examples that provide evidence to support a critical self evaluation. A brief written statement accompanies each item included in the portfolio to explain how the example selected demonstrates achievement of the program objectives. The self evaluation will include

- 1) evidence of attainment of progress towards attainment of overall program learning outcomes, and key program competency outcomes;
- 2) rationale for how work included in the portfolio provides evidence of the program objectives, and/or key program outcomes,
- 3) analysis of growth from the previous semester; and
- 4) identification of personal learning goals for next semester.

The self evaluations and evidence to support the self evaluation as well as any required portfolio materials will remain in the learning portfolio until graduation.

PROCESS:

1. While students maintain the portfolio on an ongoing basis, they are required to submit their portfolio for review by faculty twice: once in the first week of CNS I/ FNP I and again toward the end of the 3rd semester of the clinical sequence at colloquium.
 - a. Representative samples of learning achievements from all courses in the level must be included. Examples include papers from NURS 725, 735, etc
 - b. Students provide an electronic copy of their portfolio which includes evidence they believe reflects achievement of learning
 - c. Prior to starting the clinical sequence of courses, students will include in their portfolios a 3-5 page written reflective paper that summarizes their achievement of the program learning outcomes, key program competencies, and individual learning outcomes including comments about how their graduate and advanced practice core courses have helped them work toward mastery of these learning outcomes and competencies.
 - d. In the 3rd semester of their clinical sequence, students will include content on their achievement of the overall program learning outcomes.
 - e. Graduate Program Committee faculty will evaluate the completed portfolio.

Guidelines Prior to Starting Practicum

Practicum Start Date:

The semester to begin Practicum work is based on the semester and date indicated in student's letter of acceptance received upon admission to the program. **If a change in Practicum start date is necessary, a "Request for Change in Practicum Start Date" form (Appendix B, page 79) must be submitted to the Associate Dean for Academic Affairs.** A copy of a revised Plan of Study indicating course and/or Practicum date changes should be submitted as well. The revised Plan of Study must be signed by the student and faculty advisor. Students will then be notified of the decision, if the change has been approved or not.

Please note: FNP students are required to complete the core coursework before beginning the Practicum sequence.

Caregiver Background Checks:

Caregiver background checks are required prior to admission to Practicum courses. Students will be sent information along with health immunization information (referred to on the next page). Should a background check reveal that a student has a history of one of the crimes that are listed as a permanent bar including, but not limited to, intentional homicide and first degree sexual assault, they will be asked to make an appointment to see the Associate Dean for Academic Affairs to discuss the implications of this finding on their educational plan. For other crimes, the decision about whether a student will be able to complete a clinical experience will be made by the clinical agency. More information on the Wisconsin Caregiver Background Check Law is available at :

www.dhfs.state.wi.us/caregiver/index.htm

Student Health Requirements Prior to Practicum:

See information in the IV. Health Information portion of this handbook regarding these requirements.

Caregiver Background forms and **Health Immunization forms**, MUST be returned prior to beginning the first Practicum course. Failure to do this would delay a student's clinical start date. These forms are mailed with the Practicum Survey approximately 4 months prior to the planned Practicum semester indicated on the Plan of Study.

Caregiver Background Check Protocol

Effective October 1, 1998, changes in Chapters 48 (Children's Code) and 50 (uniform licensure) of the Wisconsin State Statutes makes it a requirement for selected organizations to perform rigorous background checks of persons who provide care for vulnerable adults and children or who have access to people who receive such care.

The results of these background checks are intended to help employers and government officials in making employment and licensing decisions. The law affects anyone who is employed as a caregiver or who has access to clients within caregiving organizations, including students and the instructors who supervise them.

It is the responsibility of the UWM College of Nursing to request from the Wisconsin Department of Justice as well as other pertinent law enforcement agencies, criminal background checks for those individuals covered by the Caregiver Background check Law. The results of these checks identify whether individuals have prior criminal records, and are returned to the College of Nursing where they are kept in confidential, locked files. Persons whose records reflect a crime listed on the "Bar" or "Bar with Rehab" list or other criminal charges/convictions with the potential to impact clinical placement, are immediately contacted by the Office of Academic Affairs to meet with the associate Dean for Academic Affairs.

Students

Students who are required to complete internships or clinical training at a Wisconsin department of Health and Family Services covered facility are covered under the law. Students admitted to the College of Nursing Clinical Major are required to have a completed Background Information Disclosure form (BID/HFS-64) and an Authorization and Release form on file in the SON Student Affairs Office. Collaborative and Graduate level students are also required to have these completed forms on file in the CON Student Affairs Office one month prior to starting any Practicum courses.

Approximately one to two weeks prior to the beginning of the semester, the clinical facility where students are to be placed is notified of the results of the Caregiver Background Checks done for those students. The BID/HFS-64 forms and all discovered background information of students with any criminal background is included as part of the facility notification. It is the responsibility of the clinical facility to make the determination as to the suitability of a student's presence in that facility on the basis of the Caregiver Background check information.

Policy on Essential Abilities

University of Wisconsin–Milwaukee College of Nursing Policy on the essential abilities of prospective and current nursing students in undergraduate and graduate clinical programs

The University of Wisconsin–Milwaukee (UWM) College of Nursing generally represents that the recipient of a baccalaureate or higher degree from a clinical nursing program has been educated to competently practice nursing in all healthcare settings and to apply for RN licensure in the State of Wisconsin. In light of this, UWM's College of Nursing's programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and suite of skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. As such, nursing students must possess the following essential abilities, which are necessary to possess and demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete clinical programs at the UWM College of Nursing:

Physical Abilities and Motor Skills

Nursing students should have sufficient physical abilities and motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks.

Sensory Abilities

The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.

Situation-Appropriate Affect, Communication, and Interpersonal Skills

A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions

appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient's status with accuracy in a timely manner to other members of the healthcare team.

Cognitive

A nursing student must have sufficient cognitive abilities to be able to measure, calculate, reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings. The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). He or She must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

Behavioral/Emotional Sensitivity

A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely matter with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

Professional Conduct

The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations. Professional conduct is expected in both the academic and clinical/community environments. A nursing student must meet UWM's attendance requirements in all didactic courses and clinical activities.

Reasonable Accommodation for Disabilities

UWM provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UWM College of Nursing will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

UWM Student Accessibility Center

Mitchell Hall Room 112

P.O.Box 413

Milwaukee, WI 53201-0413

V/tty (414) 229-6287

Fax: (414) 229-2237

<http://www4.uwm.edu/sac/>

Acknowledgements and References

The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. *Nursing Outlook*, 52, 277-288, as well as informed by these other key sources:

- American Association of Colleges of Nursing (1998). *The essentials of baccalaureate education for professional nursing practice*. Washington, D.C.: Author
- Hablutzel, N., & McMahon, B. (1992). *The Americans with Disabilities Act access and accommodations: Guidelines for human resources, rehabilitation, and legal professionals*. Orlando, FL: Paul M. Deutsch Press.
- Wilkerson, D.J., Watson, J.E., & Hutchens, S.H. (2005). *Medical students with disabilities: A generation of practice*. Washington, DC: Association of American Medical Colleges.

Guidelines for Clinical Project

During the three-course sequences in both the clinical nurse specialist (CNS) and nurse practitioner (NP) options, students will complete a research utilization focused clinical project. The purpose of research at the master's level is to prepare practitioners for the utilization of new knowledge to provide high quality care, initiate change, and improve nursing practice.

One credit is allocated for this project and is taken as a Research and Thesis credit (NURS-991) with a faculty person who has agreed to supervise the project. The credit is taken during the semester when the student is enrolled in the third of the three-course practicum sequence in the option or in the last semester of the post nurse practitioner option; however, it is anticipated that the project is an extension of work that the student began, with guidance from the project supervisor in conjunction with the CNS or NP option coordinator and, during the first and second semesters of the practicum sequence or post nurse practitioner program of study.

The clinical project is designed to provide students with the opportunity and experience to develop research utilization skills. The product of the clinical project is expected to be a publishable manuscript or comparable written report. The project is completed as an integral part of the clinical practicum experience. The projects may use a variety of formats, but have the following commonalities:

1. Identification of a salient clinical question or issue.
2. An analysis of current nursing practice related to the clinical question or issue;
3. A critical review of related research and nursing literature;
4. A description of the project and outcomes;
5. Identification of future education, research, practice, and policy implications.

Examples of clinical projects might include, but are not limited to:

- *epidemiological evaluation of health outcomes, illness, nursing interventions or clinical phenomena;*
- *validation of nursing diagnosis or interventions;*
- *development or evaluation of evidence based nursing interventions, for example, instrument testing, replication studies with different aggregates, description or testing of clinical innovations;*
- *evaluation of patient outcomes;*
- *quality improvement projects;*
- *integration or evaluation of national practice guidelines into(in) practice;*
- *application of research-based protocols for patient assessment, treatment, or evaluation;*
- *evaluation or pilot of care delivery models, staffing, critical pathways or clinical innovations;*
- *integrative literature review of a clinical practice issue or problem;*
- *analysis of nursing phenomena, using existing data and data sets.*
- *Collaboration with faculty member on research*

Implementation:

1. A faculty member agrees to supervise a student's clinical project over the CNS or NP course sequence. The clinical project supervisor oversees the development,

implementation, and evaluation of the project. The respective option and course coordinators provide support as needed. The student enrolls for one-credit of Research/Thesis (NURS 991) in the last semester of the sequence.

