COLLEGE OF NURSING

Master of Science in Nursing (M.S.N.)

STUDENT HANDBOOK

2020-2021

COLLEGE OF NURSING

GRADUATE PROGRAM

203 NURSING SCIENCES BUILDING

UNIVERSITY PARK, PA 16802

PHONE: (814) 863-2211

Table of Contents

COVID-19 STATEMENT

We begin this semester in unprecedented and uncertain times. As policies and procedures are still evolving as the student handbook is finalized, students are encouraged to reference the following sites for the most current information regarding COVID-19.

- https://keeplearning.psu.edu/
- https://gradschool.psu.edu/covid19/
- https://virusinfo.psu.edu/back-to-state
- https://www.cdc.gov/coronavirus/2019-ncov/index.html

The CON will be following and enforcing the PPE guidance for those students who will be attending classes in person. In accordance with PA Department of Health regulations and guidance from the Centers for Disease Control and Prevention (CDC), The Pennsylvania State University has determined that everyone will be required to wear a face mask in university buildings, including classrooms. You MUST wear a mask appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person.

Starting Aug. 10, all Penn State students are asked to complete a daily symptom checker to self-screen for potential COVID-19 symptoms before returning to campus. Students enrolled for in-person courses or scheduled to be present at on-campus facilities will need to sign in with their Penn State ID to complete the daily student COVID-19 symptom checker through the Penn State Go App. It is strongly encouraged that all students complete the symptom checker every morning before leaving their homes, riding public transportation, and arriving on campus premises.

For those students who are completing labs, clinical hours, or practicum hours, additional screening/testing and PPE may necessary. For those students completing clinical or practicum hours at an offsite facility, the current minimum PPE guidance must be followed. Additional PPE requirements should be followed. Students should not complete clinical or practicum hours in sites that do not follow the minimum PPE requirements. Refer to Instruction, Universal Masking, and PPE Requirements. For those students who will be at the Hershey campus, please follow the classroom and PPE guidance issued by the College of Medicine. Please contact your course faculty with questions.

The CON will be adding additional compliances for this academic year due to COVID-19. As part of the American Data Bank compliance package, all students will be required to complete a COVID Attestation and a COVID Clinical Experiences Acknowledgement of Risk.

The University will conduct surveillance testing of faculty, staff and students on its campuses throughout the semester, testing about 1% of our campus populations (about 700 people) per day. The plan includes random and risk-stratified surveillance testing as well as testing for individuals who are identified in the contact-tracing process. Please monitor your Penn State email for testing notifications.

Please practice good self-care and complete the COVID-19 symptom checker on a daily basis. If you are experiencing symptoms of COVID-19 **DO NOT** attend in person class or complete clinical or practicum hours. Please notify your instructor immediately. If you are quarantined due to symptoms, a positive test, or exposure, you MAY be able to attend class remotely. Once you know you need to be quarantined, you should contact your instructors and your academic adviser. Please follow the guidance at https://virusinfo.psu.edu/faq/story/what-will-happen-if-when-students-test-positive.

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GREETINGS FROM THE DEAN

Congratulations and welcome to the graduate program of the Penn State College of Nursing! We hope that your studies will be personally rewarding and professionally challenging. This handbook was created to assist with your transition to graduate studies and provides you with a quick source of useful information.

Choosing to seek graduate study is a significant commitment and we applaud you for embarking on a journey to further your learning. We hope that you will take advantage of all that the University has to offer. The potential for seeking and learning new knowledge surrounds you. It is our hope that you will seek learning from many sources including mentors, classmates, as well as those in other disciplines across the university. Your faculty advisor stands ready to assist you with academic planning and career advice; however, all of our faculty and staff are here to serve you.

We wish you a successful journey in your program of study in our College of Nursing. Let us know how we can best help you.

Be well,

Laurie Badzek

Laurie Badzek, LLM, JD, MS, RN, FNAP, FAAN
Dean and Professor, College of Nursing.

MESSAGE FROM THE ASSOCIATE DEAN FOR GRADUATE EDUCATION

On behalf of the College of Nursing's graduate faculty, welcome to the M.S.N. program of the Penn State College of Nursing. We are delighted you have chosen to attend our program.

This handbook has been compiled to assist you through your graduate education. Please become familiar with its content, as it contains answers to frequently asked questions and provides information about policies and links to help you navigate our system of graduate education. The policies in this handbook are valid for the length of a full-time program of study, which is two academic years.

All of the graduate faculty are prepared to advise you in your academic program. Please feel free to contact them or myself if you have any questions or concerns.

Lisa Kitko

Lisa Kitko, PhD, RN, FAHA, FAAN
Associate Dean for Graduate Education, College of Nursing
Associate Professor of Nursing

COLLEGE OF NURSING GENERAL INFORMATION

The College of Nursing Graduate Program provides advanced study in human health and development throughout the life span and in nursing's role in providing health services to individuals, families, and communities. The program emphasizes the development of nursing knowledge and the translation of knowledge into practice.

COLLEGE OF NURSING MISSION

WE ARE creating nurse leaders to transform lives and health around the world.

Revised: April 2020

COLLEGE OF NURSING VISION

WE WILL redesign the landscape of health and nursing science through education, research, innovation, practice, and service.

Revised: April 2020

COLLEGE OF NURSING VALUES

The College of Nursing values align with the Penn State Values and are our shared ideals about how people should act toward one another, the standards to which we hold ourselves, and those beliefs we find important. While aspirational in nature, the Penn State Values articulate nursing's ethical principles and should guide our actions and decisions as members of the Penn State community.

Integrity: We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

Respect: We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

Responsibility: We act responsibly, and we are accountable for our decisions, actions, and their consequences.

Discovery: We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

Excellence: We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

Community: We work together for the betterment of our University, the communities we serve, and the world.

Align with Penn State Values April 2020

Revised Summer 2020

BELIEFS ABOUT LEARNING/NURSING EDUCATION

Learning. Learning is a continuous, life-long process of self-discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support

of the learner's self-directed inquiry. The role of the faculty is to support critical thinking, facilitate the learning process, and provide and foster opportunities for life-long learning.

Nursing Education. Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical thinking, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty's major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing's special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognize that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures. Continuing education is a part of nursing education and supportive to the concept of lifelong learning.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

The Baccalaureate Program in Nursing is characterized by a foundation in scientific and humanistic disciplines inherent in learning upon which is built the major in nursing. In addition to nursing courses, upper division studies include courses that complement the nursing component and increase the depth of general education. The structure of the Baccalaureate Program in nursing follows the same pattern as that of other baccalaureate programs at the University.

Differences may be found in practice settings and in the level of autonomy. However, the complexity of decision-making within the nursing process is a major component in the differentiation of roles and levels of nursing practice between the associate degree nurse and the baccalaureate-prepared nurse.

The focus of master's education in nursing is to prepare beginning nursing scholars, leaders, and advanced practice nurses with a specialty focus in clinical nursing. The master's degree specialties include nurse educator, nurse administrator, clinical nurse specialists, and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The focus of the practice doctoral degree in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across health care settings.

The focus of research doctoral education in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to

promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate College and graduate education at Penn State.

Approved January 1999
Revised March 2009
Revised and approved April 13, 2015

DIVERSITY STATEMENT

The faculty and staff of the College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth.

PURPOSE AND OUTCOMES OF THE M.S.N. PROGRAM

The purpose of the M.S.N. degree program in nursing is to prepare nurses as: a) nurse practitioners or for advanced nursing practice roles such as a nurse educators, nurse administrators b) scholars who are competent to conduct, evaluate, use and disseminate research; and c) candidates for doctoral study. The graduate program emphasizes the development of nursing knowledge and the translation of knowledge into practice. It provides advanced study in human health and development throughout the life span. Nursing's role in providing health services in diverse care settings to individuals, families and communities of varied cultural, ethnic and racial backgrounds throughout the world is emphasized.

THE M.S.N. PROGRAM OUTCOMES ARE TO PREPARE MASTER'S PREPARED NURSES TO:

1. Lead change to improve quality outcomes
2. Advance a culture of excellence through lifelong learning
3. Build and lead collaborative interprofessional care teams
4. Navigate and integrate care services across the healthcare system
5. Design innovative nursing practices
6. Translate evidence into practice
7. Demonstrate option-specific competencies based on the national guidelines for the role
    a. FNP (Family/Individual Across the Lifespan): National Organization of Nurse Practitioner Faculties. (2013). *Population-focused Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2017). *NP Core Competencies.*
    b. AGPCNP: National Organization of Nurse Practitioner Faculties (2016). *Adult-Gerontology Primary Care Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2016). *NP Core Competencies.*
    c. AGACNP: National Organization of Nurse Practitioner Faculties (2016). *Adult-Gerontology Acute Care Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2016). *NP Core Competencies.*
    d. Nurse Educator: Halstead, J. National League for Nursing (2013). *Nurse Educator Competencies: Creating an Evidence-Based Practice for Nurse Educators.* Halstead, J. National League for Nursing (2018). *NLN Core Competencies for Nurse Educators: A Decade of Influence.*
    e. Nurse Administrator: American Organization of Nurse Executives (AONE), American Organization of Nurse Leaders (AONL) (2015). *Nurse Executive Competencies.*

THE POST-GRADUATE NURSE PRACTITIONER CERTIFICATE PROGRAM OBJECTIVES ARE TO PREPARE MASTER'S OR D.N.P. PREPARED NURSES TO:

Demonstrate role-specific competencies based on national guidelines for the role.
1. FNP (Family/Individual Across the Lifespan): National Organization of Nurse Practitioner Faculties. (2013). *Population-focused Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2017). *NP Core Competencies*.
2. AGPCNP: National Organization of Nurse Practitioner Faculties (2016). *Adult-Gerontology Primary Care Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2016). *NP Core Competencies*.
3. AGACNP: National Organization of Nurse Practitioner Faculties (2016). *Adult-Gerontology Acute Care Nurse Practitioner Competencies;* National Organization of Nurse Practitioner Faculties. (2016). *NP Core Competencies*.

ACCREDITATION

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post graduate APRN certificate program at The Pennsylvania State University are accredited by the Commission on Collegiate Nursing Education 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. http://www.ccneaccreditation.org

The nurse practitioner options also are approved by the Pennsylvania State Board of Nursing.

UNIVERSITY ACCREDITATION
The Pennsylvania State University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education (MSCHE) is a regional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

STATE AUTHORIZATION AND RECIPROCITY AGREEMENT (SARA)

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by postsecondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts.

Penn State has been approved by the Commonwealth of Pennsylvania to participate in NC-SARA and was accepted as a SARA institution on January 25, 2017; additionally, Penn State commenced their affiliation with the Southern Regional Education Board (SREB) on January 1, 2017. At this time, 49 of the 50 United States are SARA members, however, Penn State is individually approved to offer programs in California.

For more information on SARA, please visit https://www.worldcampus.psu.edu/state-authorization.

State Authorization Complaint Resolution
During your education, you may encounter situations that require the assistance of others to resolve. As a Penn State World Campus student, you have access to experienced representatives who can help.

The action you take will depend on the nature of the issue you are experiencing. Please visit https://www.worldcampus.psu.edu/state-authorization/complaint-resolution to determine which method of reporting is right for you.

Professional Licensure/Certification Disclosures by State

If you plan to pursue employment in a licensed profession, it is important to understand how state licensing board requirements may impact your career. Use the interactive map linked below to understand the professional licensure/certification requirements for any state in which you may plan to pursue employment in a licensed profession after completing your program of study. If you have any questions or concerns regarding professional licensure/certification, please contact the program director for assistance.

Please Note: Although the University has sought information from other jurisdictions regarding licensure requirements, these requirements are subject to change. If you intend to seek licensure outside of Pennsylvania, the University recommends that you contact the appropriate state licensing agency to obtain the most up-to-date and relevant information. Please visit https://www.psu.edu/state-licensure-disclosures.

COLLEGE OF NURSING CENTERS

CENTER OF GERIATRIC NURSING EXCELLENCE

The CGNE at Penn State provides a strategic response to the national nursing shortage – *and* the national nursing faculty shortage. In partnership with our renowned College of Nursing research faculty and instructors, we are preparing the next generation of nurse educators with broad expertise in the care of our country's growing population of older adults. We accomplish these goals through:

1. Distance learning technologies
2. Innovative nursing research
3. Facilitating programs of study (Ph.D., M.S., M.S.N., and Post-graduate.)
4. Informal learning forums (journal clubs, seminars, CE programs)
5. Interdisciplinary education
6. Community partnerships

To learn more about the CGNE, visit: http://www.nursing.psu.edu/cgne/.

PROGRAM FOR PERSON-CENTERED LIVING SYSTEMS OF CARE

The Program for Person-Centered Living Systems of Care is an academic initiative within the CGNE at Penn State that seeks to: develop an inter-professional theory and model for the new field of person-centered living systems of care; conduct research on topics related to person-centered care (PCC); infuse PCC health care service delivery across the spectrum of services (acute to post-acute to community based).

The goals are to:
1. Develop a new integrative model of person-centered living systems of care
2. Develop infrastructure and methodologies for conducting PCC research
3. Conduct applied research on PCC topics
4. Apply best practices to innovative health delivery systems
5. Inform curriculum to educate an interprofessional workforce of future and current care providers
6. Influence policy around delivery of health care services in rural/urban, acute, post-acute, and community-based care settings.

To learn more about the program, visit: http://www.nursing.psu.edu/cgne/programs/.

CENTER FOR NURSING RESEARCH

The Center for Nursing Research (CNR) provides support in developing and conducting externally funded research projects including but not limited to funding sources, proposal preparation, and managing research awards particularly

National Research Service Awards (NRSA). Please contact Jen Hoffman (qzh2@psu.edu or 814-865-9337), Director, CNR for further information.

SEMINARS

Attendance at seminars and workshops offered through the College of Nursing provides relevant information for graduate nursing students and valuable networking contacts with professional colleagues. In collaboration with the Penn State Center of Geriatric Nursing Excellence, the College of Nursing facilitates a seminar at University Park and at Hershey Medical Center, other campuses, or Zoom, as requested. Seminars are archived for later viewing. Announcements for seminars are advertised throughout the College of Nursing and emailed to you through the student listserv.

MOCK REVIEWS

Graduate students are invited to attend CNR Mock Review sessions. During these sessions, grant proposals are reviewed by senior faculty and consultants prior to submission to a funding agency. This review is critical for a stronger proposal and welcomed by the preparer of the grant. Announcements for CNR events are posted by the College of Nursing and emailed to you through the student listserv.

CONFERENCES

The CNR provides supplemental support for registration as well as poster and presentation preparation for graduate students attending conferences. A Student Research Travel Request should be completed (including mentor approval) and submitted to the Center for Nursing Research at least thirty (30) days before the travel date. Students, whose travel is sponsored by the Center for Nursing Research, are required to submit a one page Student Conference Summary and picture of the presentation or poster before requesting travel reimbursement. The report should reflect on what you learned at the conference, talk about your presentation, your impressions, etc.