2. A written proposal describing the plan for the clinical project should be submitted to the clinical project supervisor by the end of the 8th week of Practicum II. An approved project proposal is required for successful completion of CNS or FNP Practicum II.
3. Submission to internal review or IRB is required for projects that involve human subjects.
4. A scholarly paper is the final product for the clinical project. A copy of the accepted final paper should be submitted to office of the Associate Dean for Academic Affairs.
5. Formal presentation of the projects will be made at a Colloquium scheduled each semester and the presentation will serve as the comprehensive examination. (See Comprehensive Examination Guidelines for Clinical Project, below).
6. If the student elects to complete a thesis, the thesis will meet the clinical project requirements.

Guidelines for Clinical Project Presentation

Prior to graduation, each student is required to make a formal presentation regarding the clinical project conducted over the three-course sequence and the one credit of Research/Thesis (690-991). The faculty supervisor for the project will assign a grade of "passing" or "not passing" to the presentation. A passing grade is assigned for presentations that demonstrate an integration of content from courses taken in the program and that reflect successful attainment of the program objectives.

The presentation generally is made as part of a master's colloquium scheduled each fall and spring semester. The presentation is open to the public; however, assignment of the grade is done confidentially. The presentation may be repeated only once.

GPC, Approved 3/1/95
GPC, Revised 8/6/01
GPC, Revised 10/07/05
GPC, Affirmed 2/2/07

III. Certificate Options

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

**Master of Science Degree Program
Post Nurse Practitioner Certificate Option**

I. Conceptual Framework

The conceptual framework of the Master of Science degree program in nursing guides the Post Nurse Practitioner Certificate option.

II. Program Objectives

The objectives of the Master of Science degree program in nursing guide the Post Nurse Practitioner Certificate option.

III. Curriculum

The Post Nurse Practitioner Certificate option is a 25 credit program designed for nurse practitioners who have a bachelor's degree in nursing and preparation as a nurse practitioner at the certificate level. Students in this option complete the 24 credits of the core courses in the Master of Science degree program, an experience portfolio and the comprehensive clinical project requirement.

Graduate Core – 12 credits

NURS 725 Nursing Research and Knowledge Generation	3 cr.
NURS 727 Epidemiology	3 cr.
NURS 729 Health Care Systems and Advanced Practice	3 cr.
NURS 735 Theoretical Foundations of Advanced Nursing Practice	3 cr.

Advanced Practice Core – 12 credits

NURS 707 Advanced Pharmacology: Applications to Advanced Nursing Practice	3 cr.
NURS 753 Physiologic Basis of Advanced Nursing Practice	3 cr.
NURS 754 Comprehensive Assessment of Health: Implications For Clinical Decision Making	3 cr.
NURS 784 Advanced Nursing Practice Interventions	3 cr.

Comprehensive Clinical Project – 1 credit

NURS 991 Research & Thesis	1 cr.
----------------------------	-------

IV. Admission Requirements

The admission requirements of the Post Nurse Practitioner Certificate option are the same as those for the Master of Science degree program in nursing with the additional requirement that the student have current certification as a nurse practitioner.

V. Progression Requirements

Students must earn a grade of B- in all required courses as the minimum acceptable level of performance for progression in a graduate level program.

Approved by CON faculty – 05/18/2007

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

Graduate Certificate in Applied Gerontology

PROGRAM DESCRIPTION AND EVALUATION

Description

Brief Narrative Description of the Program

The Graduate Certificate in Applied Gerontology offered jointly by the College of Letters and Science, the Helen Bader School of Social Welfare, and the College of Nursing, will be administered by the Center on Age and Community. These three colleges will offer the core courses and award the certificate. The College of Health Sciences, the School of Architecture and Urban Planning, and The Peck School of the Arts are collaborating partners that will offer electives and practicum courses in the certificate program.

The certificate program is designed to provide students with:

- Gerontology coursework that will engage them in critical, multidisciplinary examination of an important social phenomenon, and develop ideas and skills that can be integrated with other areas of study. Whatever educational or occupational future lies ahead of students, the study of gerontology prepares them to live and work effectively with people of all ages as they move through the life course.
- The latest information about the process of aging from a biological, psychological, social and humanistic perspectives.
- The latest information about public policy relevant to older adults on both state and federal levels.
- The ability to evaluate the fit between public policy and practical needs in providing service to older adults.
- The ability to analyze aging services and concepts of aging to recognize potential areas for future research.
- Increased flexibility and creativity in their thinking about aging and aging services that stems from a broadly interdisciplinary approach to the study of gerontology.
- The opportunity to apply their learning through community-based research projects, clinical experiences, or internships in the field of aging.
- Planning and implementation skills to provide effective programs and quality services.
- Advocacy skills based on an understanding of public policy and entitlements
- A strong sense of the importance of their contribution to the field of gerontology through a year-long, capstone course that links national and local issues in gerontology.

The curriculum emphasizes a broad understanding of the study of the processes of aging, including the biological, behavioral, humanistic and social aspects of later life, and thus it is multidisciplinary, drawing on the best scholarship from a number of fields. Gerontology education has two orientations: first, that of a discipline devoted to the study of the processes and concepts of aging; and second, that of a field of practice in which students plan, provide, and administer services for older people.

The Graduate Certificate Program in Applied Gerontology is intended to prepare professionals to work in the field of aging in a variety of settings, depending on the student's professional discipline and career goals. It integrates gerontology into the student's primary discipline by providing a substantive foundation in gerontology coursework and an intensive practicum experience. It also emphasizes an individualized approach to students' progress through the gerontology curriculum.

Nature of the Program

The certificate will be administered by the Center on Age and Community and offered by the College of Nursing, the Helen Bader School of Social Welfare, and the College of Letters & Science. Our collaborative partners, offering elective and practicum courses, include the College of Health Sciences, College of Nursing, the School of Architecture and Urban Planning, and the Peck School of the Arts.

Faculty members from these and other UWM schools, colleges, and departments will participate in the governance of the program.

The Center on Age and Community staff will provide marketing and promotional support for the program in collaboration with academic staff in the schools, colleges, and departments of those faculty members who participate in the program.

Working with the collaborating schools, the staff of the Center on Age and Community will perform admission, registration, advising, and graduation functions related to certificate students.

Level of the Program

The Graduate Certificate in Applied Gerontology has been designed for students who have completed a bachelor's degree. They may apply to the Graduate School to take the Certificate in Applied Gerontology as part of a degree program or as a non-degree certificate.

List learning objectives and competencies that will be attained through this certificate

Students completing this certificate will acquire the following knowledge, skills and competencies:

- Broad understanding of the biological, psychological, and sociological processes of aging

- Broad understanding of the implications of these processes of aging in the design, implementation, and evaluation of a variety of services for older adults.
- Broad understanding of the major theories of adult development and aging
- Broad understanding of the basic research paradigms used in the study of aging versus the study of older adults
- Broad understanding of public policies pertaining to aging on federal and state levels
- Application of learning through a practicum that can include a research project, clinical experience, or internship.
- Broad understanding of research and practices in the interdisciplinary field of gerontology on a local and national level
- A flexibility of thinking born of highly interdisciplinary study, as well as a deepening of one's knowledge of their primary discipline.

Anticipated Alternative Instructional Models.

No alternative instructional models are being proposed at this time

Curriculum - Courses and Credits

To obtain the Graduate Certificate in Applied Gerontology, the student must complete a minimum of seventeen credits of course work. These seventeen credits consist of 8 credits of core courses, 3 credits of practicum; and 6 credits of electives. The core courses are as follows:

- 1) Processes of Aging (Nursing 760)
This course looks at the biological, psychological, and sociological components of the experience of aging. (3 cr)
- 2) Age and Community: Policy to Practice (Social Work 851-003)
This course examines key policies affecting the care of the aged in this country and looks at their relationship to care practices in the Milwaukee community. (3 cr)
- 3) Age and Community Capstone (Sociology 940 and 941, 1 cr. each semester)
Interdisciplinary discussion group brings together certificate students from diverse areas of emphasis to examine the latest research and practices/methods related to aging in the Milwaukee community and on a national level. Analysis and evaluation of the relationship between policy and care; planning to improve that relationship.

Each required course will be offered at least once per calendar year, making it possible to complete the certificate in one year if desired.