PENN STATE UNIVERSITY AND GRADUATE SCHOOL POLICIES

DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources (SDR) website provides contact information for every Penn State campus: http://equity.psu.edu/sdr/campus-contacts. For further information, please visit Student Disability Resources: http://equity.psu.edu/sdr.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: http://equity.psu.edu/sdr/guidelines. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

GRADUATE DEGREE PROGRAMS BULLETIN

The Graduate Degree Programs Bulletin contains a wealth of information about University rules, regulations, and policies. Liberal use of this invaluable resource will save many phone calls for information. It is also considered your contract with the University. The Graduate Bulletin can be found on the following web site: http://www.psu.edu/bulletins/whitebook.

TRANSFER OF CREDIT

Subject to the limitations given below, a maximum of 10 credits of high-quality graduate work done within 5 years at an accredited institution may be applied toward the requirements for the master's degree. However, credits earned to complete a previous master's degree, whether at Penn State or elsewhere, may not be applied to a second master's degree program at Penn State.

The student should distinguish carefully between the transferability of credit and its applicability in a particular degree program. Approval to apply any transferred credits toward a degree program must be granted by the student's academic adviser in conjunction with the Director of the NP program or Director of Online M.S.N. Programs, the Associate Dean for Graduate Education, and the Graduate School. Transferred academic work must be of at least B quality (grades of B- are not transferable) and must appear on an official graduate transcript of an accredited university.

Pass-fail grades are not transferable to an advanced degree program unless the "Pass" can be substantiated by the former institution as having at least B quality.

Forms for transfer of credit can be obtained from the Office of Graduate Enrollment Services, 114 Kern Building. https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-309-transfer-credit/.

ACADEMIC CALENDAR

The University academic calendar can be found at http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm. Please refer to this calendar for important course deadlines.

The registration timetable can be found at: https://www.registrar.psu.edu/registration/registration-timetable.cfm.

LIONPATH

LionPath is the system for student information that is used to register for classes and pay bills. For complete information and directions, go to the registrar's websitehttp://registrar.psu.edu/lionpath/knowledge-center.cfm.

Here are some general training videos to help you navigate the new LionPATH system for graduate students: http://lionpathsupport.psu.edu/student-help/.

You should be able to schedule all your courses using LionPath. If you have any trouble scheduling World Campus courses, please contact World Campus Registration at registration@outreach.psu.edu, 814-863-5256 or (800) 252-3592. Students can search for classes within the LionPATH Student Center via the Class Search or by using Schedule Builder.

First time students logging in to LionPATH, must sign the Consent to Do Business Electronically agreement in order to use the system. While not technically a part of enrollment, this screen will prevent all other actions until students have clicked the box to indicate their agreement. If they do not agree, students will have to conduct LionPATH business outside of the system.

Students will not be eligible to enroll in classes until they have completed their Fall 2018 Pre-Registration Activity Guide, which includes verification of emergency contact information and the new Financial Responsibility Agreement (FRA). A graduate student who is in residence at the University is expected to be properly registered. In residence means that the student (whether full- or part-time, whether commuting to campus or other instructional site or living nearby or on campus) is pursuing graduate credits and/or an advanced degree by (a) attending classes or seminars for credit or audit; (b) doing a term project, independent study, or similar research or scholarly work in a University laboratory or other research facility; (c) consulting in person or by other means of communication with one or more faculty members on scholarly matters, or projects (d) using the library, Computer Center, or other University information resources; or (e) using other University facilities provided for graduate study. The responsibility for being properly

registered rests first with the student and secondarily with the student's adviser. A student may register for course work or research or a combination of the two. In the later stages of the program, the situation will determine the requirements for the student's registration.

REGISTRATION STATUS

https://www.registrar.psu.edu/lionpath/knowledge-center/registration-faqs.cfm

The Penn State registration process is not complete until tuition and fees are paid. After students schedule their courses, the Bursar's office will send an e-mail message to the student's official University e-mail account announcing that the eBill is available. Regardless of the amount due, action is required to complete the registration process. For detailed information concerning your tuition bill please contact the Bursar's office.

CONSEQUENCES OF INCOMPLETE REGISTRATION
1. Students will not receive grades for courses attended.
2. Once classes begin, students cannot add, late add, or late drop courses for the current semester.
3. Students are ineligible to register for future semesters.
4. If receiving student loans, the student may enter a repayment status with lender.
5. If receiving student aid, some aid sources may be cancelled and unable to be reinstated at a later date.
6. If receiving a Federal Work Study award, the student cannot be hired.
7. The University reserves the right to cancel an incomplete registration for failure to pay tuition and fees.

TUITION SCHEDULES/BILLS

Students can get information about pay their Tuition Bill from the Bursar's website.

To view current Tuition Rates and schedules please visit Penn State's Tuition website

ACADEMIC INTEGRITY STATEMENT

The College of Nursing Graduate Program (http://www.nursing.psu.edu/undergraduate/academic-integrity) follows the guidelines and procedures stated in Faculty Senate Policy 49-20, http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/ as follows:

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40: Proctoring of Examinations). At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to that course.

PLAGIARISM

Talking over your ideas and getting comments on your papers from faculty and students are not examples of plagiarism. Taking someone's published or unpublished work or ideas and using them or calling them your own is plagiarism (this includes work done by individuals who have previously completed a course in which you are enrolled).

Referencing others' works is extremely important. Direct quotes need to be placed in quotation marks and the page from where the quote was taken documented. All other works used in the development of the paper need to be cited in the reference list. It is considered plagiarism if these procedures are not followed.

CODE OF CONDUCT

All graduate students are expected to adhere to the Code of Conduct and Academic Standards as clarified by Graduate Council in the Graduate Degree Bulletin, at the Graduate School web site: http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-801-conduct/.

GRADING SYSTEM

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. The following grading system applies to graduate students:

> A (EXCELLENT) indicates exceptional achievement
>
> B (GOOD) indicates substantial achievement
>
> C (SATISFACTORY) indicates acceptable but substandard achievement
>
> D (POOR) indicates inadequate achievement and is a failing grade for a graduate student. A course in which a D has been obtained cannot be used to meet graduate degree requirements and will not count toward total credits earned.
>
> F (FAILURE) indicates work unworthy of any credit, and suggests that the student may not be capable of succeeding in graduate study.
>
> The grade-point equivalents for the above marks are: A, 4.00; B, 3.00; C, 2.00; D, 1.00; F, 0. A +/– grading system is also in effect which includes A–, B+, B–, and C+. The grade-point equivalents are A–, 3.67; B+, 3.33; B–, 2.67; and C+, 2.33.

In addition to the quality grades listed above, three additional grade designations, DF (Deferred), NG (No Grade), and R (Research), may appear on a student's transcript.

DF (Deferred): If work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record.

It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade.

Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than 12 weeks after the course end date as noted on the Registrar's Schedule of Courses, unless an extension of a specific duration to a specified date is agreed upon by the instructor and student and approved by the Graduate School that allows for a completion deadline longer than 12 weeks.

A DF grade that is not resolved before the end of this period automatically converts to an F and cannot be changed without approval by the Graduate School.

No DF grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's completed for a student continuing through for a doctoral degree) and the doctoral qualifying and comprehensive examinations, and final oral examination/final performances. Graduate programs may add additional benchmarks.

NG (No Grade): If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within 12 weeks following the posting of the NG automatically becomes an F.

An NG that has converted to an F may not be changed without approval from the Graduate School.

No NG grades may remain on the record when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's completed for a student continuing through for a doctoral degree) and the doctoral qualifying and comprehensive examinations, and final oral examination/final performances (See GCAC-401).

DEFINITION OF GRADES

University Faculty Senate Policy 47-60 applies to all grading in the College of Nursing Graduate Program as follows:

Grade	Grade-Point Equivalent	Percentage Equivalent
A	4.0	94—100
A-	3.67	90—93
B+	3.33	87—89
B	3.00	83—86
B-	2.67	80—82
C+	2.33	77—79
C	2.00	75—76
D	1.00	68—74
F	0	Below 68

Alternatives to letter grades are applied as defined in University Faculty Senate Policies 49-60; 42-50.2; 48-40; 48-80 and 49-40. Students are responsible for following course requirements and notifying faculty and the Graduate School Office when there is some reason, they will not be able to complete a course. Grade changes and corrections are more difficult to accomplish after the course has been completed and the semester has ended.

A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program will be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major (See graduate degree bulletin: http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-803-procedures-termination-unsatisfactory-scholarship/).

No deferred or missing grade may remain on the record at those times when a student <u>reaches an academic benchmark.</u>

There are only three circumstances under which a course grade, once assigned, can be changed:

1. If there was a calculation or recording error on the instructor's part in the original grade assignment.
2. If it is a course for which an R grade has been approved and in which an initial R can be assigned and changed within one semester to a quality grade.
3. If, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

In certain courses (e.g., N590, N594, N595, N596, N597, N598, N599 and a few others) approved by the Graduate Council, the instructor may report the symbol R in place of a grade. An R does not influence the grade-point average. It indicates that the student has devoted adequate effort to the work scheduled but gives no indication of its quality. The symbol may be used, for instance, in courses that are officially designed to extend over more than one semester or in courses for which a quality grade is not appropriate. An R in an approved course need not be changed later to a quality grade but may be changed if the instructor deems it appropriate when the course work has been completed. A quality grade must be reported no later than the end of the following semester. A course with an unresolved R grade may remain on the transcript after graduation but may not be used to fulfill graduation requirements.

SENATE POLICY 34-89 (COURSE DROP)

A student may drop a course without academic penalty during the Course Drop period. If the duration of the course is equal to the duration of the semester, this period is the first six (6) calendar days of either the fall or spring semester, beginning midnight on the first day of class. For all other courses (those not equal in duration to a semester of which they are part and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying six (6) days by the duration of the course (in weeks) divided by fifteen (15) weeks, and then rounding up to the next higher whole number of days. For example, a 6-week course would have a drop period of 3 calendar days (6 days * 6 weeks / 15 weeks equals 2.4 days, rounded up to 3 days).

There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student's academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a notation (Policy 48-20) will be entered on the student's academic record.

SENATE POLICY 48-20 FAILURE TO COMPLETE A COURSE

1. When a student officially drops a course within the course drop period, no symbol or grade of any kind is to be reported.
2. When a student officially drops a course after the course drop period, a symbol of LD, according to the policies of Sections 34-89, is to be reported.
3. When a student registers for a course but ceases to attend class without officially dropping the course, the student is to be given a grade of F in the course.
4. When a student officially withdraws from the University in accordance with Section 56-30, the symbol W shall be reported for each course, unless an accusation of academic dishonesty has been made against the withdrawing student. In such a case, Section 49-20 supersedes the assignment of the symbol W in that course.
5. A symbol of AUU shall be recorded for unsatisfactory attendance in an audited course in accordance with Section 48-80.

SENATE POLICY 48-50 NO GRADE (NG)

If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within five weeks following the posting, the NG automatically becomes an F. A NG grade that is automatically converted to an F can later be corrected in accordance with Senate Policy 48-30. Students with NG on their transcripts will not be allowed to graduate.

SENATE POLICY 48-80 COURSE AUDIT

When a student is registered in a course as an auditor, no final grade is to be given, but the symbol AU shall be used if attendance has been regular, the symbol W if attendance has been unsatisfactory.

PROCEDURE FOR RESOLUTION OF STUDENT CONCERNS

Formal mechanisms are in place to resolve student problems in the classroom, outside the classroom, and regarding grade disputes. Concerns about course grades and grading should be handled between the student and his or her instructor as outlined in the University Faculty Senate Policies 47-00, 48-00, and 49-00. To view the policies, visit the University Faculty Senate home page at http://senate.psu.edu/.

Procedures for resolution of problems can be found in the Graduate Degree Programs Bulletin https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-802-procedures-for-resolution-of-problems/.

DEFINITION OF ACADEMIC STATUS

FULL-TIME
Students holding fellowships, traineeships, or other awards based on academic excellence are required to carry 9 or more credits each semester. Students carrying 5 credits in summer session are considered full-time.

PART-TIME
A student who in any semester or summer session is registered for study but who does not meet the criteria for full-time status is considered to be engaged in part-time academic work for that semester.

GRADUATION DEADLINES

It is the responsibility of students to notify the University of their intention to graduate. Students will be able to apply for graduation in the LionPATH system. Once application is completed within LionPATH, students should confirm with the College of Nursing Graduate Program office that they are appropriately scheduled for graduation within the system.

After the activation period expires, graduate students must contact the College of Nursing Graduate Program Office if they wish to activate or remove their intent to graduate.

Graduating students must then fill out the necessary forms for attending commencement. World Campus students will attend commencement at the University Park Campus.

GRADUATE STUDENT POLICY FOR TRAVEL FOR SAFE TRAVEL

For information regarding international travel please see https://policy.psu.edu/policies/tr01.

RECOMMENDED PRACTICES IN GRADUATE EDUCATION

Fostering successful interactions among faculty, administrators, and graduate students.

This document suggests examples of recommended practices in each of three core areas for all of the key participants in graduate student education. Programs use these as a set of recommended practices that meet the needs of their students. More information can be found on: http://gradschool.psu.edu/faculty-and-staff/faculty/recommended-practices/.

SCHOLARSHIP AND RESEARCH INTEGRITY (SARI)

The SARI program at Penn State is designed to offer graduate students comprehensive multilevel training in the responsible conduct of research in a way that is tailored to address the issues faced by individual disciplines. The program is implemented by Penn State colleges and graduate programs in a way that meets the particular needs of students in each unit. The SARI program has two parts:

All Graduate students are required to complete an online Institutional Review Board (IRB) training program provided by the Collaborative Institutional Training Initiative (CITI).

Graduate students will also be required to engage in an additional 5 hours of discussion-based Responsible Conduct of Research (RCR) education. These discussions will encompass both universal and discipline-specific material. The College of Nursing will incorporate the additional 5 hours of RCR education within the capstone clinical courses of each degree option for MSN students and in NURS 587, Research Ethics, for doctoral students.

ACCESS THE CITI PORTAL

1. To access the CITI courses, go to: http://citi.psu.edu.
2. Ph.D. students who are or will be doing research at Hershey should choose the "**Hershey Medical Center and College of Medicine**" log in button. All other students will choose "**University Park, Commonwealth, and other non-Hershey personnel**" log in button. Log in with your Penn State credentials.

CHOOSING THE APPROPRIATE CURRICULUM/TRAINING MODULES

1. Click "**View Courses**" besides "**Pennsylvania State University**." Click on "**Add a Course**."
2. From the list of choices, ALL STUDENTS select "**Institutional Review Board (IRB) training for human subjects research**." Ph.D. students will ALSO select "**Good Clinical Practice (Social and Behavioral Research)**." Then click the Next button.
3. Select "**NO, I have Not completed the Human Subjects Research (IRB) Course through CITI. I need to complete the Human Subjects Research (IRB) Course**." Click Next.
4. ALL students select "**Social Science Research**" while Ph.D. Hershey students select "**Biomedical Research**." Click Next.
5. A list of several topics will appear; these are your elective choices. Choose the course of most interest to you. Click Next.
6. You should then see a list of 2 courses: 1) your **IRB Course** (Biomedical or Social Science) and 2) your **elective course**. PhD students will also see a third course: GCP – Social and Behavioral Research Best Practices for Clinical Research. Click on "Start Now" to get started!
7. You must complete all required modules AND 1 elective (of your choice).
8. Once you have registered, you may enter and leave the course at any time, completing modules as time permits.

Once the CITI course is complete, it is the student's responsibility to upload a copy of the completion certificate to American Data Bank for review. **All Graduate students are required to complete the online training within their first academic year and may not graduate if these courses are not completed**.

COLLEGE OF NURSING POLICIES

NON-DEGREE ADMISSION

If you do not intend to pursue a graduate degree but want to take graduate-level courses for personal enrichment, professional development, permanent certification, or to apply for degree status at a later date, you can seek admission as a non-degree graduate student. Information on applying for non-degree graduate status may be obtained via the Web site at https://gradschool.psu.edu/graduate-admissions/how-to-apply/. No more than 15 graduate credits of course work taken prior to admission to a graduate degree program may be applicable to a graduate program. (*See "*Non-degree Student" under Classification of Students.) Admission as a non-degree graduate student neither guarantees nor implies subsequent admission to a degree program. The College of Nursing strongly recommends that non-degree students take no more than 9 credits prior to applying to and being admitted to the graduate program. Non-degree students are not eligible to receive fellowships or graduate assistantships and preference for courses is given to degree students. It is highly recommended that non-degree students enroll during the summer semester when more seats are available. Course controls placed on nursing core courses during the Fall and Spring semesters ensure matriculated students are granted seats. If a non-degree student wishes to enroll in a controlled course, they must contact the College of Nursing office. In this case, registration for non-degree students is granted only if seats are available.

DEFERRAL OF ADMISSION

Students may defer enrollment (admission) into the Graduate M.S.N. program for up to three continuous semesters (including the summer) after the semester of admission. Any student wishing to defer enrollment should contact the Graduate Adviser with their intent to defer and their proposed semester of return. Students expecting to defer to the spring semester must notify the Graduate Adviser by October 1st of the previous Fall Semester and by February 1st for return in the following summer or fall semesters.

If the student wishes to return after two continuous semesters have passed from the initial semester of admission, the student must submit a new application by the prescribed application deadlines posted on the College of Nursing website.

WITHDRAWAL POLICY

Withdrawal from the University is defined as dropping all registered courses for the current semester or session or non-registration for one or more semesters. Officially withdrawing from the University will also cause a cancellation of scheduled and registered courses for any future semester. In the case of a "summer-only" withdrawal, fall registration will be maintained and re-enrollment/readmission is not necessary. Anyone who has withdrawn from the University and now plans to register for coursework is required to apply for re-enrollment (see resume study information) https://gradschool.psu.edu/graduate-admissions/how-to-apply/current-students/.

Matriculated students who need to drop all courses and wish to register in future semesters or who plan to take a semester off from graduate studies, are required to discuss their plans for withdrawal with their academic adviser at least four weeks prior to the semester, which they intend to withdraw. Following this discussion, the Option Director and Associate Dean for Graduate Education will be notified, and a letter placed into the student's academic file.

RE-ENROLLMENT POLICY

The process of re-enrollment is required of all students who have withdrawn from the University. Withdrawn status is defined as a graduate student dropping all registered courses during the fall or spring semester or not registering for more than one semester with plans to enroll in a subsequent semester. If space is available, approval for re-enrollment will normally be given to students who were in good academic standing in the College of Nursing prior to their withdrawal. Students initiate this procedure by completing the graduate resume study form

(http://gradschool.psu.edu/prospective-students/how-to-apply/current-students/) and submitting it to Office of Graduate Enrollment Services; The Pennsylvania State University; 114 Kern Building, University Park, PA 16802-3396.

Only students in degree status and in good academic standing are eligible for re-enrollment in the College of Nursing. Re-enrollment is a two-step process in which the student submits a formal request to the Associate Dean for Graduate Education in the College of Nursing and completes the Graduate School's resume study form followed by approval by the Associate Dean for Graduate Education in Nursing.

The Graduate Program in the College of Nursing requires the student to have had a 3.0 GPA when last enrolled. Students who resume study in the Graduate Program must meet with the Director of the Program to determine the plan of study. Additional coursework may be required for students who have withdrawn from graduate studies. This will be determined based on the period of time the student has been away from the University and prior course work completed. The plan of study may include a requirement of demonstrating continued competence.

COLLEGE OF NURSING GRADUATE ACADEMIC PROGRESSION GUIDELINES

Progression in the program is based on satisfactory scholarship in pre-requisite courses. The Graduate School has set policy stating that one or more failing grades or a cumulative grade-point average below 3.0 for any semester or combination of semesters may be considered as evidence of failure to maintain satisfactory scholarship. Students in the College of Nursing are expected to achieve a quality grade of B or higher in required core courses. Students who fail to meet The Graduate School's GPA requirements or achieve a quality grade of B- or lower in any nursing course are counseled by the academic adviser or the option coordinator and a remediation plan is developed with guidance of the Graduate Admissions and Standards Committee, if needed. Methods for evaluation are provided in each syllabus (Adapted from the Graduate Degree Programs Bulletin). When a student drops a course after the regular drop/add period, it is considered a late drop. This action will be reflected on his/her record with the symbol LD.

This guideline delineates the academic standards for students admitted to the graduate nursing program. The following requirements are necessary for progression in the nursing program.

Overall Criteria:
1. Successful completion of prerequisite courses is defined as a grade of "B" (83%) or better according to the University grading scale.
2. Successful completion of required nursing courses is defined as a grade of "B" (83%) or better according to the College of Nursing grading scale.
3. All prerequisite courses and required Nursing courses may only be repeated one time.
4. A student who earns a "B-" or lower in any two required nursing courses will be dismissed from the nursing program.
5. M.S.N. degree candidates are limited throughout their degree program to 6 credits of late drop that occur while the student is in academic jeopardy and/or after 50% of the semester has been completed.
6. A combination of 6 credits of late drop that occur while the student is in academic jeopardy and/or after 50% of the semester has been completed and one "B-" will result in dismissal from the nursing program.
7. Students who wish to return to the University after a leave of absence or to re-enroll after withdrawing will apply to resume study, and if accepted, re-enter under the curricular requirements at the time of re-enrollment. If a significant amount of time has lapsed, additional coursework may be required. Scheduling of both didactic and clinical courses may depend on availability of space.
8. Students enrolled in clinical courses are required to complete at least half of their clinical hours by the semester mid-point or be deemed in academic jeopardy.

Approved by Graduate Affairs Committee September 26, 2016

COLLEGE OF NURSING EXPECTATION FOR EXCELLENT WRITING AT THE GRADUATE LEVEL

All written work will be graded based on assignment content criteria. However, all writing assignments are expected to demonstrate excellent graduate level writing, which includes writing that is free of typographical errors, misspellings, and punctuation errors. Excellent writing also contains proper grammar and correct APA formatting (when applicable). Writing should be concise, include relevant content and support, as well as meet assignment requirements in a well presented, easy to read format. No points will be assigned for completing these requirements, but up to 10% of your assignment total grade may be deducted for not demonstrating excellent writing skills. We strongly encourage you to complete the study tutorial and utilize the APA resources if you need support. Students are encouraged to access the various resources available through The Graduate Writing Center at https://gwc.psu.edu/.

INCLEMENT WEATHER POLICY

RESIDENTIAL COURSE (ON CAMPUS) CANCELLATION POLICY

In case of inclement weather, faculty will notify students in the event of class cancellation. Please check your Penn State email for cancellation notices. At times, faculty may determine to deliver the course online when they are not able to attend class. Students may also check their campus website for cancellations and closures or sign up for PSU Alert (https://psualert.psu.edu/psualert/)

Because weather conditions will vary among campuses, do not assume that class is cancelled at all campuses if your local campus is closed.

ONLINE COURSE CANCELLATION POLICY

Classes delivered online will not be cancelled due to inclement weather. If a student is unable to access the internet due to weather conditions (e.g. power outage), please contact your instructor as soon as possible.

SOCIAL MEDIA POLICY

The Social Media policy provides Penn State College of Nursing (CON) students with rules to participate in social media, including Penn State College of Nursing social media and in non-Penn State CON social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality. As a nursing student, it is important to represent Penn State College of Nursing in a fair, accurate, and legal manner while protecting the College's reputation.

1. Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Penn State faculty and staff, employers and co-workers included. Sanction will be determined by the University Office of Student Conduct, the CON Academic Integrity Committee, or the appropriate CON Academic Administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.

6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and /or other nursing students.
7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.
8. The CON may take action to dismiss any student from the Nursing program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

University Policy: Approved by Administration June 2013

References:
ANA, (2011). Principles for social networking and the nurse.
ANA (2011). Six tips for nurses using social media.
Carlow University College of Nursing, Social Media Policy (with permission)
National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

INFECTIOUS DISEASE POLICY

CLINICAL AGENCIES

1. Clinical agencies utilized by the College of Nursing for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
2. The clinical agency's infection control plan shall include:

    a. A schedule and method of implementing the infection control plan.

    b. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.

    c. A method of dealing with and documenting occupational exposure.

3. Clinical agencies are required to make the infection control plan available to the College's administration for examination and copying.

STANDARD PRECAUTIONS AND ISOLATION PRACTICES

All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.

ACCIDENTAL EXPOSURE, POST EXPOSURE, AND FOLLOW-UP

A. Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.

B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g.,

needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious"

The nursing student will:

1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area

2. Report the incident to the clinical instructor

The clinical instructor will:

1. Report the incident immediately to the appropriate representative at the clinical facility

2. Facilitate completion of the steps for follow up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student's expense.

Revised November 2006

IMPAIRED STUDENT NURSE POLICY

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the College of Nursing ("CON") at The Pennsylvania State University ("The University") are strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any Clinical Activities.

STATEMENT OF PURPOSE AND INTENTION

1. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
2. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
3. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.
4. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Pennsylvania's Professional Nursing Law (63 P.S. § 224, et. seq.).
5. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

DEFINITIONS

1. "Alcohol" means beer, wine and all forms of distilled liquor containing ethyl alcohol.
2. "Clinical Activities" shall refer to those duties or activities required of CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.
3. "Clinical Program" shall refer to the assignment of CON students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
4. "Drug" means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.

5. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.

6. "Host Facility" shall mean any place other than a campus of The Pennsylvania State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.

7. "Student" is an undergraduate or graduate student enrolled in the CON.

8. "Clinical Instructor/Supervisor" is the person the CON assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Penn State CON. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

DRUG AND ALCOHOL POSSESSION AND USE

1. Prohibitions. Except as provided in paragraph C below:

    a. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.

    b. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a zero-tolerance policy.

    c. This policy is not directly applicable to Students who are in traditional classroom/ lecture situation; however, all Students of The University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or CON rules and regulations.

2. Exceptions. The following circumstances may constitute exceptions to this Policy:

    a. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

    b. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.

3. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Penn State College of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the CON, this information will be utilized in the manner set forth herein.

PROCEDURES

1. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with its serious consequences for the Student's ability to complete his or her course of study in the CON.

2. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug

and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the CON and/or health care professionals.

3. When finding of reasonable suspicion is made, the following steps will be implemented by the CON.

   a. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.

   b. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-PSU preceptor or supervisor, contact the course or clinical instructor assigned to the student.

   c. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor attention.

   d. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.

   e. The Clinical Instructor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the program coordinator is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member at the CON or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.

   f. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative and one other person at all times during transportation to the testing site.

   g. Each location will determine appropriate safe travel arrangements keeping in mind that two responsible adults must be in the vehicle with the student.

   h. After testing is completed, the CON will arrange for the student to be transported home or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid by the CON. The PSU representative will remain with the student until transportation is obtained.

   i. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken.

In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the University's Office of Occupational Medicine.

j. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.

k. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.

4. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.

   a. A meeting will be held, within a reasonable period of time, with the Student, the Clinical Instructor involved and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.

   b. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.

   c. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The CON will be notified of the outcome of this process.

   d. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

APPEALS

1. A Student may appeal sanctions by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

2. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:

    a. The purpose of the hearing is one of fact finding.

    b. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.

    c. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.

    d. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.

    e. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.

    f. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.

    g. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.

    h. Requests for additional information may be made by the committee to the faculty member and the Student.

    i. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.

    j. The decision of the committee shall be final.

REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

1. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.

2. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:

    a. Expiration of any academic suspension or disciplinary suspension.
    b. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
    c. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.

3. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Center for Counseling & Psychological Services. Professors, instructors and advisers in the CON will assist Students with referrals, as requested.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, University Occupational Medicine and University Risk Management.

Approved Fall 2005
Revised Fall 2009
Revised Spring 2013
Revised Spring 2018

GRADUATE PROGRAM FORMS

Here is a summary of available forms. For a complete listing, please visit the Forms page at the College of Nursing website: https://www.nursing.psu.edu/student-forms/. You will need the free Adobe Acrobat Reader program to view these forms. Submit completed forms to the College of Nursing Graduate Program Office at 203 Nursing Sciences Building, University Park, PA.

DROP/ADD FORM

RESUME STUDY FORM
Submit one month prior to the start of the semester. See Re-Enrollment Policy for more information.

WITHDRAWAL FORM
Consult your adviser prior to withdrawing. See Withdrawal Policy for more information.

ADDRESS/CORRECTION FORM
Completed Forms must be mailed or faxed directly to the Graduate School, 112 Shields Building, University Park, PA 16802, Fax: 814-863-1929.

NAME CHANGE FORM
Completed Forms must be faxed directly to the Graduate School at 814-863-1929 along with two forms of verification.

CHANGE OF ADVISER FORM
Requests to change adviser must be made in writing to the Associate Dean for Graduate Education.

CHANGE OF NP SPECIALTY
Please consult your adviser and director of the np program before changing your specialty.

CHANGE OF M.S.N. OPTION FORMS (ADMINISTRATOR/EDUCATOR)
Meet with your academic adviser prior to pursuing a change of option. Change in the option may prolong the plan of study and must be approved by the Director of the NP Program and/or the Option Coordinator. Change of option from nurse administrator, or nurse educator to the NP options requires a review by the graduate admissions committee.

N596 INDEPENDENT STUDY FORM
A Variable Credit Form must accompany this form.

VARIABLE CREDIT FORM
Submit when registered for NURS 594 (with adviser), or NURS 596.

SCHOLARSHIP/TRAINEESHIP APPLICATION FORM
Must be submitted yearly by April 30th for consideration during the next academic year.

COLLEGE OF NURSING LOGO

Use of the official Penn State (University Park) and/or College of Nursing logo is restricted to College of Nursing faculty and students. All students who use official logos for posters and oral presentations must have their presentation approved by their academic adviser. Once a student has graduated, official Penn State logos may only be used when a Penn State faculty person is listed as a co-presenter and has approved the presentation.