The Practicum course can be taken in the students' home department. It is designed to offer an opportunity for students to apply their learning through a research project, clinical experience, or internship. They will be guided by a faculty member and a representative of the community-based organization with whom the student is working. Course numbers for the practicum in various departments and schools include:

Architecture:

ARCH 585 Research Methods in Architecture
ARCH 586 Programming for Architectural Designing
ARCH 785 Advanced Research Methods in Architecture

Health Sciences

HumKin 411 Design and Analysis of Adult Fitness
HumKin 703 Survey of Human Kinetics Research
HumKin 762 Research Practicum in Motor Control
HumKin 891 Research Seminar
HumKin 930 Practicum and Seminar in Exercise Physiology
HumKin 990 Research and Thesis

Occupational Therapy

OT 510 Occupational Therapy Field Service I
OT 515 Occupational Therapy Field Service II
OT 760 Assistive and Rehabilitation Technology

Nursing:

Nurs 737 Clinical Nurse Specialist: Practicum I
Nurs 738 Clinical Nurse Specialist: Practicum II
Nurs 739 Clinical Nurse Specialist: Practicum III

Sociology

Sociol 605 Research Project in Sociology
Sociol 750 Research Methods in Sociology
Sociol 989 Practicum in Sociological Research
Sociol 752 Survey Research

Interface of Graduate Certificate in Applied Gerontology and Nursing Courses

Certificate Requirement	<i>Nursing Course Match</i>
NUR 760 Processes of Aging 3 credits	A CNS elective nursing course
Age and Community: From Policy to Practice 3 credits	A CNS elective course
Capstone Seminar 2 credits	A CNS elective course
Field Practicum 3 credits	NUR 737 NUR 738 NUR 739 Any one of these would meet the requirement
Electives 6 credits from NUR or another program	NUR 754 Assessment NUR 784 Interventions NUR 725 Nursing Research and Knowledge Generation NUR 727 Epidemiology NUR 729 Health Care Systems and Advanced Practice NUR 882 Qualitative Research NUR 883 Quantitative Research
17 Credits	9 of the 17 credits are required already and 12 of 17 are NUR courses

GPC, Affirmed 4/6/07

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing
Graduate Certificate in Health Professional Education

Purpose: To provide health professionals with additional preparation in educational principles and theory to support them in their roles as educators of students and staff in the health professions as well as in the role of patient educator. The certificate program would be offered collaboratively with the School of Allied Health and the School of Education.

Target Audience: Health professionals who meet the general admission requirements of the Graduate School, or are enrolled in one of the nursing or allied health graduate programs, or have at least a master's degree would be eligible for the certificate program. Completion of the certificate program would be in addition to requirements for a graduate degree from nursing or allied health.

Rationale: 1) Lack of in-depth preparation for educator role in current graduate programs preparing future higher education faculty. 2) Looming shortage of faculty in health professional programs. 3) Increasing need for health professionals with strong education skills in service settings for staff and patient education roles.

Curriculum: The certificate would require the completion of 5 courses (15 credit hours). All students would be required to complete 2 core courses (6 credit hours), 1 course in the area of curriculum/program planning and evaluation (3 credit hours), 1 course in teaching/instructional strategies (3 credit hours), and 1 elective courses (3 credit hours).

Core Courses- 6 cr. Both of the following courses would be required.
Principles and Foundation of Adult Education (103-657) 3 cr.
Practicum and Seminar in Health Professional Education 3 cr.

Curriculum/Program Planning and Evaluation Courses – 3 cr. Students would select one course from the following:

Program Planning in Adult Education (103-667) 3 cr.
Coordination of Staff Development and Training Programs (103-607) 3 cr.
Evaluation of Adult Education and Training Programs (103-647) 3 cr.
Curriculum Development in Nursing Education (To be developed) 3 cr.

Teaching/Instructional Strategies - 3 cr. Students would select one course from the following:

Instructional Design and Teaching Strategies (103-687) 3 cr.

Using Technology with the Adult Learner (103-689) 3 cr.

Seminar in Adult and Organizational Learning (103-827) 3 cr.

Instructional Strategies for Patient Education (432-705) 3 cr.

Elective courses -6 cr. Students would select one additional courses from above or from the following:

Seminar in Continuing Education in the Professions (103-867) 3 cr.

Administration of Adult Education Program (103-787)

Planning and Implementing Education Program for Older Adults (103-547) 3 cr.

Teaching in a Practice Discipline) 3 cr.

Changing Health Behaviors (435-764) 3 cr.

College Teaching (272-774) 3 cr.

Approved by SON Faculty 3/3/2000.

GPC, affirmed 4/6/07

Graduate Certificate in Public Health

The Public Health Certificate is designed for students and working professionals involved in health programming, evaluation, education policy, engineering administration, research and other areas related to public health. It is a 15 credit program with courses in each of the five core disciplines: epidemiology, biostatistics, health administration and policy, social and behavioral health and environmental health.

This program allows students to create a customized academic plan with a variety of courses and learning formats to meet their professional needs and interests. Classes are offered on campus during the evenings and on weekends, as well as through online offerings, allowing professionals to enroll in the program while continuing to work full-time.

Required Core Courses

BIOSCI 465 Biometry

3 credits

Simple distribution; statistical inference; simple regression theory; experimental design; analysis of variance and covariance as they relate to biology.

Offered: Fall

NURS 727 Epidemiology

3 credits

Study of the distribution and determinants of health and disease in populations including related methods and application.

Offered: Fall, Spring online

CLS 590 Environmental Health

3 credits

A survey course of one of the five principal areas of public health. Study of the effects that the environment has on humans and the effects of humans on the environment as it relates to health, such as through infection disease or poisoning.

Offered: Summer online

Approved Electives

SB: Social Behavioral Elective - 3 credits needed

AP: Administration Policy Elective - 3 credits needed

Sorted by area of interest

Maternal, Child, Family

SOCWRK 771 Development of the Family Over the Life Span (SB)

3 credits

The family as a social system as it engages in various developmental tasks throughout the life cycle and in interaction with the social context; social work implications of relevant theories and research.

Offered: Fall, Spring, Summer

SOCWRK 754 Psychopathology of Childhood and Adolescence (SB)

2 credits

Mental and behavioral disorders of children and adolescents and their implications for the social work profession, including assessment, intervention, and prevention issues.

Offered: Spring

Behavioral & Physical Health

PSYCH 955 Social Psychology and Health (SB)

3 credits

Theoretical and empirical contributions of social psychology to health.

Offered: Spring

CLS 590 Public Health Nutrition & Food Policy (SB)

3 credits

An examination of how dynamic economic, political, and social forces intersect with nutritional science to shape our food environment and dietary patterns. Apply knowledge of basic nutrition to examine public health nutrition-related needs, policies, and programs at the local, state, federal, and international level.

Offered: Fall, Spring

SOC 715 Systematic Sociological Theory (SB)

3 credits

A general examination of sociological theories, their construction, problems of conceptualization, and methodological requirements.

Offered: Fall

Social Marketing

COMMUN 681 Communication in a World of AIDS (SB)

3 credits

Communication issues surrounding education and prevention of HIV infection both in the United States and across the world.

Offered: Summer 2009

Surveillance Methods and Design

SOC 752 Fundamentals of Survey Methodology (SB)

3 credits

Seminar in the principles of survey design that are the basis of standard practices in the field of sociology.

Offered Fall 2010

SOC 754 Questionnaire Design (SB)

3 credits

Seminar in the design, evaluation, pretesting, ordering, and formatting of questions and questionnaires.

Offered: Spring 2011

Administration and Policy

POL SCI 630 Budgeting & Finance in Public Sector (AP)

3 credits

Examination of the budgeting process in the public sector; development of skills in budgeting and financial management. Topics include capital budgeting, debt management, revenue forecasting, and auditing.

Offered: Fall

POL SCI 704 Seminar in Nonprofit Organizations (AP)

3 credits

Overview of structure, functions, and governance of nonprofit organizations. Comparison with government and for-profit organizations.

Offered: Spring

POL SCI 791 Nonprofit Advocacy and Public Policy (AP)

3 credits

Strategies and methods of nonprofit advocacy and their use by nonprofit organizations in shaping public policy. Implications of the public policy process for nonprofit organizations.

Offered: Fall 2009

POL SCI 958 Seminar in Public Administration (AP)

3 credits

Selected topics covering different aspects of public administration.

Offered: Spring

NURS 803 Health Policy (AP)

3 credits

Explores the roles and accountability of public health professionals in responding to the health and social needs of the public and shaping of public policy.

Offered: Spring (for Certificate students)

COMMUN 655 Introduction to Mediation (SB)

3 credits

Course focuses on learning about the mediation process, related theories, and its application in a variety of contexts. Students receive twenty hours of mediation training.

Offered: Fall, Spring

SOC WRK 750 Social Welfare Policy Development and Implementation (AP)

2 credits

Examination of policy development, implementation and models of analysis that describe and provide analytical guides for determining the efficacy of public policy in addressing human needs.

Offered: Summer, Fall

Informatics

HCA 700 Intro to Health Care Informatics (AP)

2 credits

An introduction to the history, theory, applications, and organizational context of health informatics.

Offered: Fall 2009

HCA 722 Legal, Ethical and Social Issues in Health Care Informatics (AP)

3 credits

This course introduces students to the legal, ethical and social issues arising in the use of health care computer-based technology and information systems.

Offered: Fall

NOTE: All transfer of course credits must be approved by the appropriate degree program committee in the School of Public Health, in accordance with Graduate School regulations (see www.graduateschool.uwm.edu/students/current/masters). There may be additional requirements, such as a proficiency examination, to demonstrate equivalent competencies in any given course.

IV. Policies and Procedures

Progression in Graduate Level Programs and Certificates in the UWM College of Nursing

Students must earn a grade of B- in all required nursing courses as the minimum acceptable level of performance for progression in a graduate level program or certificate. In order for a student in the College of Nursing to progress in the CNS or FNP options she/he must earn a grade of B or better in clinical practicum courses. Any student receiving a grade below the minimum acceptable level will be reviewed by the College of Nursing Graduate Admissions and Progressions Subcommittee for a recommendation about continued progress in the program.

Once a student in the College of Nursing Masters Program is enrolled in the sequence of clinical practicum courses it is expected that she/he will complete these courses in consecutive semesters. If a student steps out of the sequence of clinical courses and is absent for two or more semesters (excluding summer or UWinterIM sessions), she/he must reapply to re-enter the College of Nursing. The College of Nursing has the following requirements for a re-entering student:

- Cumulative graduate GPA of 3.0
- Grade of B or better in completed clinical practicum courses
- Approval of the College of Nursing Associate Dean for Academic Programs with recommendation from the Admissions and Progression Subcommittee of the College of Nursing Graduate Programs Committee

These requirements are in addition to UWM Graduate School *Academic Rules and Procedures: Re-entering the Graduate School*.

Approved by GPC 12/1/00
Revised by GPC 10/5/01
Revised by GPC 2/1/02
Affirmed by GPC 2/2/07

Graduate Program Grading Scale

The grading scale for all graduate courses will be:

A	=	94-100
A-	=	90-93
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	Below 60

Approved by GPC, 12/10/99
Affirmed by GPC, 5/4/07

College of Nursing Computer Literacy Expectations

All students enrolling in graduate programs at the UWM College of Nursing are expected to be “computer literate” upon entry. Computer literacy is defined as the ability to use effectively:

- An operating system
- Word software package
- Internet navigation
- email

As students progress in course work, additional computer skills will be needed to carry out assignments and research activities such as, data entry, data management, and data analysis, presentation software. In addition, communication among students and faculty is facilitated in many instances by the use of electronic mail. All students are eligible for an account on the University’s mainframe system without cost. This system provides full Internet and World Wide Web capabilities, which also may be of benefit as students continue through the program. Students are encouraged to take advantage of available programs to develop relevant computer skills.

Replaces DF Doc. #003.86C
GPC Doc 03-02-95 approved by
Graduate Programs Committee 3/3/95
Revised by GPC 12/13/96
Docs/GP03-02-95A
Revised and approved by GPC 4/6/2007

Procedure for Requesting a Change in Clinical Track

Admission to a clinical track is made based on the student's application and is indicated in their admission letter. **If a change in clinical track is requested, a "Request for Change in Clinical Track" form (Appendix B, page 79) must be submitted first to the student's faculty advisor and then by the student to the Associate Dean for Academic Affairs.** An updated copy of the Plan of Study indicating course and/or Practicum date changes should be submitted as well. The revised Plan of Study must be signed by the student and faculty advisor. Students will then be notified of the decision, if the change has been approved or not.

Procedure for Requesting a Change in Practicum Start Date

The semester to begin Practicum work is based on the semester and date indicated in student's letter of acceptance received upon admission to the program. **If a change in Practicum start date is necessary, a "Request for Change in Practicum Start Date" form (Appendix B, page 80) must be submitted to the Associate Dean for Academic Affairs.** A copy of a revised Plan of Study indicating course and/or Practicum date changes should be submitted as well. The revised Plan of Study must be signed by the student and faculty advisor. Students will then be notified of the decision, if the change has been approved or not.

GRADUATE APPEALS SUBCOMMITTEE

Procedure Statement

- I. Procedure to File an Appeal for an Exemption from Rules and Regulations of the College of Nursing.
 - A. Appeals must be in writing and delineate precisely:
 1. The rule or regulation being appealed.
 2. The unusual, unique, or uncontrollable situation that led to the request to be exempt from normal application of rules or regulations.
 3. The actions and efforts taken and plans to correct the situation.
 4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.
 - B. Any further appeal by the student or instructor shall be directed to the Office of the Associate Dean for Academic Affairs of the College of Nursing.
 - C. The decision of the Associate Dean may be appealed to the Dean of the College of Nursing as the final step within the College of Nursing.

- II. Procedure to File an Academic Appeal for Reversal of an Adverse Decision in an Academic Matter.
 - A. Graduate students who wish to file such an appeal must comply with the procedures listed in the current *Graduate College Bulletin* under "Academic Appeals Procedure."

Appeals of academic decisions proceed through a 3-step procedure beginning in the student's program or department and ending with the Dean of the Graduate School and Research. A graduate student who chooses to appeal an academic decision (e.g., grades, scholastic standing, graduation decisions) initiates the appeal with the appropriate authority within the department or program in which the decision was made. As dean of the college administering graduate programs, the Dean of the Graduate School and Research is the final authority on appeals of academic decisions. An appeal to the Dean of the Graduate School and Research is the third and final step in the appeal procedure and is made only after the first two steps in the appeals procedures have failed to produce a result which the student considers satisfactory.

In pursuing an appeal, the student must observe the following sequence:

Step 1: The student appeals to the faculty member responsible for making the initial decision within 30 working days of the action which prompted the appeal. This appeal must be made in writing with substantiating reasons for the appeal. If requested by the student, the faculty member must provide the student with a written statement of the reason for the adverse decision.

Step 2: If the Step 1 decision is not in the student's favor, the student may, within ten working days from the date the Step 1 decision is communicated to the student, appeal to the Graduate Appeals Subcommittee. This appeal must be in writing with substantiating reasons given for the appeal. In the event that any of the members of the Graduate Appeals Subcommittee hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the college or college in which the program is located may be asked to appoint replacement members of the committee.

Step 3: If the Step 2 decision is negative, the student may, within ten working days from the date of notification of that decision, appeal to the Dean of the Graduate School and Research. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Associate Dean (Academic Programs) of the Graduate School. The Associate Dean reviews the case and forwards the appeal with a recommendation to the Dean of the Graduate School and Research who may choose to seek advice from the Graduate Faculty Council's Subcommittee on Appeals.

B. Requests for consideration of an academic appeal must be in writing and delineate precisely:

1. The nature of the academic appeal, that is, a description of the action which prompted the appeal.

2. The salient facts that led to the circumstances of the appeal. Include the rationale for claiming that the action was inappropriate.

3. The actions and efforts taken to correct the situation.

4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.

5. The specific remedy sought.

6. A rationale explaining why the remedy sought is appropriate.

C. A student may appeal to the Subcommittee only once for a specific matter.

D. A decision made by another faculty committee is not appealable to the

Subcommittee.

III. Other Considerations
A. Forms

Graduate Student Request to Appeal a College of Nursing Rule or Regulation forms or Academic Appeal forms are available in the Student Affairs Office and should be used for each request. Requests must include the student's signature and be submitted to the Chairperson, Graduate Appeals Subcommittee. Requests for appeal are placed in the student's file.

B. Open/Closed Meetings

The student has the right to be present when her/his appeal or academic appeal is being considered. The meeting will be open unless it is determined that it should be closed according to Wisconsin Statutes, Chapter 19, Subchapter IV. The student may request in advance to have her/his appeal or academic appeal considered in a closed session, and the Subcommittee will determine if the appeal or academic appeal is to be heard in open or closed session.

C. Faculty Named in an Academic Appeal

The faculty named in an academic appeal will be informed and provided the opportunity to respond.

c:\wp51\docs\gp04-04 –88D
Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07

Graduation Procedures

Application:

It is the student's responsibility to file an Application for Graduation with the Graduate School in the semester in which the student expects to graduate. The application must be filed no later than the end of the second week of the semester or of the eight-week summer session, in which the degree is to be granted. A non-refundable graduation-processing fee must accompany the application for graduation. Application forms are available in the Graduate School office, Mitchell Hall, Room 261.

**Minimum Credit
Registration:**

Students must be registered for a minimum of one graduate credit during the semester in which their degree is awarded. If a graduate student fails to enroll during the first two weeks of the semester in which the student expects to graduate, the student's graduation application will not be processed.

Review and Approval:

The Graduate School reviews the student's record to determine whether the student will have fulfilled the degree requirements upon completion of the semester in progress. The application is then forwarded to the College of Nursing Student Affairs Office for recommendation and approval. When the Graduation Application has been reviewed and approved and the final Thesis or Project has been completed, it is returned to the Graduate School where final authorization to grant the degree is given.

Summary of University of Wisconsin Policies

Participation by Students with Disabilities. If you need special accommodations in order to meet any of the requirements of a course, please contact your instructor as soon as possible.

Accommodation for Religious Observances. Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWM Faculty Document #1853)

Academic Misconduct. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. (UWM Faculty Document #1686).

Complaint Procedure. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedure. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the School. (UWM Faculty Document #1234).

Incomplete. A notation of "Incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester, but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. (UWM Faculty Document #1558 & #1602)

Discriminatory Conduct Policy. The University will not tolerate discriminatory conduct as defined:

- 1) intentional conduct, either verbal or physical by a member of the faculty, staff or student body, which
- 2) occurs on property under the jurisdiction of the Regents or under circumstances where an affiliation with UWM is significant in the occurrence; and
- 3) is predicated on considerations of any of the following: race, color, national origin, creed, ancestry, sex, sexual orientation, age, religion, disability, or other status protected under the law; and
- 4) which has the purpose and effect of adversely affecting any aspect or condition of an individual's education, employment, housing, or participation in a university activity. (UWM Faculty document #1670)

Sexual Harassment. Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers educational experience, and well being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment. (UWM Faculty Document #1605)

Financial Obligation. The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in

writing no later than the date specified in the schedule of classes. It is important to both you and the University to make payment on time.

Inclement Weather. UWM students should contact the University at 414-229-4444 (UW-Parkside, 262-595-2345) to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.

V. Health Policies and Procedures

CON Student Health Policies

Every student beginning the graduate FNP or CNS sequence must complete a physical examination and specific immunizations and tests. Written proof of completion of these requirements must be on file at the Student Affairs Office no later than

January 2 for students beginning Practicum in January (Spring Semester);
May 1 for students beginning Practicum in May (Summer Semester);
August 1 for students beginning Practicum in September (Fall Semester).