COLLEGE OF NURSING BUSINESS CARDS

A student wishing to purchase business cards will do so at their own financial responsibility. Business cards can be ordered by contacting Kori Johnsonbaugh at 814-863-0245 or kkj10@psu.edu. The University offers a variety of styles; however, the following example is the information that is required by the College of Nursing.

Credentials: Use the highest degree that you have earned to date after your name. You may add: M.S.N. Student, College of Nursing.

Cell Number: Please make certain voicemail message is professional.

Student Name, Credentials

203 Nursing Sciences Building   Cell Number:

The Pennsylvania State University

University Park, PA 16802-6509   Email Address:

www.nursing.psu.edu

Official PSU logo to appear here

PROFESSIONAL COMPLIANCES

All graduate nursing students are required to meet minimum compliance requirements. These requirements ensure the safety of both you as a student and the various populations that you may encounter during your educational experience at The Pennsylvania State University. This is a requirement that you must fulfill annually while enrolled in the program by August 1. You must use your @psu.edu email for this process. As a graduate student, you represent the College of Nursing and The Pennsylvania State University. Incomplete compliances may result in an inability to register for the upcoming semester. Students may not attend any clinical/practicum courses unless all of the requirements are completed and approved.

The College of Nursing utilizes a third-party service called American DataBank (http://psucompliance.com/) to monitor and track your compliances. You will be charged a fee to utilize this service. This does not include fees paid to the Department of Public Welfare for your Child Abuse History Clearance and FBI Fingerprints. Students will receive notification via email from the College of Nursing about the process to register with American DataBank. Compliance documents can be uploaded to American DataBank electronically. It is the student's responsibility to upload documents. The College of Nursing cannot accept or maintain any hard copies of compliance records. Please note that certain background clearances may take at least four weeks for processing, so please plan ahead and allow a sufficient amount of time. Required Compliances are outlined below. In addition, all students this year will be required to complete a COVID-19 Attestation Form and the Clinical Experiences Acknowledgment of Risk.

STUDENT COMPLIANCE REQUIREMENTS

<u>M.S.N. (Degree/Certificate) – Family/Individual Across the Lifespan (F/INP), Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP) & Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)</u>

SUMMER OR FALL 2020 ADMIT Part-Time (6 semesters) – 3 years	SUMMER OR FALL 2020 ADMIT Full-Time (4 semesters) – 2 years
(Semester 1-3) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB) Open on May 1, 2021 and due on August 1, 2021 [SP22 clinical student] 4. Drug Screen 5. Background Check 6. PA Child Abuse History Clearance 7. FBI Fingerprint 8. Measles, Mumps, and Rubella (MMR) Titer 9. Varicella (Chicken Pox) Titer 10. Hepatitis B Titer 11. Tuberculosis Screening 12. CPR Certification 13. Influenza Vaccination 14. Professional Liability Insurance	(Semester 1-2) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB) 4. Drug Screen 5. Background Check 6. PA Child Abuse History Clearance 7. FBI Fingerprint 8. Measles, Mumps, and Rubella (MMR) Titer 9. Varicella (Chicken Pox) Titer 10. Hepatitis B Titer 11. Tuberculosis Screening 12. CPR Certification 13. Influenza Vaccination 14. Professional Liability Insurance
Prompt 60-day prior expiration with a second reminder 30-day prior expiration 15. Drug Screen 16. Background Check 17. PA Child Abuse History Clearance 18. FBI Fingerprint – DHS	Prompt 60-day prior expiration with a second reminder 30-day prior expiration 15. Drug Screen 16. Background Check 17. PA Child Abuse History Clearance 18. FBI Fingerprint - DHS

<u>M.S.N. – Nurse Educator & Nurse Administrator</u>

FALL 2020 ADMIT Part-Time (6 semesters) – 3 years	FALL 2020 ADMIT Full-Time (4 semesters) – 2 years
(Semester 1-5) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)	(Semester 1-3) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)
Open on, May 1, 2022, and due on August 1, 2022. [SP23 practicum student] 4. Drug Screen 5. Background Check 6. FBI Fingerprint 7. Measles, Mumps, and Rubella (MMR) Titer 8. Varicella (Chicken Pox) Titer 9. Hepatitis B Titer 10. Tuberculosis Screening 11. CPR Certification 12. Influenza Vaccination 13. Professional Liability Insurance	Open on, May 1, 2021, and due on August 1, 2021. [SP22 practicum student] 4. Drug Screen 5. Background Check 6. FBI Fingerprint 7. Measles, Mumps, and Rubella (MMR) Titer 8. Varicella (Chicken Pox) Titer 9. Hepatitis B Titer 10. Tuberculosis Screening 11. CPR Certification 12. Influenza Vaccination 13. Professional Liability Insurance
For In-State student, PA Child Abuse History Clearance will be added as a requirement.	

SPRING 2021 Part-Time (6 semesters) – 3 years	SPRING 2021 Full-Time (4 semesters) – 2 years
(Semester 1-4 & 6) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)	(Semester 1-2 & 4) 1. Nursing License 2. Collaborative Institutional Training Initiative (CITI) 3. Information Release Form + Consent, License AND Release Agreement (Electronic by ADB)
Open on, May 1, 2022, and due on August 1, 2022. [SP23 practicum student] 4. Drug Screen 5. Background Check 6. FBI Fingerprint 7. Measles, Mumps, and Rubella (MMR) Titer 8. Varicella (Chicken Pox) Titer 9. Hepatitis B Titer 10. Tuberculosis Screening 11. CPR Certification 12. Influenza Vaccination 13. Professional Liability Insurance	Open on, May 1, 2021, and due on August 1, 2021. [SP22 practicum student] 4. Drug Screen 5. Background Check 6. FBI Fingerprint 7. Measles, Mumps, and Rubella (MMR) Titer 8. Varicella (Chicken Pox) Titer 9. Hepatitis B Titer 10. Tuberculosis Screening 11. CPR Certification 12. Influenza Vaccination 13. Professional Liability Insurance
For In-State student, PA Child Abuse History Clearance will be added as a requirement.	

COMPLIANCE DUE DATES

All compliances **except** Influenza are due on August 1st each academic year. This ensures that the student is compliant throughout the entire academic year with no interruption in their clinical/practicum rotation time.

EVIDENCE OF CURRENT NURSING LICENSE

All students are required to present a valid nursing license. Students enrolled in World Campus programs (Nurse Educator, Nurse Administrator) must present a valid RN license in their home state or country. All students in residential based M.S.N. Programs (Family, Adult Gerontology Primary Care, Adult Gerontology Acute Care Nurse Practitioners) are required to present a valid PA Nursing License. Additional state licensure may be required when the student is assigned to a clinical site outside of the Commonwealth of Pennsylvania.

PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance is required for all students enrolled in clinical/practicum courses. If a student has coverage through an employer, it is the student's responsibility to ensure that the policy covers activities outside of the employment position and that it also covers student activities. Written verification of this from the insurance carrier must be provided. Otherwise, the student must obtain an individual policy.

Nurse Practitioner (Family, Adult Gerontology Primary Care, Adult Gerontology Acute Care) student must have Nurse Practitioner Student Professional Liability coverage. A minimum of $1,000,000/$3,000,000 aggregate is required. If the Nurse Practitioner Student is also a Licensed Nurse Practitioner, they must also have Nurse Practitioner Professional Liability coverage in their current specialty for a minimum of $1,000,000/$3,000,000.

Nurse Administrator/Nurse Educator student must have RN Professional Liability insurance. A minimum of $1,000,000/$3,000,000 aggregate is required. If the Nurse Administrator/Nurse Educator Student is also a Licensed Nurse Practitioner, they must have Nurse Practitioner Professional Liability coverage for a minimum of $1,000,000/$3,000,000. Unsuccessful Clearance Procedures

UNSUCCESSFUL CLEARANCE PROCEDURES

Any unsuccessful compliance requirement will be addressed by the applicable Program Director.

POLICY FOR NON-COMPLIANT STUDENTS

All students are expected to meet compliance requirements by their assigned due date. Students who fail to complete their compliances by their assigned due date will not be permitted to begin or resume their clinical/practicum rotation(s). It is the student's responsibility to monitor and upload any compliances before they expire so that there is no interruption. Starting or continuing in a clinical/practicum rotation when non-complaint is a violation of academic integrity that will result in review per the Academic Integrity policy with consequences that may include dismissal from the program.

M.S.N. PROGRAM GENERAL INFORMATION

OVERVIEW OF CURRICULUM

The M.S.N. degree program has two advanced role options: Nurse Administrator and Nurse Educator; and three advanced practice options: Family/Individual Across the Lifespan (Family Nurse Practitioner or FNP), Adult Gerontology Primary Care Nurse Practitioner (AGPCNP), and Adult Gerontology Acute Care Nurse Practitioner (AGACNP).

In the M.S.N. Nurse Practitioner Options, nursing courses are delivered using synchronous videoconference modalities between University Park and Hershey, and are extended to the Fayette, Schuylkill, Shenango, and Scranton campuses (based on enrollment) with selected courses delivered using a hybrid (synchronous and asynchronous) or a totally asynchronous online delivery system. Teaching faculty may be physically located at any site (most commonly University Park or Hershey) and often rotate the originating site for their presentation of lectures. Students at all locations have equal access through the videoconferencing system and are oriented to the system during new student orientation and in courses.

In the M.S.N. Nurse Administrator and Nurse Educator Options, courses are delivered in an asynchronous online format. Students in these options are admitted as Penn State World Campus students. On an individual basis, a World Campus student may enroll in a synchronous course using videoconferencing technology (specifically NURS 803), if space allows.

The curriculum for Master of Science Nursing with a major in nursing consists of a Master's Program Core, the Advanced Practice Courses, Specialty Courses, Elective Courses, and the Capstone Course as illustrated below. Credit/clock hours are designated in parentheses after each course. The credits for each course are followed by 2 sequential numbers: the first number indicates the didactic or classroom hours and the second number indicates the supervised practice hours. Didactic credit hours are computed on a 1:1 credit/contact hour ratio; supervised practice hours are computed on a 1:3 credit/contact hour ratio. Semester calculations are based on a standardized 15-week semester; therefore, everyone credit of supervised practice hours equals 45 hours per semester (1 credit x 1:3 ratio x 15-week semester).

Both part-time and full-time plans of study are available. Plans of study must be followed. It is suggested that the coursework be completed **within 3 years** of enrollment. Each student is assigned a faculty academic adviser to oversee academic progression of the program. The graduate adviser will develop the initial plan of study and will also assist students with development/revision as needed during the program. Remember that the plan of study is designed to help you progress through the coursework in a timely manner. Any changes in your planned course of study must be agreed upon by your academic adviser. The graduate adviser will help you with this process if needed.

All M.S.N. students are assigned a faculty academic adviser on admission to the program. Specific questions regarding the program requirements may be directed to the graduate program staff assistant, your faculty academic adviser, the

program director, or the Associate Dean for Graduate Education as appropriate. All faculty and staff are ready to assist you in any way possible to make this program of study the richest experience possible, but it is your responsibility to maintain communication (i.e., Penn State e-mail, phone, or meeting) with your adviser.

CAPSTONE COURSE

Evidence of the ability to synthesize complex concepts learned within the M.S.N. Program course of study is met by completion of a clinical/practicum capstone course (NURS 864, 874, 874A, 843, or 848). This course has an emphasis on evidence-based practice for nurses in advanced roles including nurse practitioner, nurse administrator and nurse educator.

M.S.N. PROGRAM GRADUATE NURSING COURSE DESCRIPTIONS

M.S.N. PROGRAM CORE

NURS 501   *Issues in Nursing and Health Care (3 Credits).* Analysis and evaluation of the health care system with emphasis on health policy and economic issues affecting nursing practice.

NURS 510   *Theoretical and Scientific Foundations of Advanced Nursing Practice (3 Credits).* Examines the relationship of nursing theories to the development of nursing science, as well as current scientific advances that guide nursing practice and research

NURS 830   *Evidence-Based Practice I: Inquiry and Research Methods (3 credits).* This course will provide foundational information regarding the concept of evidence-based research to achieve optimal patient care outcomes. Students will have the opportunity to expand their knowledge of research designs, data collection, and data analysis. Students will compare and contrast research methods, critique qualitative and quantitative research, and analyze the use of quality improvement in nursing research.

ADVANCED PRACTICE COURSES

NURS 802   *Advanced Health Assessment of Adult Populations (3 Credits).* Advanced nursing assessment and diagnosis of physical, psychosocial and developmental health for adults and families across the adult age spectrum. (Required for NP students; 2.5 didactic credits, 0.5 lab credits)

NURS 802A   *Advanced Health Assessment of Pediatric Populations (1 Credit).* Advanced nursing assessment and diagnosis of physical, psychosocial and developmental health for individuals and families across the pediatric age spectrum. (0.5 didactic credits, 0.5 lab credits)

NURS 802B   *Physical Assessment Through the Lifespan (3 Credits).* Advanced nursing assessment and diagnosis of physical, psychosocial and developmental health for adults and families across the adult age spectrum. (Online for nurse educator option)

NURS 803   *Pathophysiology (3 Credits).* Integration of advanced physiology, genetics, and pathophysiology as related to specific disease entities and alterations in functioning.

NURS 804   *Pharmacologic Therapy (3 Credits).* Use of pharmacologic therapies in advanced practice nursing.

NURSE PRACTITIONER SPECIALTY COURSES

NURS 860   *Adult Gerontology Acute Care Nurse Practitioner Role I (3 Credits).* Acute Care Nurse Practitioner role across the continuum of care with adults and older adults with complex acute, critical, and chronic

health conditions to restore or maximize health. Prerequisites: NURS 802, NURS 803, NURS 804, NURS 865, NURS 866. Concurrent: NURS 862.

NURS 861 *Adult Gerontology Acute Care Nurse Practitioner Role II (3 Credits).* Continuation of Acute Care Nurse Practitioner role across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions to restore or maximize health. Prerequisites: NURS 860, NURS 862. Concurrent: NURS 863.

NURS 862 *Adult Gerontology Acute Care Nurse Practitioner Practicum I (4 Credits).* Adult Gerontology Acute Care Nurse Practitioner practicum with patients across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 802, NURS 803, NURS 804, NURS 865, NURS 866. Concurrent: NURS 860.

NURS 863 *Adult Gerontology Acute Care Nurse Practitioner Practicum II (4 Credits).* Adult Gerontology Acute Care Nurse Practitioner practicum across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 860, NURS 862. Concurrent: NURS 861.

NURS 865 *Advanced Pharmacology for Acute Care (1 Credit).* Principles of clinical pharmacology as applied to management of complex acute, critical, and chronically ill adult and older adult patients.

NURS 866 *Advanced Health Assessment of Adult Gerontology Populations in Acute Care (1 Credit).* Physical assessment and diagnostics for physical and psychosocial health of adult and older adult individuals and families with acute and critical illness. (0.5 didactic credits, 0.5 lab credits)

NURS 870 *Nurse Practitioner Role with Healthy Individuals & Families (3 Credits).* Nurse Practitioner role to promote health, prevent illness, and manage common acute/episodic health problems across the adult-older adult age spectrum. Prerequisite: NURS 802, NURS 803, NURS 804, Concurrent: NURS 872 or NURS 872A.

NURS 871 *Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 Credits).* Nurse Practitioner role with individuals and families to promote health, prevent illness, and manage complex/chronic health problems. Prerequisites: NURS 870, NURS 872. Concurrent: NURS 873 or NURS 873A.

NURS 872 *Family Nurse Practitioner Practicum I (3 Credits).* Family Nurse Practitioner practicum with individuals and families across the life span experiencing common acute/episodic health problems. Prerequisite: NURS 802, NURS 802A, NURS 803, NURS 804, Concurrent: NURS 870, NURS 875.

NURS 872A *Adult Gerontology Primary Care Nurse Practitioner Practicum I (4 Credits).* Adult Gerontology Primary Care Nurse Practitioner practicum with individuals and families across the adult/older adult age spectrum experiencing common acute/episodic health problems. Prerequisite: NURS 802, NURS 803, NURS 804. Concurrent: NURS 870.

NURS 873 *Family Nurse Practitioner Practicum II (4 Credits).* Family Nurse Practitioner practicum with individuals and families across the life span experiencing complex and/or chronic health problems. Prerequisites: NURS 870, NURS 872. Concurrent: NURS 871.

NURS 873A *Adult Gerontology Primary Care Nurse Practitioner Practicum II (4 Credits).* Adult Gerontology Primary Care Nurse Practitioner practicum with individuals/ families across the adult/older adult age spectrum experiencing complex and/or chronic health problems. Prerequisites: NURS 870, NURS 872A. Concurrent: NURS 871

NURS 875   *Nurse Practitioner Role with Children and Families (2 Credits).* Nurse Practitioner role with children and their families to promote health, prevent illness, and manage acute or chronic health problems. Prerequisite: NURS 802, NURS 802A, NURS 803, NURS 804; Concurrent NURS 876.

NURS 876   *Family Nurse Practitioner Practicum with Pediatric Populations (2 Credits).* Advanced nursing practicum with healthy children and children experiencing acute or chronic health problems. Prerequisite: NURS 802, NURS 802A, NURS 803, NURS 804; Concurrent NURS 875.

NURSE PRACTITIONER CAPSTONE COURSES

NURS 864   *Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (6 Credits).* Adult Gerontology Acute Care Nurse Practitioner integrative practicum across the continuum of care with adults and older adults with complex acute, critical, and chronic health conditions. Prerequisites: NURS 862, NURS 863

NURS 874   *Family Nurse Practitioner Integrative Practicum (6 Credits).* Family Nurse Practitioner integrative practicum with communities and individuals/families across the life span experiencing health and illness. Prerequisites: NURS 871, NURS 873, NURS 875, NURS 876.

NURS 874A   *Adult Gerontology Primary Care Nurse Practitioner Integrative Practicum (6 Credits).* Adult Gerontology Primary Care Nurse Practitioner integrative practicum with communities and individuals/ families experiencing health and illness. Prerequisite: NURS 871, NURS 873A

NURSE PRACTITIONER ELECTIVES (INCLUDE ANY OF THE ABOVE NURSING COURSES

NURS 522   *Comprehensive Assessment of the Older Adult (3 Credits).* Provides an in-depth interdisciplinary assessment of the biological, physical, clinical, functional, cognitive, psychological, and social changes associated with aging.

NURS 523   *Interventions for Common Health Issues in Older Adults (3 Credits).* Course presents both common acute and chronic health issues experienced by older adults using a systems approach, interventions will be discussed specifically addressing an aging person.

NURS 580   *Epistemology of Nursing Science (3 Credits).* Examines the development and organization of nursing knowledge; nursing theories are critically analyzed in relationship to the substantive structure of nursing science.

NURS 585   *Qualitative Methods in Health Research (3 Credits).* Provides an overview of advanced qualitative research methodologies useful in the conduct of social and behavioral health research.

NURS 586   *Quantitative Methods in Health Research (3 Credits).* An overview of methodological considerations specific to quantitative health research.

NURS 587   *Ethics in Nursing Research (1 Credit).* Provides the theoretical and practical knowledge needed to design and conduct ethically responsible social and behavioral health research.

NURS 808   *Perspectives in Population-Based Health (3 Credits).* Theories and strategies for promoting health in community aggregates with emphasis on vulnerable and underserved populations of diverse backgrounds.

NURS 824   *Primary Palliative Care: An Interdisciplinary Approach (3 Credits).* Course examines the delivery of primary palliative care in diverse populations across health care settings.

NURS 825   *Primary Palliative Care: Interdisciplinary Management of Advanced Serious Illness (3 Credits).* Course will focus on the delivery of high-quality, culturally sensitive, primary palliative care across the lifespan with diverse populations in various health care settings.

NURS 828   *Person-Centered Care: Emerging Interdisciplinary Approaches for Older Adults (3 Credits).* Course examines the delivery of person-centered care for older adults and their families across the health care continuum.

NURS 836   *Healthcare Informatics (3 credits).* This course provides a foundation in information systems and technology for improvement of healthcare.

NURSE ADMINISTRATOR SPECIALTY COURSES

NURS 836   *Healthcare Informatics (3 credits).* This course provides a foundation in information systems and technology for improvement of healthcare.

NURS 845   *Healthcare Economics and Policy for Nurse Administrators (3 Credits).* Concepts of healthcare economics and policy for nurse administrators.

NURS 846   *Leadership Concepts and Theories for Nurse Administrators (3 Credits).* Concepts and theories of leadership for nurse administrators.

NURS 847   *Human Resources and Workforce Issues for Nurse Administrators (3 Credits).* Human resource management and work force issues for nurse administrators.

NURSE ADMINISTRATOR CAPSTONE COURSE

NURS 848   *Synthesis and Application of the Nurse Administrator Role (6 Credits).* Practicum in the application of the nurse administrator role in health care settings. Includes 270 practicum hours with a preceptor. Prerequisite: NURS 845, 846, & 847.

NURSE ADMINISTRATOR ELECTIVE COURSES

HI ED 552   *Administration and Higher Education (3 Credits).* Philosophy of administration; principles of scientific management and their application in colleges and universities; case studies of administrative problems. Prerequisite: Courses or experience in higher education.

HI ED 810   *Planning and Resource Management in Higher Education (3 Credits).* Strategic planning and resource management in higher education through institutional research.

HRER 501   *Labor and Employment Law (3 Credits).* Legal context of employment in the United States.

HRER 802   *Organizations in the Workplace (3 Credits).* This course provides students with an overview of selected managerial behavior and career topics in modern organizations.

HRER 836   *Diversity in the Workplace (3 Credits).* This course examines workplace diversity, gender and race challenges facing employers and employees, and the skills for managing diversity.

MANGT 510   *Project Management (3 Credits).* A problem-based, interdisciplinary course in project management skills and techniques needed to manage projects in a modern business environment.

P ADM 500   *Public Organization and Management (3 Credits).* Development of basic concepts and issues in public administration; administrative theory and public policy processes.

P ADM 502   *Governmental Fiscal Decision Making (3 Credits).* Nature, function, and technique of governmental budgeting viewed as mechanism for allocating resources among alternative public uses.

P ADM 505   *Human Resources in the Public and Nonprofit Sectors (3 Credits).* Concepts and approaches contributing to effective use of human resources in public and non-profit organizations; legal issues and requirements.

P ADM 506   *Management Information Systems for Public and Health Administration (3 Credits).* The design, implementation, and purpose of computerized management information systems in public and non-profit organizations.

P ADM 507   *Introduction to Public Policy Analysis (3 Credits).* Introduction to the analysis of public policy within its organizational and political contexts, including an emphasis on an economic perspective.

P ADM 510   *Organizational Behavior (3 Credits).* Examination of concepts of human behavior in formal organizations, systems analysis, conceptual models, and decision processes.

P ADM 511   *Organizational Change and Development (3 Credits).* Theory of organizational change and development; case analysis of applications in actual situations. Prerequisite: H ADM 510 or P ADM 510

P ADM 512   *Issues in Human Resources (3 Credits).* A survey of major human resource issues such as job stress, burnout, and the many forms of discrimination in organizations. Prerequisite: P ADM 505 or H ADM 510 or P ADM 510

P ADM 522   *Government Financial Management (3 Credits).* Theories and techniques of financial planning and control, with emphasis on their application in government and nonprofit agencies. Prerequisite: P ADM 502

P ADM 557   *Federalism and Intergovernmental Relations (3 Credits).* Study of the impact of a federal system of government on the administration of public functions. National-state-local dimensions.

PHP 527   *Public Health Evaluation of Disasters and Bioterrorism (3 Credits).* Introduces students to the design of exposure assessment and health effect studies applicable to disasters and terrorism.

PHP 530   *Critical Infrastructure Protection of Health Care Delivery Systems (3 Credits).* Investigates the impact that terrorist incidents may have on health care facilities or their ability to deliver health care services.

PSY 532   *Psychological Foundations of Leadership (3 Credits).* Students will examine the social and psychological processes underlying leadership in organizations.

PSY 539   *Foundations of Behavior, Motivation, and Attitudes at Work (3 Credits).* Students will examine the psychological and social processes underlying behavior, motivation, and attitudes in work settings.

WF ED 405   *Project Management for Professionals (3 Credits).* Covers the essential concepts and skills needed to make effective contributions on projects, on time and within budget.

NURSE EDUCATOR SPECIALTY COURSES

NURS 840   *Nursing Education Theories and Strategies (3 Credits).* Theoretical foundation and evidence-based strategies for nursing education.

NURS 841   *Assessment and Evaluation in Nursing Education (3 Credits).* Methods for assessment, measurement, and evaluation of student learning in academic and clinical settings.

NURS 842   *Curriculum and Program Development in Nursing Education (3 Credits).* Curriculum design and evaluation, educational program development, and accreditation.

NURSE EDUCATOR CAPSTONE COURSE

NURS 843   *Synthesis and Application of the Nurse Educator Role (6 Credits).* Practicum in the application of the nurse educator role in academic and healthcare settings. Includes 270 practicum hours with a preceptor. Prerequisites: NURS 840, 841, and 842

M.S.N. DEGREE PROGRAM OPTIONS

Base Program Min 30 credits	Nurse Administrator Option (36/37 credits)	Nurse Educator Option (36/37 credits)	Family NP (FNP) Option (45 credits)	Adult Gerontology Primary Care NP (AGNP) Option (41 credits)	Adult/Gerontology Acute Care NP (ACNP) Option (43-credits)
Master's Degree Program Core Requirements (9 credits) NURS 501: Issues in Nursing and Health Care (3 credits) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) NURS 830: Evidence Based Practice (3 credits)					
Base Program *Nursing Electives NURS 802 *NURS 802A NURS 803 NURS 804 NURS 808 NURS 522 NURS 523 NURS 527 NURS 580 NURS 585 NURS 586 NURS 587 NURS 802B *NURS 823 Other Electives based on Emphasis Chosen		Courses Common to Nurse Educator& NPs Options (9 credits) NURS 802: Advanced Health Assessment of Adult Populations (3 credits) [NP students] or NURS 802B Physical Assessment Through the Lifespan (3 credit) [Nurse Educator] NURS 803: Pathophysiology (3 credits) NURS 804: Pharmacologic Therapy (3 credits)			
			Courses Common to the FNP and AGNP Options (6 credits) NURS 870: Nurse Practitioner Role with Healthy Individuals & Families (3 credits) NURS 871: Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 credits)		
	Option Specific Courses				
	Nurse Administrator Option Courses (13 credits) NURS 845: Healthcare Economics and Policy for Nurse Administrators (3 credits) NURS 846: Leadership Concepts and Theories for Nurse Administrators (3 credits) NURS 847: Human Resource and Workforce Issues for Nurse Administrators (3 credits) NURS 848: Synthesis and Application of the Nurse Administrator Role (4/6credits) NURS 836: Healthcare Informatics (3 credits) Electives: 9 credits	Nurse Educator Option Courses (13 credits) NURS 840: Nursing Education Theories and Strategies (3 credits) NURS 841: Assessment and Evaluation in Nursing Education (3 credits) NURS 842: Curriculum and Program Development in Nursing Education (3 credits) NURS 843: Synthesis and Application of the Nurse Educator Role (4/6 credits) Elective: 3 credits	FNP Option Courses (18 credits) NURS 802A: Advanced Health Assessment of Pediatric Populations (1 credit) NURS 872: Family Nurse Practitioner Practicum I (3 credits) NURS 873: Family Nurse Practitioner Practicum II (4 credits) NURS 874: Family Nurse Practitioner Integrative Practicum (6 credits) NURS 875: Nurse Practitioner Role with Children and Families (2 credits) NURS 876: Nurse Practitioner Practicum in Child Health (2 credits) Elective: 3 credits	AGNP Option Courses (14 credits) NURS 872A: Adult Gerontology Nurse Practitioner Practicum I (4 credits) NURS 873A: Adult Gerontology Nurse Practitioner Practicum II (4 credits) NURS 874A: Adult Gerontology Nurse Practitioner Integrative Practicum (6 credits) Elective: 3 credits	ACNP Option Courses (22 credits) NURS 860: Adult Gerontology Acute Care Nurse Practitioner Role I (3 credits) NURS 861: Adult Gerontology Acute Care Nurse Practitioner Role II (3 credits) NURS 862: Adult Gerontology Acute Care Nurse Practitioner Practicum I (4 credits) NURS 863: Adult Gerontology Acute Care Nurse Practitioner Practicum II (4 credits) NURS 864: Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (6 credits) NURS 865: Pharmacology for Acute Care Nurse Practitioners (1 credit) NURS 866: Health Assessment of Adult Gerontology Populations in Acute Care (1 credit) Elective: 3 credits

*All courses 3 credits, except NURS 802A (1 credit) and NURS 823 (4 credits).

NURSE PRACTITIONER OPTIONS

The Nurse Practitioner (NP) program has three options, Family Nurse Practitioner and Adult Gerontology Primary Care Nurse Practitioner and Adult Gerontology Acute Care Nurse Practitioner. The course of study enables the student to acquire advanced knowledge and clinical practice skill in direct care of individuals, families and aggregate populations. On admission, students plan either a part-time or full-time program of study with an assigned academic adviser.