Students must have completed the first two (of three) Hepatitis B immunizations before the semester deadline, with the third immunization due shortly after the semester starts.

Applicants who fail to meet these deadlines will forfeit their clinical space and eligibility to enroll in any Practicum, course.

The Norris Health Center is available, by appointment, to assist students in meeting these requirements. Students are asked to bring evidence of recent immunizations. A health history will be taken, and a physical examination will be performed by a physician or nurse practitioner.

Students who choose to go to their personal physician or nurse practitioner to fulfill the health requirements must bring documentation to the Student Affairs Office. NOTE: Indicate on all documents the semester you plan to be in clinical and your student I.D. number.

PLEASE NOTE: The physical examination must have been completed no longer than one year prior to the start date of the clinical practicum.

The list of required immunizations and tests is listed in *the Summary of Immunization Requirements and Policies*.

Fees for services at the Norris Health Center are subject to change. Please visit the Health Center's web page at www.nhc.uwm.edu for more information.

Physical Examination Free, if completed prior to the date designated each semester by the Norris Health Center. After those dates, nursing students will be charged per the fee schedule.

The following tests and immunizations are available at the Norris Health Center per the current fee schedule:

TB SkinTest
Diphtheria-Tetanus vaccine
Rubella Titre, Rubeola Titre, Mumps Titre, Varicella Titre
Hepatitis B vaccine
First dose: at time of physical exam
Second dose: 1 month after 1st dose
Third dose: 6 months after 2nd dose

Summary of Immunization Requirements and Policies

On the basis of documented noscomial transmission, all health care workers, including student nurses and their clinical instructors, are considered to be at significant risk for acquiring or transmitting hepatitis B, influenza, measles, mumps, rubella (German measles), and varicella (chicken pox). All of these diseases are vaccine-preventable. Students and staff are also at risk from tuberculosis.

In order to maintain the health and safety of College of Nursing staff, students, and the clients they care for, the following diagnostic tests and/or immunizations are required of all students, faculty, and instructional academic staff. Faculty and instructional academic staff are to submit their immunization/immunity documentation to the Office of the Dean.

Students must submit immunization records and/or proof of immunity in the form of laboratory reports to the Student Affairs Office two weeks before the start of any clinical coursework.

Failure to provide this documentation will result in exclusion from the clinical practicum for that semester.

Disease	Primary Schedule
Tuberculosis	Annual PPD skin test using Mantoux method. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. (For undergraduate students, this requirement is to be met within 3 months prior to enrollment in the course NURS 331, and kept current through graduation)
Hepatitis B	Hepatitis B vaccine series (3 doses; 0, 1 & 6 months apart)
Diphtheria and Tetanus	Diphtheria-tetanus toxoid booster within 10 years.
Rubeola (measles)	Serologic evidence of immunity <u>or</u> documentation of 2 MMRs. In the absence of the above records, 1 dose MMR followed by a second dose at least 1 month after the first dose.
Rubella	Serologic evidence of immunity <u>or</u> documentation of 1 MMR. In the absence of the above records, 1 dose MMR.
Mumps	Serologic evidence of immunity <u>or</u> documentation of 1 MMR. In the absence of the above records, 1 dose MMR.
Varicella (chicken pox)	Serologic evidence of immunity. If no immunity shown, two 0.5 ml doses 4-8 weeks apart.

While not required, Influenza vaccine is strongly advised. Annual vaccination with the current vaccine is highly recommended for health care workers who have contact with patients at high risk for influenza or its complications.

Updated by AA coordinator 6-18-2006

Protocol for Percutaneous Exposure to Body Fluids

Universal Precautions

To protect all persons against exposure to human blood-borne pathogenic disease, "universal precautions" will be observed to prevent contact with blood or other potentially infectious body fluids or tissues. These precautions make the assumption that all human blood and certain body fluids are to be handled as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. "High risk body fluids" as defined by the Center for Disease Control (CDC) are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, blood products, menstrual discharge, and inflammatory exudates. Saliva, sputum, tears, nasal secretions, urine, feces, sweat and vomitus are not considered high risk fluids unless visibly contaminated with blood. However, non-blood-borne pathogens may be present in these fluids, and the Exposure Protocol should be initiated whenever a biohazardous injury results in exposure to one of these substances.

Injury

If the Exposed Person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

Biohazardous injury: 1) a puncture or laceration caused by a needle or sharp object contaminated with blood or other body fluids; 2) blood or blood-tinged secretions which contaminate the mouth, eyes, nasal mucosa, or open skin lesions; or 3) human bites.

Exposure incident: the direct contact of non-intact skin (e.g. puncture, abrasion, rash) and/or any mucous membrane to the "high risk body fluid" of another person.

A. Initial Injury Management/First Aid (Immediately upon injury)

7. Percutaneous injury-5 minute betadine scrub
8. Mucosal/ocular splash-irrigate with normal saline; if the eye involved, lift eyelids to ensure thorough irrigation
9. Report injury to facility infection control officer

B. Exposure Evaluation and Management (Within 30 minutes of injury)

- Exposed Person (EP) should go to ER of facility where exposure occurred;

IF

the initial facility ER declines to serve EP
and/or is not covered by his/her insurance provider;

THEN

- EP to go to ER facility covered by his/her health insurance provider

OR

- EP to go to Norris Health Center (If Norris Health Center is closed, this is not an option for emergency exposure evaluation)

If EP is UWP consortial student, go to Student Health Services (If Health Services is closed, this is not an option for emergency exposure evaluation)

C. Post-Exposure Counseling (Within 24-48 hours of injury)

- EP to contact Norris Health Center or UWP Health Services to make arrangements for follow-up counseling/guidance

OR

- EP to contact counseling/support services covered by his/her insurance provider

Updated by AA coordinator 6-30-2006

**University of Wisconsin – Milwaukee
College of Nursing
Student Health and Immunization Checklist**

Student Name _____ MS Program _____

Student ID Number _____

To be eligible to participate in nursing practice courses the health and immunization requirements must be completed promptly.

- Please indicate provider: Norris Health Center private health care provider

Physical Exam Procedure – form attached	DATE ADMINISTERED	EXAMINER'S SIGNATURE
▪ History	_____	_____
▪ Health/weight/vitals	_____	_____
▪ Vision Screen	_____	_____
▪ Physical Exam	_____	_____

- TB Skin Test – *See attached form and policy. (Chest x-ray required if the test is positive.)*
- Tetanus/Diphtheria
- Varicella Titer Lab Report *(copy showing test results)*
- Rubella Titer Lab Report *(copy showing test results)*
Or documentation of 2 MMR immunizations *(attach documentation)*
- Rubella Titer Lab Report *(copy showing test results)*
Or documentation of 1 MMR immunization *(attach documentation)*
- Mumps Titer Lab Report *(copy showing test results)*
Or documentation of 1 MMR immunization *(attach documentation)*

Hepatitis B Series of 3 Immunizations

- Attach documentation for immunizations or Titer Lab Report *(copy showing test results - required only if unable to show proof of immunizations)*
- First and Second Immunizations - *completed by _____.*
- Third immunization - *due shortly after the start of the semester.*

LAB REPORT COPY SHOWING TEST RESULTS IS REQUIRED FOR ALL TITERS.

- For All Negative Titers – complete additional immunization requirements as stated in College of Nursing Immunization Requirements and Policies by _____.

Memorandum to Students on Clinical or Field Education Programs

Congratulations! You have been accepted by one of the many institutions and facilities affiliated with the University of Wisconsin-Milwaukee to provide practicum experience for its students.

Insurance coverage is one of the aspects of your practicum of which you should be aware. The insuring position of the University with respect to your participation in a practicum is as follows:

I. Liability Protection

General, professional and medical malpractice is extended to you, while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

- A. The program must be sanctioned by the Dean of the College.
- B. Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.
- C. The program provides credit and is a requirement for your graduation.
- D. You are a registered student in good standing.
- E. If an accident occurs, you were acting within the scope of the program at the time of the incident.
- F. You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM's Risk Manager).
- G. Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM's Legal Affairs or Risk Management staff. (If legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

II. Health and Accident Insurance

Neither health nor accident insurance is provided for you by the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Be proactive, make sure that your personal health insurance is in effect and will cover you when you are on location at the facility/institution.

Note: The University does not provide insurance for personal property which may be damaged or stolen while you are in a facility or institution. To protect yourself against a potential loss, verify what types of protection you may have under a homeowner's, renter's or automobile policy.

III. Workers' Compensation Insurance

Workers' Compensation Insurance is NOT available for you because you are not an employee of the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Should you become ill or injured as the result of the field training program, THERE IS NO COVERAGE FOR THE COSTS OF MEDICAL INSURANCE. Again, protect yourself by making sure that you have personal health and accident insurance.

IV. Additional Requirements

Many facilities and institutions, regardless of the discipline for which you are taking a practicum, are requiring additional health and safety training, including examinations, immunizations, and criminal background checks. Some facilities also require additional professional liability insurance above the limits provided by Wisconsin State Statutes.

Additional fees and out-of-pocket costs may be required for providing these assurances to the facility/institution. In all cases, you should verify what is required by each facility/institution with the Program Coordinator or Dean of your School of College. Examples include:

- A. Proof that health and accident insurance are in effect.
- B. Health record and proof of immunizations.