FAMILY/INDIVIDUAL ACROSS THE LIFESPAN NURSE PRACTITIONER

Family/Individual Across the Lifespan Nurse Practitioner	Full-Time 4 Semesters	45 Credits	
Year 1	Year 2
Fall (Semester I)	**Fall (Semester III)**
NURS 802: Advanced Health Assessment of Adult Populations (3 credits) NURS 802A: Advanced Health Assessment of Pediatric Populations (1 credit) NURS 803: Pathophysiology (3 credits) NURS 804: Pharmacological Therapy (3 credits)	NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) NURS 871: Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 credits) NURS 873: Family Nurse Practitioner Practicum II (4 credits)
Total: 10 credits	Total: 10 credits
Spring (Semester II)	**Spring (Semester IV)**
NURS 830: Evidenced-Based Practice I (3 credits) NURS 870: Nurse Practitioner Role with Healthy Individuals & Families (3 credits) NURS 872: Family Nurse Practitioner Practicum I (3 credits) NURS 875: Nurse Practitioner Role with Children & Families (2 credits) NURS 876: Family Nurse Practitioner Practicum with Pediatric Population (2 credits)	NURS 501: Issues in Nursing & Heath Care (3 credits) NURS 874: Family Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) **Nursing Elective** (3 credits)
Total: 13 credits	Total: 12 credits

Family/Individual Across the Lifespan Nurse Practitioner | Part-Time 6 Semesters | 45 Credits		
Year 1	Year 2	Year 3
Fall (Semester I) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) NURS 803: Pathophysiology (3 credits) Total: 6 credits	**Fall (Semester III)** NURS 802: Advanced Health Assessment of Adult Populations (3 credits) NURS 802A: Advanced Health Assessment of Pediatric Populations (1 credit) NURS 804: Pharmacological Therapy (3 credits) Total: 7 credits	**Fall (Semester V)** NURS 871: Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 credits) NURS 873: Family Nurse Practitioner Practicum II (4 credits) Total: 7 credits
Spring (Semester II) NURS 501: Issues in Nursing & Heath Care (3 credits) NURS 830: Evidenced-Based Practice I (3 credits) Total: 6 credits	**Spring (Semester IV)** NURS 870: Nurse Practitioner Role with Healthy Individuals & Families (3 credits) NURS 872: Family Nurse Practitioner Practicum I (3 credits) NURS 875: Nurse Practitioner Role with Children & Families (2 credits) NURS 876: Family Nurse Practitioner Practicum with Pediatric Population (2 credits) Total: 10 credits	**Spring (Semester VI)** NURS 874: Family Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) **Nursing Elective** (3 credits) Total: 9 credits

ADULT GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER

Adult Gerontology Primary Care Nurse Practitioner Option | Full-Time 4 Semesters | 41 Credits	
Year 1	**Year 2**
Fall (Semester I)	**Fall (Semester III)**
NURS 802: Advanced Health Assessment of Adult Populations (3 credits) **NURS 803:** Pathophysiology (3 credits) **NURS 804:** Pharmacological Therapy (3 credits)	**NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **NURS 871:** Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 credits) **NURS 873A:** Adult Gerontology Nurse Practitioner Practicum II (4 credits)
Total: 9 credits	Total: 10 credits
Spring (Semester II)	**Spring (Semester IV)**
NURS 501: Issues in Nursing & Heath Care (3 credits) **NURS 830:** Evidenced-Based Practice (3 credits) **NURS 870:** Nurse Practitioner Role with Healthy Individuals & Families (3 credits) **NURS 872A:** Adult Gerontology Nurse Practitioner Practicum I (4 credits)	**NURS 874A:** Adult Gerontology Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) **Nursing Elective** (3 credits)
Total: 13 credits	Total: 9 credits

Adult Gerontology Primary Care Nurse Practitioner Option | Part-Time 6 Semesters | 41 Credits		
Year 1	Year 2	Year 3
Fall (Semester I) **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **NURS 803:** Pathophysiology (3 credits) Total: 6 credits	**Fall (Semester III)** **NURS 802:** Advanced Health Assessment of Adult Populations (3 credits) **NURS 804:** Pharmacological Therapy (3 credits) Total: 6 credits	**Fall (Semester V)** **NURS 871:** Nurse Practitioner Role with Individuals and Families with Complex and/or Chronic Health Problems (3 credits) **NURS 873A:** Adult Gerontology Nurse Practitioner Practicum II (4 credits) Total: 7 credits
Spring (Semester II) **NURS 501:** Issues in Nursing & Heath Care (3 credits) **NURS 830:** Evidenced-Based Practice (3 credits) Total: 6 credits	**Spring (Semester IV)** **NURS 870**: Nurse Practitioner Role with Healthy Individuals & Families (3 credits) **NURS 872A:** Adult Gerontology Nurse Practitioner Practicum I (4 credits) Total: 7 credits	**Spring (Semester VI)** **NURS 874A:** Adult Gerontology Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) **Nursing Elective** (3 credits) Total: 9 credits

ADULT GERONTOLOGY ACUTE CARE NURSE PRACTITIONER

Adult Gerontology Acute Care Nurse Practitioner Option | Full-Time 4 Semesters | 43 Credits	
Year 1	Year 2
Fall (Semester I) **NURS 802:** Advanced Health Assessment of Adult Populations (3 credits) **NURS 803:** Pathophysiology (3 credits) **NURS 804:** Pharmacological Therapy (3 credits) **NURS 865:** Pharmacology for Acute Care Nurse Practitioners (1 credit) **NURS 866:** Health Assessment of Adult Gerontology Populations in Acute Care (1 credit) Total: 11 credits	**Fall (Semester III)** **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **NURS 861:** Adult Gerontology Acute Care Nurse Practitioner Role II (3 credits) **NURS 863:** Adult Gerontology Acute Care Nurse Practitioner Practicum II (4 credits) Total: 10 credits
Spring (Semester II) **NURS 830:** Evidenced-Based Practice (3 credits) **NURS 860:** Adult Gerontology Acute Care Nurse Practitioner Role I (3 credits) **NURS 862:** Adult Gerontology Acute Care Nurse Practitioner Practicum I (4 credits) **Nursing Elective** (3 credits) Total: 13 credits	**Spring (Semester IV)** **NURS 501:** Issues in Nursing & Heath Care (3 credits) **NURS 864:** Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) Total: 9 credits

Adult Gerontology Acute Care Nurse Practitioner Option	Part-Time 6 Semesters	43 Credits		
Year 1	**Year 2**	**Year 3**
Fall (Semester I) **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **NURS 803:** Pathophysiology (3 credits) Total: 6 credits	**Fall (Semester III)** **NURS 802:** Advanced Health Assessment of Adult Populations (3 credits) **NURS 804:** Pharmacological Therapy (3 credits) **NURS 865:** Pharmacology for Acute Care Nurse Practitioners (1 credit) **NURS 866:** Health Assessment of Adult Gerontology Populations in Acute Care (1 credit) Total: 8 credits	**Fall (Semester V)** **NURS 861:** Adult Gerontology Acute Care Nurse Practitioner Role II (3 credits) **NURS 863:** Adult Gerontology Acute Care Nurse Practitioner Practicum II (4 credits) Total: 7 credits
Spring (Semester II) **NURS 501:** Issues in Nursing & Heath Care (3 credits) **NURS 830:** Evidenced-Based Practice (3 credits) Total: 6 credits	**Spring (Semester IV)** **NURS 860:** Adult Gerontology Acute Care Nurse Practitioner Role I (3 credits) **NURS 862:** Adult Gerontology Acute Care Nurse Practitioner Practicum I (4 credits) Total: 7 credits	**Spring (Semester VI)** **NURS 864:** Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum (6 credits) (Can be split-3 credits in SP & 3 credits in SU) **Nursing Elective** (3 credits) Total: 9 credits

NURSE ADMINISTRATOR OPTION

The M.S.N. Nurse Administrator option enables the student to acquire advanced knowledge of organizational leadership, health policy, and evidence-based health care delivery. The program is designed to prepare students for leadership and administrative roles in a variety of health care settings.

The minimum number of credits required is 36. The role synthesis course, NURS 848, includes 270 practicum hours with a preceptor in an administrative setting. The curriculum is designed to assist graduates in preparing for national certification as a nurse executive.

(Fall Start) Nurse Administrator | Full-Time | 4 Semesters | Minimum 36 Credits		(Spring Start) Nurse Administrator |Full-Time | 4 Semesters | Minimum 36 Credits	
Year 1	Year 2	Year 1	Year 2
Fall (Semester I)	**Fall (Semester III)**	**Spring (Semester I)**	**Spring (Semester III)**
NURS 846: Leadership Concepts and Theories for Nurse Administrators (3 credits) **Administration Elective** (3 credits) **NURS 830:** Evidenced-Based Practice (3 credits) Total: 9 credits	**NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **NURS 847:** Human Resource and Workforce Issues for Nurse Administrators (3 credits) **NURS 808:** Population Health Perceptive (3 credits) Total: 9 credits	**NURS 845:** Healthcare Economics and Policy for Nurse Administrators (3 credits) **NURS 836:** Healthcare Informatics (3 credits) **NURS 501:** Issues in Nursing and Heath Care (3 credits) Total: 9 credits	**NURS 848:** Synthesis and Application of the Nurse Administrator Role (6 credits) (practicum 270 hours) **Administration Elective** (3 credits) Total: 9 credits
Spring (Semester II)	**Spring (Semester IV)**	**Fall (Semester II)**	**Fall (Semester IV)**
NURS 836: Healthcare Informatics (3 credits) **NURS 845:** Healthcare Economics and Policy for Nurse Administrators (3 credits) **Administration Elective** (3 credits) Total: 9 credits	**NURS 848:** Synthesis and Application of the Nurse Administrator Role (6 credits) (practicum 270 hours) **NURS 501:** Issues in Nursing and Heath Care (3 credits) Total 9 credits	**NURS 846:** Leadership Concepts and Theories for Nurse Administrators (3 credits) **NURS 847:** Human Resource and Workforce Issues for Nurse Administrators (3 credits) **NURS 830:** Evidenced-Based Practice (3 credits) Total: 9 credits	**NURS 808:** Population Health Perceptive (3 credits) **Administration Elective** (3 credits) **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) Total 9 credits

Nurse Administrator (Fall Start) | Part-Time 6 Semesters | Minimum 36 Credits		
Year 1	Year 2	Year 3
Fall (Semester I) **NURS 830:** Evidenced-Based Practice (3 credits) **NURS 846:** Leadership Concepts and Theories for Nurse Administrators (3 credits) Total: 6 credits	**Fall (Semester III)** **NURS 808:** Population Health Perceptive (3 credits) **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) Total: 6 credits	**Fall (Semester V)** **Administration Elective** (3 credits) **NURS 847:** Human Resource and Workforce Issues for Nurse Administrators (3 credits) Total: 6 credits
Spring (Semester II) **NURS 845:** Healthcare Economics and Policy for Nurse Administrators (3 credits) **NURS 501:** Issues in Nursing and Heath Care (3 credits) Total: 6 credits	**Spring (Semester IV)** **NURS 836:** Healthcare Informatics (3 credits) **Administration Elective** (3 credits) Total: 6 credits	**Spring (Semester VI)** **NURS 848:** Synthesis and Application of the Nurse Administrator Role (6 credits) (practicum 270 hours) Total: 6 credits

Nurse Administrator (Spring Start) | Part-Time 6 Semesters |Minimum 36 Credits		
Year 1	Year 2	Year 3
Spring (Semester I) **NURS 845:** Healthcare Economics and Policy for Nurse Administrators (3 credits) **NURS 836:** Healthcare Informatics (3 credits) Total: 6 credits	**Spring (Semester III)** **Administration Elective** (3 credits) **NURS 501:** Issues in Nursing and Heath Care (3 credits) Total: 6 credits	**Spring (Semester V)** **NURS 848:** Synthesis and Application of the Nurse Administrator Role (6 credits) (practicum 270 hours) Total: 6 credits
Fall (Semester II) **NURS 830:** Evidenced-Based Practice (3 credits) **NURS 846:** Leadership Concepts and Theories for Nurse Administrators (3 credits) Total: 6 credits	**Fall (Semester IV)** **NURS 808:** Population Health Perceptive (3 credits) **NURS 847:** Human Resource and Workforce Issues for Nurse Administrators (3 credits) Total: 6 credits	**Fall (Semester VI)** **NURS 510:** Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) **Administration Elective** (3 credits) Total: 6 credits

NURSE EDUCATOR OPTION

The M.S.N. Nurse Educator option enables the student to acquire advanced knowledge of evidence-based teaching and learning principles, curriculum development, and evaluative techniques. The program is designed to prepare students for educator roles in a variety of academic and health care settings.

The minimum number of credits required is 37. The role synthesis course, NURS 843, includes 270 practicum hours with a preceptor in a clinical or academic educational setting. The curriculum will assist graduates in preparing for national certification as a nurse educator.

(Fall Start) Nurse Educator| Full-Time | 4 Semesters | Minimum 36 Credits		(Spring Start) Nurse Educator| Full-Time | 4 Semesters | Minimum 36 Credits	
Year 1	**Year 2**	**Year 1**	**Year 2**
Fall (Semester I)	**Fall (Semester III)**	**Spring (Semester I)**	**Spring (Semester III)**
NURS 804: Pharmacological Therapy (3 credits) NURS 830: Evidenced-Based Practice (3 credits) NURS 841: Assessment and Evaluation in Nursing Education (3 credits)	NURS 842: Curriculum and Program Development in Nursing Education (3 credits) NURS 802B: Physical Assessment Through the Lifespan (3 credits) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits)	NURS 840: Nursing Education Theories and Strategies (3 credits) NURS 803: Pathophysiology (3 credits) NURS 501: Issues in Nursing and Heath Care (3 credits)	NURS 843: Synthesis and Application of the Nurse Educator Role (6 credits) (practicum 270 hours) NURS 836: Healthcare Informatics (3 credits)
Total: 9 credits	Total: 9 credits	Total: 9 credits	Total: 9 credits
Spring (Semester II)	**Spring (Semester IV)**	**Fall (Semester II)**	**Fall (Semester IV)**
NURS 840: Nursing Education Theories and Strategies (3 credits) NURS 836: Healthcare Informatics (3 credits) NURS 803: Pathophysiology (3 credits)	NURS 501: Issues in Nursing and Heath Care (3 credits) NURS 843: Synthesis and Application of the Nurse Educator Role (6 credits) (practicum 270 hours)	NURS 841: Assessment and Evaluation in Nursing Education (3 credits) NURS 842: Curriculum and Program Development in Nursing Education (3 credits) NURS 830: Evidenced-Based Practice (3 credits)	NURS 802B: Physical Assessment Through the Lifespan (3 credits) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) NURS 804: Pharmacological Therapy (3 credits)
Total: 9 credits	Total: 9 credits	Total: 9 credits	Total 9 credits

Nurse Educator (Fall Start) | <u>Part-Time 6 Semesters</u> | Minimum 36 Credits		
Year 1	Year 2	Year 3
Fall (Semester I) NURS 804: Pharmacological Therapy (3 credits) NURS 830: Evidenced-Based Practice (3 credits) Total: 6 credits	**Fall (Semester III)** NURS 841: Assessment and Evaluation in Nursing Education (3 credits) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) Total: 6 credits	**Fall (Semester V)** NURS 842: Curriculum and Program Development in Nursing Education (3 credits) NURS 802B: Physical Assessment Through the Lifespan (3 credits) Total: 6 credits
Spring (Semester II) NURS 840: Nursing Education Theories and Strategies (3 credits) NURS 803: Pathophysiology (3 credits) Total: 6 credits	**Spring (Semester IV)** NURS 836: Healthcare Informatics (3 credits) NURS 501: Issues in Nursing and Heath Care (3 credits) Total: 6 credits	**Spring (Semester VI)** NURS 843: Synthesis and Application of the Nurse Educator Role (6 credits) (practicum 270 hours) Total: 6 credits

Nurse Educator (Spring Start) | <u>Part-Time 6 Semesters</u> | Minimum 36 Credits		
Year 1	Year 2	Year 3
Spring (Semester I) NURS 840: Nursing Education Theories and Strategies (3 credits) NURS 803: Pathophysiology (3 credits) Total: 6 credits	**Spring (Semester III)** NURS 501: Issues in Nursing and Heath Care (3 credits) NURS 836: Healthcare Informatics (3 credits) Total: 6 credits	**Spring (Semester V)** NURS 843: Synthesis and Application of the Nurse Educator Role (6 credits) (practicum 270 hours) Total: 6 credits
Fall (Semester II) NURS 841: Assessment and Evaluation in Nursing Education (3 credits) NURS 830: Evidenced-Based Practice (3 credits) Total: 6 credits	**Fall (Semester IV)** NURS 842: Curriculum and Program Development in Nursing Education (3 credits) NURS 804: Pharmacological Therapy (3 credits) Total: 6 credits	**Fall (Semester VI)** NURS 802B: Physical Assessment Through the Lifespan (3 credits) NURS 510: Theoretical and Scientific Foundations of Advanced Nursing Practice (3 credits) Total: 6 credits

POST-GRADUATE CERTIFICATES

NURSE PRACTITIONER OPTIONS

The post-graduate Nurse Practitioner certificate program serves students who are seeking additional certification as a family nurse practitioner, adult gerontology primary care nurse practitioner, or adult gerontology acute care nurse practitioner. The program of study is individualized and is highly variable, dependent on the qualifications and academic credentials of the applicant and is developed based on a gap analysis. Prior to admission, the student's transcripts and two reference letters are evaluated by the director of the NP program in collaboration with the Graduate Admissions Committee to ascertain the successful completion of undergraduate courses in chemistry and statistics, M.S. program core courses (including NURS 501, Issues in Nursing and Health Care; NURS 510, Theoretical and Scientific Foundations of Advanced Nursing Practice; and NURS 830, Evidence-Base Practice), advanced practice courses (NURS 802, Advanced Health Assessment of Adult Populations and NURS 802A, Advanced Health Assessment of Pediatric Populations; and NURS 803, Pathophysiology must be earned within 5 years prior to the date of registration to a degree program at Penn State; and NURS 804, Pharmacologic Therapy must be earned within 3 years prior to the date of registration to a degree program at Penn State) and optional elective. A recommendation regarding admission and the program of study is formulated and discussed with the associate dean for graduate education in the College of Nursing prior to making an offer of admission.

In addition to the NP certificate program core courses, post-graduate certificate students will complete a minimum of 500 clinical hours and engage in the capstone clinical course (NURS 874 Family Nurse Practitioner Integrative Practicum 4; NURS 874A, Adult Gerontology Primary Care Nurse Practitioner Integrative Practicum; or NURS 864, Adult Gerontology Acute Care Nurse Practitioner Integrative Practicum). All post-graduate students are monitored by the NP faculty to ensure they have achieved competence as a family nurse practitioner, adult gerontology primary care nurse practitioner, or adult gerontology acute care nurse practitioner.

Advanced Practice Nurses without a master's degree in Nursing or with a Master's or Doctoral Degree in another field are not eligible for the Post-graduate Certificate. Standard M.S.N. degree admission procedures and review criteria apply to these applicants. These students complete all the requirements for an M.S.N. degree.

GRADUATE CERTIFICATES

NURSE ADMINISTRATOR

The purpose of the Nurse Administrator graduate credit certificate is to prepare nurses with a baccalaureate or higher degree in nursing for certification as a nurse administrator. The certificate requires completion of three 3-credit graduate-level Nurse Administrator didactic courses (9 credits). An optional practicum course (6 credits) is available as well. All courses are delivered using distance technology and available through Penn State World Campus.

Applicants must have a current license to practice professional nursing in the United States or a foreign country and hold either (1) a baccalaureate degree in nursing from a U.S. regionally accredited institution, or (2) a tertiary (postsecondary) degree in nursing that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution. This degree must be from an officially recognized degree-granting institution in the country in which it operates.

Applicants must submit two copies of all undergraduate and graduate degree transcripts. The undergraduate GPA must be 3.0 or higher; the graduate GPA must be 3.3 or higher.

To be awarded the certificate, students must complete the following three courses:

- **NURS 845**: Health Care Economics and Policy for Nurse Administrators (3 credits)
- **NURS 846**: Leadership Concepts and Theories for Nurse Administrators (3 credits)

- ▪ **NURS 847**: Human Resource and Workforce Issues for Nurse Administrators (3 credits)

The following course is optional:

- ▪ **NURS 848**: Synthesis and Application of the Nurse Administrator Role (6 credits)

NURSE EDUCATOR

The purpose of the Nurse Educator certificate is to provide formal content in nursing education to nurses with a baccalaureate degree or higher in nursing who plan to teach in a variety of educational and clinical settings. The certificate requires completion of three 3-credit graduate-level Nurse Educator didactic courses (9 credits). An optional 6-credit Nurse Educator practicum is available as well. All courses are delivered using distance technology and are available through Penn State World Campus.

Applicants must have a current license to practice professional nursing in the United States or a foreign country and hold either (1) a baccalaureate degree in nursing from a U.S. regionally accredited institution, or (2) a tertiary (postsecondary) degree in nursing that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution. This degree must be from an officially recognized degree-granting institution in the country in which it operates.

Applicants must submit two copies of all undergraduate and graduate degree transcripts. The undergraduate GPA must be 3.0 or greater; the graduate GPA must be 3.3 or greater.

To be awarded the certificate, students must complete the following three courses:

- ▪ **NURS 840**: Nursing Education Theories and Strategies (3 credits)
- ▪ **NURS 841**: Assessment and Evaluation in Nursing Education (3 credits)
- ▪ **NURS 842**: Curriculum and Program Development in Nursing Education (3 credits)

The following course is optional:
- ▪ **NURS 848**: Synthesis and Application of the Nurse Administrator Role (6 credits)

GERONTOLOGY

In conjunction with the Center of Geriatric Nursing Excellence, the Penn State College of Nursing offers a Gerontology Graduate Certificate program. The primary goal of the program is to prepare individuals with a bachelor's or higher degree in Nursing or a related health discipline in gerontology. The curriculum includes 6 credits (two 3 credit courses) of didactic content in geriatric assessment and interventions for common health issues in the elderly and 3 credits (one 3 credit course) in primary palliative care or person-centered care. All courses will be delivered using distance technology. To be awarded the Certificate, students must successfully complete NURS 522, NURS 523, and one of the following: NURS 824; NURS 825; or NURS 828.

PRIMARY PALLIATIVE CARE

The Graduate Credit Primary Palliative Care Certificate is for baccalaureate-prepared nurses and other health professionals interested in the principles and practices of patient-centered palliative care. The curriculum includes 6 credits (two 3 credit courses) of didactic content in primary palliative care and interdisciplinary management of advanced serious illness and one 3 credit course of the interdisciplinary practice of the palliative care role. The practicum course involves the application of knowledge acquired in previously completed courses related to primary palliative care. The practicum will build upon and extend students' previous experiences and fulfill mutually agreed-upon objectives based on the student's identified learning needs. All courses will be delivered using distance technology. This program is offered through the College of Nursing and hosted online, independent of the World Campus. To be awarded the Certificate, students must successfully complete NURS 824; NURS 825; and NURS 826.

Email GradNursing@psu.edu for more information.

M.S.N. PROGRAM CLINICAL PRACTICUM EXPERIENCES

PRECEPTOR SUPERVISED CLINICAL EXPERIENCES

Clinical experiences in the graduate program are supervised by qualified preceptors who are licensed and credentialed advanced practice nurses and physicians (MD or DO). Students are primarily responsible for the identification of clinical preceptors and sites and may receive assistance from faculty when needed. The Clinical course coordinator and local clinical faculty will work with the student to ensure that he/she is linked with appropriate preceptors within a reasonable distance from his/her site. As the student interacts with preceptors, the student needs to remember that they are representing the Penn State College of Nursing. The College of Nursing expects professional and courteous interactions.

Preceptor agreements are used to specify expectations for the clinical performance and clinical logs are used to document those experiences. The student's role in securing and maintaining these documents will be fully explained in course syllabi and/or class sessions. The preceptor provides input regarding the clinical performance and, likewise, the student will have an opportunity to evaluate the preceptor and clinical agency/site.

Should the student have any concerns or issues regarding preceptors or preceptor-supervised experiences that he/she feels have not been adequately addressed by the course instructor, the student should contact the Program Director. If the student is still unsatisfied with the resolution, he/she needs to contact the Associate Dean of Graduate Education & Research.

GENERAL PRACTICUM INFORMATION

All students must have all requirements met in American DataBank (ADB) before attending clinical/practicum or continuing in clinical/practicum. Please refer to "*Professional Compliances*" in the M.S.N. Program Handbook for more information Students should keep copies of these documents. When sharing documents at clinical/practicum sites, write "copy" on any forms dispersed; this is a safety measure for the protection of your professional identification.

The student is responsible for tracking the required clinical hours per semester. At the end of each semester a summary of clinical hours should be provided to the Clinical faculty member. A copy of the students documented clinical hours will be maintained in the student's College of Nursing permanent file.

During the semester, students must communicate their clinical schedule monthly to their Clinical faculty member. This can best be done by emailing or faxing a monthly calendar depicting the proposed schedule for clinical hours for the upcoming month.

CLINICAL DRESS CODE POLICY

Students are required to wear appropriate professional conservative attire. Professional attire includes dress slacks or skirt and conservative top (no shorts or open-toed shoes). Students need to wear a lab coat* with a name tag. Both can be purchased at a uniform shop.

The name tag is always worn and should have the following lines:

1) Full name and educational credentials (Ex. RN, B.S.N.)

2) Nurse Practitioner Student

3) Penn State College of Nursing

LAB COAT

The lab coat may be ordered through the College of Nursing's vendor for the current Penn State Logo, sewn above the breast pocket. The lab coats should be mid-thigh to knee length. (NP students do not wear the hip/waist-length jackets that the medical students wear as NP students are already licensed, professional RNs.)

You may order online or by phone:

http://newlookuniforms.com/

New Look Uniform Shop

800 South 20th Street and Pleasant Valley Blvd.

Altoona, PA 16602

Phone: 814-944-5515

Toll Free: 800-752-7986

Fax: 814-941-2694

Email: NewLookUniform@yahoo.com

Some clinical facilities may have other requirements for their dress code. Students should check with their clinical faculty or the site to identify variations in the dress code. Non-compliance with the dress code policy will result in clinical failure.

ALTERNATIVE CLINICAL EXPERIENCES

Alternative Clinical Experiences that are identified by students may be approved and included as accepted hours for clinical courses. Students must complete The Alternative Clinical Experience Request Form the semester before the alternative experience to obtain the necessary approval.

Alternative experiences may include, but are not limited to local, national or international service projects specific to health care that serve to meet the course objectives. To qualify for these experiences students must: a) be progressing satisfactorily in the clinical course; b) receive approval from the Course Coordinator and Director; c) have identified an appropriate preceptor; d) obtain a signed Preceptor Agreement Form or Penn State CON contract prior to beginning the experience. Upon completion of the alternative clinical practicum work, students will provide a report as directed by Course Coordinator. The total number of direct patient contact hours that may be accepted for alternative experiences will be determined in advance by Course Coordinator but may not exceed 25% of the direct clinical hours for the course.

Approved by Graduate Affairs Committee 4/26/2010

DEFERMENT OF CLINICAL GRADES

There may be situations where the student is unable to complete the required clinical hours within the semester. If this occurs, the student can request a deferred grade (DF) in the course until the required hours are completed. The student must have the approval of their Clinical Faculty to extend clinical experiences and must arrange for supervision of these clinical rotations with a Clinical Faculty member. Approval of the Director of the Program is also required.

For an NP student, it is important that the student inform the Clinical Faculty when the hours are completed and their Typhon log is updated, so that a completed grade can be processed for the student. Students have no later than 12 weeks after the course end date as noted on the Registrar's Schedule of Courses. These incomplete hours cannot be acquired during the break between fall and spring semesters and can only be acquired in the summer if the appropriate supervision can be arranged.

CLINICAL PRACTICUM TRANSPORTATION

All nursing majors have clinical experiences in a variety of settings at Hershey Medical Center, University Park, and their local areas that will require travel to a clinical site. The College of Nursing requires that students assume responsibility for providing their own transportation to and from the clinical site. The use of a car and/or car-pooling is a necessity.

NURSE PRACTITIONER SPECIFIC CLINICAL GUIDELINES

CLINICAL ROTATIONS

Students are primarily responsible for identifying clinical preceptors and sites. Assistance may be provided by faculty when needed. Although preceptors can be both nurse practitioners and/or physicians, it is important to be with a nurse practitioner preceptor approximately 50% of the hours in the program. All preceptors are subject to the approval by the Course Coordinator and the Clinical Faculty member.

The focus of the clinical rotation is Primary Care in both the Family and Adult Gerontology Primary Care options and Acute Care in the Adult Gerontology Acute Care option. Special emphasis is on experiences with under-served populations. Students need to consider that their clinical rotation will be primarily scheduled Monday through Fridays but may include off shifts and weekends based on your preceptor's schedule and approval of course faculty. If you work, your work schedule will need to flex around class, clinical and clinical conferences, plus allow study time.

When students identify a clinical preceptor, the student will notify the Clinical Course Coordinator and Clinical faculty. The student, faculty and preceptor will complete an electronic Preceptor Agreement Form which may be accessed from the course. The Preceptor Agreement form must be completed with all signatures according to course deadlines before the first clinical day. It is the responsibility of the student to contact their preceptor to discuss a mutually agreeable schedule and obtain directions to the clinical site. This should be arranged prior to the beginning of the semester. Students may need to complete facility specific paperwork, compliances, and/or attend an orientation at the facility prior to starting clinical.

Some clinical sites require a formal agreement to place students at their clinical site. Please notify the course coordinator and Director of the program immediately if the site requests a contract. The College of Nursing will work with the Penn State legal department to negotiate a binding contract between the clinical site and the University. Please note that this process may take up to 90 days and the student will not be permitted to be at the site until the formal contract has been approved. The College of Nursing office will inform the student and clinical instructor once the contract has been approved.

Students will be responsible for bringing all required paperwork to the preceptor by the first clinical day. This will include:

1. The Preceptor Agreement Form (electronic)
2. An introductory letter from the College of Nursing (may be sent by clinical faculty)
3. The Preceptor Evaluation of Student Clinical Performance (electronic)
4. Student, Preceptor, and Faculty Responsibilities form
5. Copy of the Course Syllabus

These forms will be accessible to the student in the current clinical course.