- C. A University of Wisconsin-Milwaukee photo I.D. card to be worn while on duty at facility/institution.
- D. Criminal background history may be checked.
- E. Evidence of competency in:
 - 1. Regulatory Requirements of the Joint Commission on Accreditation of Health Care Organizations (JCAHO).
 - 2. CPR Certification
 - 3. Fire and Life Safety
 - 4. Chemical Safety
 - 5. Infection Control
 - 6. Training in the OSHA Bloodborne Pathogens Standard
 - 7. Training in the OSHA TB Standard (under development)

NOTE: Check with your Program Coordinator to determine if any of the above may be required. In many cases, you may not be allowed to begin clocking hours on your practicum until all the facility's requirements are met.

Should you have any questions regarding these matters, please call your Program Coordinator or the Risk Management Office. We wish you well in your clinical internship or field training experience!

For additional information, please contact Risk Management (229-6374).

V. Resources

UWM Graduate Student Resources

This Handbook is for the use of Master's students in the University of Wisconsin-Milwaukee College of Nursing and their faculty advisors. It includes current curriculum information, and many procedures and resources which relate to the Master's program. Additional publications that students will also find helpful include:

1. **Graduate School Bulletin and Website**

This is available from the Graduate School or on the Graduate School's web site, www.uwm.edu/Dept/Grad_Sch/. Click on publications, then Graduate School Bulletin.

The Graduate School website also contains various forms and procedures required to have course evaluated for transfer, requests for exceptions such as credit overloads, and other useful procedures for students.

2. **Graduate Student and Faculty Handbook**

This is available from the Graduate School or on the Graduate School's web site. Click on publications, then Graduate Student/Faculty Handbook. This contains, among other things, the policies and procedures of the Graduate School.

3. **Graduate School Electronic Newsletter**

This is emailed to students who provide their UWM email address to the Student Affairs Office and is also available on the Graduate School's web site. Click on publications, then Graduate School Electronic Newsletter. This newsletter is published quarterly and contains helpful information and reminders about Graduate Study.

4. **Schedule of Classes**

The Office of the Registrar distributes this publication in Mellencamp Hall and in all public libraries in the Milwaukee metropolitan area. The most up-to-date Schedule of Classes can be found on the web at: www.uwm.edu/schedule.

Additional sources of information for Master's students in the College of Nursing:

1. **Graduate Student Lounge**

The Master's student mailboxes are located on the sixth floor of Cunningham Hall. Information about courses, financial aid, job vacancies, scholarships, etc. are also posted here. This is a formal communication method between the College of Nursing and graduate students. Students are expected to check their mailboxes at least twice per week.

2. **UWM E-MAIL ACCOUNT**

All students are automatically assigned a UWM e-mail account. Students should receive a letter from University Information Technology Services in the mail informing them of their assigned e-mail address and password. If you have questions or would like to learn how to forward your UWM e-mail to a private email address contact the UITS helpline at 229-4040.

PLEASE NOTE

Email is the vehicle the College of Nursing will be using to provide students vital information about scholarships, announcements, class changes, graduation information, etc. Additionally, many faculty and administrators make extensive use of the University's computers and e-mail system, and prefer to use it to communicate with students. Please be sure to check your UWM email account regularly.

UWM Campus Resources

UWM Bookstore: <http://uwmbokstore.aux.uwm.edu/home.aspx>

The UWM Bookstore is located on the 1st floor of the Student Union. Extended hours are held at the start of each semester, contact the bookstore for details (414.229.4201)

UWM Student ID:

Bring another picture ID and pay fee to Mellancamp Hall 274 (building just east of the Student Union)

Hours: M 8-6, Tu-Th 8-4:30, F 10-2 .

UWM U Pass

Your UWM U Pass is free and will enable you to travel for free any time on Milwaukee County Transit busses.

Bring a picture ID to Parking and Transit on the ground floor of the Student Union.

UWM U Park

Free park and ride system with lots along the lakefront (Veteran's Park and McKinley Marina) and at Capital/Humboldt. UWM busses pick up students at designated points in these lots and drop off on campus.

UWM Tuition and Fees Information

Tuition and fees for each semester are located at <http://www.bfs.uwm.edu/fees/> .

UWM Timetable.Schedule of Classes

The most up to date schedule is listed on line at: <http://www.uwm.edu/schedule/> . Printed copies are also available at the UWM Bookstore.

UWM Calendar/Important Dates

Calendars for each semester, including holidays, deadlines and other important dates are located at: <http://www3.uwm.edu/des/web/registration/datestoremember.cfm>

Nursing Learning Resource Center (NLRC)

Located on the 3rd floor of Cunningham Hall, the Nursing Learning Resource Center provides learning and teaching resources for students, faculty and staff. The NLRC is staffed with Faculty Associates (RN's) who facilitate the lab sessions, student workers who staff the Media Library, and a Director to oversee all operations.

Learning in the NLRC occurs through a variety of strategies with simulation as one of the major tools. Simulation provides an environment for the student to experience an aspect of patient care without fear of harm to a real patient. Simulation includes the use of models, manikins, medical equipment, and also human patient simulators that are run with computer software and have the ability to breathe and talk.

Our resources for students include:

- Practice labs where students learn and practice basic to advanced psychomotor skills
- Computers for student use, testing, course-related activities, and faculty/staff instruction, as well as printing capabilities
- Media/resource library for text books, reference books, video/audio/DVD resources
- Audiovisual equipment for student viewing of media and digital videorecording
- Student area for student use (Milwaukee campus)
- Equipment for clinical activities, such as audiometers and vision screening, BP cuffs, and patient/client teaching materials
- Human patient simulators, both adult and infant

Photocopying

A copier for student use is located on the 1st floor in the student lounge. A "print card" is required to make copies and can be purchased in the NLRC.

A Directory of Resources for Writing

Nurse Author Editor

This is an international newsletter dedicated to nurse authors, editors and reviewers which is available as a free quarterly online publication. Each issue consists of articles offering advice on writing quality manuscripts, avoiding rejection, finding publishing opportunities, editing and reviewing. Each issue also has a section containing short articles to update readers on new developments in nursing journals and journal publishing.

<http://www.NurseAuthorEditor.com>

Purdue Owl

This online writing lab is the most thorough and useful website many CWP instructors have ever encountered. In

addition to extremely helpful practice exercises for students, the OWL offers downloadable handouts on a vast variety of writing and research topics, including ESL, APA formatting, professional writing, general writing concerns, and grammar.

<http://owl.english.purdue.edu/>

Ask Oxford

The Oxford English Dictionary, the most thorough and comprehensive dictionary in print, is not available online. However, its editors have put together this site, which offers valuable and sometimes surprising information on language, including tools for writers and students of writing.

<http://www.askoxford.com/>

Bedford/St. Martin's Composition Site

The St. Martin's website offers online workshops and exercises to accompany many of its composition anthologies and handbooks.

<http://bedfordstmartins.com/composition/>

Common Errors in English

Paul Briens of Washington State University compiled and updates this opinionated, sometimes picky but helpful list of common errors. Useful for both native and nonnative English speakers.

<http://www.wsu.edu/%7Ebrians/errors/>

The Writing Center at Virginia Tech

This site features a grammar hotline that will answer questions about grammar via email or phone. It's open to the public.

<http://www.english.vt.edu/~owl/gram.htm>

The UWM Writing Center

Offers personal, one-on-one assistance in a friendly, impartial atmosphere. They welcome undergraduate and graduate students in any course and with any type of writing assignment. They also help with graduate school and scholarship essays, resumes, cover letters and essay exams.

382 Curtin Hall. 414.229.4339 Writing@uwm.edu

A Google search for "online writing lab" will turn up more than one million links. The following are a

representative sample of some of the most popular or useful ones.

Michigan Tech Writing Center

This site offers some useful writing tips, including a quick breakdown of the rules for citation.

<http://www.hu.mtu.edu/wc/>

Online Writing Center Consortium

Sponsored by Colorado State University, this group links together many OW'ls and offers online resources for teachers and students. <http://owcc.colostate.edu/>

Trinity College Writing Center

Of particular use here are the links to research sites, including sites for full- text citations.

<http://www.trincoll.edu/depts/writcent/>

University of Florida—Center for Written and Oral Communication- Online Writing Labs/Writing Resources

They address virtually every area of composition from basic grammar and mechanics to advanced topics, such as essay organization, style, and argument.

<http://web.cwoc.ufl.edu/owl/>

The University of North Carolina at Chapel Hill.

Their Writing Center provides straightforward handouts on important writing issues such as reading assignments,

creating arguments, writing transitions, and writing in different disciplines, accented with clever examples. They supplement their handouts with extensive links to handouts from other Online Writing Centers, organized by topic, making this site a great place to look for a handout on a specific topic.

<http://www.unc.edu/depts/wcweb/>

Claremont College

Its Graduate University Writing Center focuses specifically on graduate student writers, offering handouts on writing and presenting conference papers, taking summary notes, writing literature reviews and grant proposals, and writing dissertations. The Writing Center also includes an annotated list of web resources for graduate level writers.

<http://www.cqu.edu/pages/726.asp>

Roane State Community College

This site's "E-mail Etiquette Guidelines" are a helpful resource for electronic writers of every type. **The RSCC has**

some good materials oriented specifically toward nursing students, and also has an interesting series of Writing Center articles.

<http://www.rscclcc.tn.us/owl&writingcenter/OWL/OWL.html>

WebGrammar

This vast and useful site offers thousands of links to resources for writers. It's not just about grammar; there are research tools here for subjects across the curriculum.

<http://www.webgrammar.com/>

Graduate Nursing Students: Using UWM Email

Actively using and reading your UWM e-mail is one of the best ways to have access to vital College of Nursing information and is the vehicle the College uses to communicate information about scholarships, class changes, new offerings, conferences, potential jobs. etc.

How do I obtain an account?

UWM e-mail addresses are automatically assigned to incoming students by University Information Technology Services (UITS) . Students receive a letter in the postal mail informing them of their assigned e-mail address and password. UWM uses a web based system called "Panther Mail" to read e-mail. If you have questions, call the UITS help line at 414.229.4040.

Forwarding UWM mail if you use an existing internet provider:

If you would like to access your UWM account using your private account from work or home, follow the instructions at www.uwm.edu/IMT/ePanther. Once you have signed in to your account, you will forward your email by using "email utilities" and following instructions given. You need to have access to an Internet Service provider at home or at your place of business and have an established e-mail account in order to use the "forward mail" option.

Accessing UWM e-mail if you do not have an internet provider:

If you do not have access to the internet, but have a computer, modem, and a telecommunications program, you can make a dial in connection to UWM's alpha computers to read your email from another location. Call UITS for assistance at 229-4040 to receive instructions about making this connection.

**UITS Helpline: 414.229.4040
(available 24 hours a day)**

**UITS Web Address:
www4.uwm.edu/uits/index.cfm**

Scholarships and Financial Assistance for Master's Students

Master's degree students in the College of Nursing are eligible to apply for many types of financial awards and assistance.

These include:

1. **Graduate School Fellowships and Advanced Opportunity Program Fellowships**
2. **Advanced Education Nurse Traineeships**
3. **Various scholarships and awards**
4. **Teaching, and Project Assistantships**
5. **Loans, work study, and student employment**

Please Note: Refer to the specific scholarship or award for application procedures and deadlines.

1. Graduate School Fellowships:

Fellowships are competitive and are based on scholarly achievement and promise. Attendance must be full-time for any of the Graduate School Fellowships. Fellowship applications can be picked up at the Graduate School or in the School of Nursing Student Affairs Office in late fall for the following academic year.

- a. *Graduate School Fellowship* (This is approximately \$15,000 plus remission of the non-resident portion of tuition).
- b. *Non-Resident Tuition Remission (NRTR)*, reduces the non-resident portion of tuition. (This may not be available every year).
- c. *Dissertation Fellowship* (This is approximately \$15,000 plus remission of the non-resident portion of tuition).
- d. *Advanced Opportunity Program Fellowships*: These are awarded on the basis of financial need and especially to members of underrepresented groups or to those who are otherwise disadvantaged, for a 12 month period, and they are renewable for a similar period. (This is approximately \$15,000 plus remission of the non-resident portion of tuition).

2. Advanced Education Nurse Traineeships

These grants have been awarded each year by the U.S. Department of Health and Human Services (DHHS) Bureau of Health Professions to eligible institutions offering advanced nurse training programs leading to a graduate degree. The traineeships, which include at least the resident portion of the tuition and a monthly stipend are awarded to applicants on a competitive basis. Students can be full time or part-time but graduating within a year, in good academic standing, with preference given to individuals who are residents of health professional shortage areas. Level of support is available for two years. The College of Nursing announces each year's competition for the grants upon receipt of word from the DHHS which is usually in late Spring.

3. Various Scholarships and Awards

The following list includes a sampling of scholarships available. This list is not meant to be exhaustive. The Student Affairs Office has additional information about each opportunity on the list, and it invites students to inspect the information, but it does not guarantee that all information is current.

Sample Scholarships Offered: (Please see the scholarship book or the Graduate Student Scholarship Guide in the Student Affairs Office for more details and lists of other scholarships offered)

1. National Health Service Corps: Scholarship and loan repayment for service in underserved areas (Nurse Practitioner and Mental Health Clinical Nurse Specialists students only).
2. Sam Morris Scholarships in chronic health problems or gerontological nursing: Up to \$3,000
3. Wisconsin Health Professions Loan Assistance Program. Pays back up to \$25,000 of loans of Nurse Practitioner graduates.
4. Wisconsin League for Nursing Master's Scholarship: \$500
5. Wisconsin Organization of Nurse Executives Scholarship: \$2,000

4. Teaching and Project Assistantships

Graduate Assistants are employees of the University. Depending on the type of activity for which they are employed, they are Teaching, or Project Assistants. They usually are appointed for a semester at a time, and their positions are normally part-time, most of them being with 25% to 50% of full-time. In addition to the rate of pay, assistantships of 33 1/3% time or more *may* qualify the student for remission of the nonresident portion of tuition. **Applications are available in the Student Affairs Office**

- **Teaching Assistants** - A teaching assistant is appointed to teach a course(s) in the College of Nursing. Appointments are generally half-time or less and usually permit the student to carry a full load of graduate courses. The stipend varies according to the length and percentage of appointment. For example, the rate range for an academic year's 50% *Teaching Assistantship* is between \$11,000 to \$16,000. Teaching Assistantships of more than 33 1/3% also include payment of the student's tuition.
- **Project Assistants** - A project assistant is appointed to assist with a research, training, or other academic project that is not required as part of the person's graduate degree program. These appointments are made by individual professors within the department. The rate range for a 50% *Project Assistantship* for an academic year is between \$10,500 to \$17,000. Project Assistantships of more than 33 1/3% also include payment of the student's tuition.

5. Loans, Work Study and Student Employment

Contact the Department of Financial Aid for more information about these types of opportunities.

For more information visit:

<http://www.graduateschool.uwm.edu/students/financial-support>

Student Participation in College of Nursing Governance

Students at University of Wisconsin campuses have statutory rights of participation in the governance of the University. They have primary responsibility for the formulation and review of policies concerning student life, services, and interests, and also contribute to the development of the University's academic and administrative policies. Students carry on their policy development and decision-making responsibilities through their own governing organizations, and by participating as members of faculty or administrative committees as well as committees contained within the College of Nursing.

At present, there is no formal College of Nursing master's student organization. There are, however, openings for master's students on the following College of Nursing (CON) standing committees.

College of Nursing Committees

Graduate Programs Committee
Research Committee

VII. Appendix

MS/MBA PROGRAM ADVISING PLAN

The form is completed upon entry to the Master's Program by the advisor in session with the student.

Student Name: _____

Student ID: _____

Admission Term: _____
 ____/____/____

Date Plan Filed: _____

Part-Time: _____ **Full-Time** _____ (check one)

Semester to begin Practicum: _____

FOUNDATION BUSINESS COURSES: 7 CREDITS

<u>Course</u>	<u>Credits</u>	<u>Semester/Year</u>
BusAdm 700 Building Business Interfacing Skills	2	_____
BusAdm 701 Business Mathematics	2	_____
Bus Adm 703 Financial Accounting	3	_____
*Bus Adm 702 Business Statistics is waived based on nursing upper level statistics requirement.		

NURSING COURSES: 25 CREDITS

<u>Course</u>	<u>Credits</u>	<u>Semester/Year</u>
NURS 725 Nursing Research	3	_____
NURS 727 Epidemiology	3	_____
NURS 729 Health Care Systems	3	_____
	3	_____
NURS 735 Theoretical Foundations		
NURS 750 Evaluation of the Quality of Health Care	3	_____
NURS 770 Nursing Administration	3	_____
NURS 771 Nursing Administration Practicum	3	_____
NURS 784 Advance Nursing Practice Interventions	3	_____
NURS 991 Research and Thesis	1	_____

BUSINESS COURSES: 27 CREDITS

<u>Course</u>	<u>Credits</u>	<u>Semester/Year</u>
BusMgmt 704 Accounting Analysis	3	_____
BusMgmt 705 Corporate Finance	3	_____
BusMgmt 706 Managing in a Dynamic Environment	3	_____
BusMgmt 707 Information Technology	3	_____
BusMgmt 708 Marketing Strategy	3	_____
BusMgmt 709 Data Analysis for Management	3	_____
BusMgmt 710 Economic Analysis for Managers	3	_____
BusMgmt 711 Competitive Operations Strategy	3	_____
BusMgmt 712 Strategic Management OR	3	_____
720 Strategic Management in Health Care Organizations		

ELECTIVE COURSES: 6 CREDITS

<u>Course</u>	<u>Credits</u>	<u>Semester/Year</u>
_____	3	_____
_____	3	_____

MS/MBA PROGRAM ADVISING PLAN

Possible Electives:

Bus Adm 720 Strategic Management in Health Care Organizations - Spring, Even years

Bus Adm 727 Health Care Accounting, Law, and Ethics - Fall, Odd years

Bus Adm 755 Health Care Administration and Delivery Systems - Fall, Even years

Bus Adm 757 Managed Care and Integrated Health Networks - Spring, Odd years

If a change is made in this plan of study, I must file a revised plan, receive the approval of my advisor, and submit the revision.

Student Signature

Faculty Signature

Date

Make a copy for yourself, your advisor, and a copy for your file in the Student Affairs Office, Room 135

MASTER'S PROGRAM ADVISING PLAN Graduate Degree Completion for NP's

The form is completed upon entry to the Master's Program by the student and approved by the Graduate Advisor.

Full time Graduate status: Fall or Spring for 8+ credits , Summer 4+ credits

Student Name: _____ Student ID: _____

Focus: _____ Date Plan Filed: ____/____/____

Admission Semester: _____

Semester to complete Graduate Degree _____

Advanced Nursing Practice Core Courses: 24 credits

735 Theoretical Foundations	729 Health Care Systems	725 Nursing Research
753 Physiologic Basis	727 Epidemiology	754 Comprehensive Assessment
784 Advanced Nursing Practice Interventions		707 Advanced Pharmacology
991 Research and Thesis (final semester, 1 cr)		

_____ Semester	Credits	Date	_____ Semester	Credits	Date
----------------	---------	------	----------------	---------	------

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

_____ Semester	Credits	Date	_____ Semester	Credits	Date
----------------	---------	------	----------------	---------	------

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

_____ Semester	Credits	Date			
----------------	---------	------	--	--	--

_____	_____	_____			
-------	-------	-------	--	--	--

_____	_____	_____			
-------	-------	-------	--	--	--

I understand that this plan represents my intended plan of study in the master's. If a change is made in this plan of study, I must file a revised plan, receive the approval of my advisor, and submit the request to Director of Graduate Programs in order to provide advanced planning of NURS 991.

_____ Student Signature Date	_____ Advisor Signature
------------------------------------	----------------------------

**Make a copy for yourself, your advisor, and a copy for your file in the Student Affairs Office, Room 135*

MASTER'S PROGRAM ADVISING PLAN

Post Master's FNP Certificate Option

The form is completed upon entry to the Master's Program by the advisor in session with the student.

Student Name: _____

Student ID: _____

Advisor Name: _____

Date Plan Filed: ____/____/____

Admission Date: _____
____/____/____

Date(s) Plan Revised: _____

Practicum Start: _____ (this should be the same date as indicated in your letter of acceptance)

<u>Number</u>	<u>Course Name</u>	<u>Credits</u>	<u>Year Taken</u>
432-757	FNP Practicum I	3	Summer_____
432-767	FNP Theory I	3	
432-758	FNP Practicum II	5	Fall_____
432-768	FNP Theory II	3	
432-759	FNP Practicum III	4	Spring_____
432-769	FNP Theory III	3	

Total Credits = 21

Student Signature
Date

Advisor Signature

**** Make a copy for yourself, your advisor, and a copy for your file in the Student Affairs Office, Room 135 ****

Health Professionals Educational Certificate Advising Plan

This form is completed upon acceptance to the program with the assigned faculty advisor.
The completion of 15 credit hours within 3 years is required for the certificate program.

Student Name: _____ Student ID: _____
Faculty Advisor: _____ Date Plan of Study Submitted: ___/___/___

Core Courses – 6 Credits

757 Principles and Foundations of Adult Education (this course is recommended to be taken first)	semester	year
731 Practicum & Seminar in Health Professional Education (this course is recommended to be taken last)	semester	year

Curriculum/Program Planning and Evaluation Courses – 3 Credits

(AD LDSP 667, AD LDSP 607, AD LDSP 647, NURS 752)

# Course Name	semester	year
---------------	----------	------

Teaching/Instructional Strategies – 3 Credits

(AD LDSP 687, AD LDSP 707, AD LDSP 827, NURS 705)

# Course Name	semester	year
---------------	----------	------

Elective Courses – 3 Credits

(AD LDSP 867, AD LDSP 787, AD LDSP 547, CURRINS 774, NURS 753)

# Course Name	semester	year
---------------	----------	------

Year/Semester credit requirements will be complete: _____

Please note: *If a revision is made to your Plan of Study, be sure to contact the Graduate Advisor, to submit changes and the semester you plan to finish the requirements of the certificate. It is required that you submit a revised Plan of Study.*

Submit a copy of this Plan of Study to:
UWM - College of Nursing
Student Affairs Office
Cunningham Hall, Room 135
Attn: Graduate Advisor

Request to Change Specialty Tracks

All changes are subject to approval by the Associate Dean of Academic Affairs
and are granted on a space available basis.

To be completed by the student:

Current Specialty Track _____

Desired Specialty Track _____

Rationale for Changing Specialty Tracks:

Name: _____

Date: _____

Signature: _____

To be completed by your faculty advisor:

Approve student's request for change in specialty tracks :

Yes _____ No _____

Comments:

Name: _____

Date: _____

Signature: _____

To be completed by the Graduate Programs Director:

Signature: _____
Graduate Programs Director

Date: _____

Application for Independent Study

Name _____ Student # _____
of credits assigned to study _____ Course # Nurs _____ / _____ Semester/Year _____

Graduate Students: Direct Entry Masters
Master's CNS FNP
PhD

Undergraduate Students:

	Level in Nursing program					
Traditional Student <input type="checkbox"/>		PNUR <input type="checkbox"/>		IIB	<input type="checkbox"/>	
	IIIA	<input type="checkbox"/>	IIIB	<input type="checkbox"/>		
RN Student <input type="checkbox"/>		IVA	<input type="checkbox"/>	IVB	<input type="checkbox"/>	

Faculty Member Selected _____

Did s/he agree to work with you? Yes No

TITLE of Independent Study _____

OBJECTIVES:

PLAN FOR MEETING THE OBJECTIVES (brief explanation):

EVALUATION PLAN (brief explanation):

Please discuss your plans for Independent Study with the faculty member you selected. When you and the faculty member have reached agreement and this form is complete, return with the Faculty Member Agreement form, to the Director of the Graduate Program. The original will be placed in your file.

To be completed by the Director of the Graduate Program:

Signature: _____

Date: _____

Independent Study Evaluation Summary

Directions: To be completed upon completion of the Independent Study course as stated below. Supervising professor should complete the form below to evaluate student's performance. A copy of this completed form should then be sent to the Student Affairs Office for the student's file.

Student Name _____ **Faculty Name** _____

Semester/Year: _____ **Number of Credits** _____

Evaluation/Summary of Independent Study (to be completed by the faculty member):

To be completed by the faculty member :

Grade Earned _____

Professor Signature _____ **Date** _____

Make a copy for yourself, and forward original to the Student Affairs Office, room 135.

For office use only:

Date received: _____

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

**GRADUATE STUDENT REQUEST TO APPEAL A
COLLEGE OF NURSING RULE OR REGULATION**

The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee's recommendation on your appeal is forwarded to the Associate Dean for Academic Affairs, who will notify you of the action taken.

Name: _____ Date _____

Address: _____ Student No. _____

_____ Phone No. _____

Semester last attended at UW-M _____

Courses completed in that semester _____

Semester of next enrollment at UW-M _____

1. State what rule or regulation is being appealed. Request to Appeal for each rule or regulation.)
(Complete a Request to Appeal for each rule or regulation.)

2. What are you asking the Committee to do? (What is your appeal?)

3. Cite the circumstances or situations which led to this request for release from the normal adherence to rules and regulations.

4. Cite any actions and efforts taken and plans to correct the situation.

Student Signature_____

Return to: Chairperson, Graduate Appeals Subcommittee
c/o Student Affairs Office
UW-M College of Nursing
P.O. Box 413
Milwaukee, WI 53201

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07

For office use only:

Date received: _____

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing
GRADUATE APPEALS SUBCOMMITTEE

**GRADUATE STUDENT REQUEST FOR FILING AN ACADEMIC APPEAL
FOR REVERSAL OF AN ADVERSE DECISION IN AN ACADEMIC MATTER**

The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee's recommendation on your appeal is forwarded to the Dean who will notify you of the action taken.

Name _____ Date _____

Address _____ Student No. _____

_____ Phone No. _____

Semester last attended at UW-M _____

Courses completed in that semester _____

Semester of next enrollment at UW-M _____

1. State the nature of the academic action that prompted the appeal.

2. Cite the salient facts and the rationale for claiming that the action was inappropriate.

3. Cite the actions and efforts taken to correct the situation.

4. Cite the remedy you seek and why the remedy is appropriate.

Student Signature _____

Return to: Chairperson, Graduate Appeals Subcommittee
C/o Student Affairs Office
UW-M College of Nursing
P.O. Box 413
Milwaukee, WI 53201

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07

UNIVERSITY OF WISCONSIN-MILWAUKEE
College of Nursing

To comply with the State's Open Meeting Law, (Statute 19, Subchapter 4) your desire for an open or closed session must be determined.

You have a right to be present at either an open or closed session. If you decide to be present, you may be asked some questions related to your appeal by Committee members. You will be given an opportunity to present material related to your request to appeal.

In a closed session, attendance at the meeting is limited to members of the Committee and the student whose appeal is being heard. Following presentation of the appeal, the student leaves and the Committee makes recommendations on the appeal.

In an open session, attendance at the meeting is not limited and is open to any interested persons. Following presentation of the appeal, Committee recommendations on the appeal are made.

Please Check the appropriate answer, sign your name and return this form with your Request to Appeal.

	<u>YES</u>	<u>NO</u>
I will be present when my appeal is considered.	_____	_____
I will be present when my academic appeal is considered.	_____	_____
I request an open session at the meeting.	_____	_____
I request a closed session at the meeting.	_____	_____

Student's Signature _____

Date _____

Return to: Chairperson, Graduate Appeals Subcommittee
C/o Student Affairs Office
UW-M College of Nursing
P.O. Box 413
Milwaukee, WI 53201

for office use only:
Date received: _____

Revised CPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07