Faculty will discuss students' progress with preceptors throughout the semester to validate clinical competency. Students may need to complete additional clinical hours to achieve competency, if their skills are lacking.

LAB FEES

A clinical lab fee may be charged to cover the cost of clinical workshops, such as a one-time clinical lab fee for the duration of the program that will not exceed $100.00. Fee schedules will be reviewed annually for new incoming students and notice of fee changes will be communicated as part of the admission process.

All clinical experiences / patients will be logged on the Typhon clinical log. There will be an orientation regarding using Typhon your first clinical semester; usually the first week. You must register and pay a one-time fee of $90.00 for use of Typhon. An email will be sent to you with your Typhon login and password during your first clinical semester.

CLINICAL COURSE-SPECIFIC INFORMATION

In order to successfully pass clinical courses, the clinical hours within each course* must be spread out over the entire 15-week semester with one half the required hours completed by mid-semester.

 *N876 Pediatrics - see course instructions in Canvas

N872 (3 credits)/**872A** (4 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor based on your NP option (Family Practice or Adult Gerontology). We will try to accommodate your geographic/travel needs if at all possible. You should be in contact with your Clinical Faculty member to discuss clinical assignments by the middle of the semester preceding the initial or subsequent clinical experience.

N873/873A (4 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor based on your NP option (Family Practice or Adult Gerontology). This semester may include a minimum of 40 hours of Women's Health experience-as long as the student is to demonstrate satisfactory completion of required course competencies and clinical experiences as defined in the course instructions. Students in N873/873A must complete a total of (180) clinical hours. Note that the 40 hours of Women's Health is included in the 180 total hours, not an additional 40 hours. Women's Health may also be completed in the final clinical semester as part of N874 or N874A.

N874/874A (6 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor based on your NP option (Family Practice or Adult Gerontology). This semester is an integrative practicum experience and students are expected to immerse themselves in the role of nurse practitioner and function independently in this role. This semester may include your required clinical hours for Women's Health experience; (40 total hours required as a minimum to complete your program of study). Students are expected to immerse themselves in the role of nurse practitioner and function independently in this role. If your NP faculty evaluates you as competent in primary care, you may have an opportunity to attend specialty clinics for 90 hours of the total 270 Primary Care clinical hours. Examples may include but not be limited to clinical experiences in cardiology, endocrinology, dermatology, and internal medicine. Students may also complete additional hours in pediatrics or women's health.

N876 (2 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor. This course is dedicated to a concentrated pediatric experience.

N862 (4 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor. This first clinical course focuses on the development of advanced clinical competency and clinical decision making and involves student rotations through clinical sites providing care for adults and older adults with acute and critical illness. Clinical rotations must include both medical and surgical critical care in either N862, N863, or N864.

N863 (4 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor. This clinical course focuses on continued advanced clinical competency and clinical decision making for adults and older adults with acute and critical illness.

N864 (6 credits): Preceptor and clinical sites will be arranged by you and your clinical instructor. This semester is an integrative practicum experience and students are expected to immerse themselves in the role of nurse practitioner and function independently in this role. Students may complete specialized clinical experiences based on an interest or a desire for greater proficiency with a certain patient population during this course.

Calculation of Clinical Hours According to Course Credits

The credit to clinical hour's ratio is 1:3; thus, in a clinical course, each credit equals 3 clinical hours per week. Each semester contains 15 weeks (not including finals week). To arrive at the total number of clinical hours per course for the semester multiply course credits times three and then times 15, for the 15 weeks in the semester. The following table shows the clinical hours for each clinical course.

Course number	Credits	Clinical hours
NURS 862	4 x 3 x15 =	180
NURS 863	4 x 3 x15 =	180
NURS 864	6 x 3 x15 =	270
NURS 872	3 x 3 x15 =	135
NURS 872A	4 x 3 x15 =	180
NURS 873	4 x 3 x15 =	180
NURS 873A	4 x 3 x15 =	180
NURS 874	6 x 3 x15 =	270
NURS 874A	6 x 3 x15 =	270
NURS 876	2 x 3 x15 =	90

Program of Study Total Clinical Hours per Semester Credits

FNP- 135 + 180 + 90 + 270 = 675 (Includes 90 hours of pediatric and 40 hours of women's health direct care)

AGPCNP- 180 + 180 + 270 = 630 (Includes 40 hours of women's health direct care)

AGACNP- 180 + 180 + 270 = 630

Clinical Seminars: Students have clinical seminars outside of class time that they are expected to attend throughout the program to meet course requirements.

Total Clinical Hours and Direct Care Clinical Hours

Total clinical hours are required to include a designated minimum number of direct care clinical time. Direct care clinical hours refer to time spent in direct care of patients in the clinical setting with preceptors and/or faculty. In addition to direct patient contact, clinical hours include time spent in consultation with the preceptor, reviewing and entering patient notes and research conducted to diagnose and treat patients while in the practicum setting.

Based on criteria set by Nurse Practitioner Faculty, students are required to complete a minimum of 675 direct care clinical hours for the Family NP option or 630 direct care clinical hours for the Adult Gerontology Primary Care NP option and Adult Gerontology Acute Care NP option. For the Adult Gerontology Acute Care NP Option, this must include 30 clinical days (minimum 8 hours) in N862 and 863, and 45 clinical days (minimum 8 hours) in N864. NOTE: Completion of course and program requirements is based on accomplishment of clinical competency. The NP faculty evaluates students' clinical competency and may require more than the minimum number of clinical hours for successful completion of any clinical course.

NURSE ADMINISTRATOR AND NURSE EDUCATOR PRACTICUM GUIDELINES

All students must have all requirements met in American DataBank before the practicum course start date. Students are primarily responsible for the identification of practicum preceptors and sites. *This preceptor may not be a family member or close friend.* Assistance may be provided by the Assistant Dean for Online Education and Outreach based on a list of preceptors/sites with current affiliation agreements that have been used by the program. Practicum preceptors should be either a Nurse Administrator or Nurse Educator dependent on your option. Preceptors should be masters prepared. Your practicum hours may be completed in your place of employment, but not in the area in which you are employed. If you are currently working in a nurse administrator or nurse educator role, your preceptor should be at a role level higher than your level.

Students are encouraged to seek preceptors who will provide a mentoring opportunity and are appropriately prepared academically. Students will need to evaluate the preferred practicum site for the requirement for an Academic Affiliation. Some sites require that any student (and in some cases students who are also employed at the site) complete an Academic Affiliation Agreement. This is an agreement between the site and Penn State College of Nursing. Academic Affiliation Agreements may take up to 12 months to complete so identifying the site early in the academic plan of study is essential.

Students will submit an Academic Affiliation Request Form at the end of the first semester of study (full-time students) and at the end of the second semester of study (part-time students). The Request Form will be submitted to Dr. Sheri Matter at sxm1898@psu.edu. Once the form is submitted, Penn State College of Nursing will initiate contact with the site to facilitate the Agreement process. Students will be advised when the Agreement is approved and signed. In some instances, a site may not agree to an Affiliation. In that case, the student will be required to select another option for the practicum/clinical site. It is important to have a primary site choice identified for the practicum courses and alternate sites in mind in case the first site agreement is not successful. The Request Form will be made available to the students via the CON Graduate Advising team. Students may not register for any clinical/practicum course without completing the Academic Affiliation Request process.

Course Faculty must also approve your practicum preceptor. Once a preceptor and site have been identified and Affiliation Agreement confirmed, the following information should be sent to the course instructor: Full Name of the Preceptor, Name of the Practice/Site, Full Practice Address, Phone number, email, and phone number.

Students who identify potential Alternative Clinical Experiences need to follow the policy on Alternative Clinical Experiences and complete the Alternative Clinical Form which can be found on the forms page of the College of Nursing website: https://www.nursing.psu.edu/student-forms/. More information can be found in the M.S.N. Handbook.

It is the responsibility of the student to contact their preceptor to discuss a mutually agreeable schedule and obtain directions to the site. Ideally, this will be arranged prior to the beginning of the semester. Students may need to complete facility specific paperwork and /or attend an orientation at the facility prior to starting practicum hours.

Students will be responsible for bringing all required paperwork to the preceptor. This will include: 1) *The Preceptor Agreement Form;* 2) the *Preceptor Evaluation of Student Performance; 3) Student, Preceptor, and Faculty Responsibilities form; and 4) Course Syllabus* to their preceptor on or before the first day of the clinical rotation. These forms will be accessible to the student in the current clinical course Canvas or at https://www.nursing.psu.edu/student-forms/. Be certain that you are choosing the forms for your CURRENT course.

The Preceptor Agreement form must be completed on or before the first practicum day and signed by the preceptor. The completed and signed form can be scanned and uploaded to your course Canvas dropbox. A current CV or resume is required of each preceptor and should be scanned and uploaded to the Canvas dropbox.

Faculty may discuss the student progress with preceptors throughout the semester to validate hours and completion of course objectives. The *Student Evaluation Form* will be completed by your practicum faculty, in consultation with your preceptor at mid-semester and at the end of the semester. *The Preceptor Feedback of Student Performance* will be completed by your preceptor at the end of each practicum rotation.

Students will complete *Student Evaluation of Preceptor and Site* at the end of each semester (or end of rotation). A link to the online evaluation can be found in the Practicum Paperwork and Preceptor Forms folder of your practicum course in Canvas. Completion and submission of this documentation is needed to complete requirements of each practicum course each semester.

DRESS CODE

Students are expected to wear appropriate professional attire for all practicum experiences. Students may need to wear a lab coat* with a name tag. Both can be purchased at a uniform shop. Some practicum facilities may have other requirements for their dress code. Students should check with their practicum faculty or the site to identify variations in the dress code. Inpatient practicum sites should verify appropriate attire with their preceptors, i.e. scrubs versus street attire.

The name tag should have the following lines:

1. Name and educational credentials (ex. RN, B.S.N.)
2. Penn State College of Nursing
3. Nurse Administrator or Educator M.S.N. Student

*Note that some sites prefer students do NOT wear lab coats. Each student should check with the preceptor regarding this. If lab coats are not required by the site, a name tag should be worn at all times.

DOCUMENTATION OF PRACTICUM HOURS

1. All practicum hours must be completed during the semester in which students are registered for the course, so it is important to plan accordingly. Students may not complete practicum hours when the University is closed.

2. All practicum hours /experiences will be logged. Logs for documentation of practicum hours are available in the course materials in Canvas. Completion and submission of this documentation is needed to complete requirements of each practicum course each semester. The student is responsible for tracking the required practicum hours per semester. All practicum hours must be logged within 7 days of the experience date.

3. During the semester, students must communicate their practicum schedule and updates to their Course faculty member. Course faculty will determine the due dates for submission of practicum schedule and updates.

COURSE SPECIFIC INFORMATION

NURS 848 Synthesis and Application of the Nurse Administrator Role (6 credits- 270 hours): Practicum in the application of the nurse administrator role in health care settings. Prerequisite: NURS 845, 846, and 847.

NURS 843 Synthesis and Application of the Nurse Educator Role (4 credits, 180 practicum hours, SP 19 6 credits- 270 hours): Practicum in the application of the nurse educator role in academic and healthcare settings. Prerequisite: NURS 840, 841, and 842.

NP CERTIFICATION/LICENSURE PROCEDURES

NATIONAL NP CERTIFICATION EXAMINATION

You must apply to take a national certification examination, required for CRNP licensure (certification) in PA. The organizations that offer certification for Family and Adult Gerontology Primary Care NPs are the American Academy of Nurse Practitioners (AANP) and The American Nurses Credentialing Center (ANCC). Adult Gerontology Acute Care NP certification is offered by ANCC and The American Association of Critical Care Nurses (AACN).

The following is general information related to each certification organization. Review the organization's website for details of the application process.

AACN (American Association of Critical Care Nurses - https://www.aacn.org/certification?tab=First-Time%20Certification). A part of the application form needs to be sent to the Graduate Staff Assistant at University Park so that the appropriate signatures can be secured. Membership in the AACN qualifies students for a reduced exam fee.

AANP (American Association of Nurse Practitioners - https://www.aanp.org/education/aanp-certification-program). This application form does not need an official College of Nursing signature. Membership in AANP qualifies a student for a reduced exam fee.

ANCC (American Nurses Credentialing Center - https://www.nursingworld.org/ancc/). A part of the application form needs to be sent to the Graduate Staff Assistant at University Park so the appropriate signatures can be secured. Membership in the American Nurses Association (ANA) qualifies students for a reduced exam fee on the ANCC exam.

TRANSCRIPTS
Students may request official transcripts from the registrar's office. If applying for certification prior to graduation, you may request an official transcript with completed coursework to date. Following graduation/commencement, please allow at least two weeks to request an official transcript showing the degree conferred/graduation date.

PENNSYLVANIA CERTIFICATION AND PRESCRIPTIVE AUTHORITY

The Application for Certification as a Registered Nurse Practitioner (CRNP) is available to be completed by program graduates online effective Dec 31, 2013. CRNP graduates can apply for their CRNP state Certification at: http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/CRNP.aspx. Apply for PA State Certification as soon as you pass your Certification Exam. The College of Nursing office will complete Verification of Advanced Pharmacology, Verification of Opioid Education, and Verification of Nurse Practitioner Program, sealed with the official school mark, and mailed directly to the PA State Board of Nursing on behalf of the student. This normally occurs within 2 to 3-weeks post-graduation. Students who took Advanced Pharmacology at a different University will need to have that University's College of Nursing complete the Verification of Advanced Pharmacology and Opioid Education and send directly to the PA State Board of Nursing.

Graduates seeking licensure outside of PA should review the criteria for licensure/certification at the individual State Board of Nursing website.

CLASS GUIDELINES WHEN USING VIDEOCONFERENCE TECHNOLOGY

DESCRIPTION
Using a closed-circuit network, two (or more) sites communicate with each other through video cameras and microphones, allowing the instructor and students at the originating site to fully interact with the students at the receiving site(s). Each classroom is equipped with video cameras that allow participants at different sites to see one another. One camera in the room shows students at the other site a view of your classroom. A second camera is focused on the front of the room and the person who is presenting material. A third camera, the document camera, takes the place of the traditional overhead projector and focuses on any information the presenter wishes to share with the class. You may notice that the quality of the video, while excellent, is not exactly the same quality you see on your television screen at home. This is because the network is using "compressed video" technology. The only noticeable difference you may detect will be a slight "strobe" effect when someone makes a quick movement in front of the camera.

USING VIDEOCONFERENCING
The classrooms are equipped with voice-activated microphones. These microphones allow you to communicate with other participants. The microphones are extremely sensitive. Therefore, any pencil tapping, paper shuffling, or side

comments to a friend may cause the microphone to activate. To decrease distractions, you will want to keep background noise to a minimum and/or mute the microphones when you are not speaking to the group. The most noticeable effect of the compressed video technology is a time delay in verbal transmissions. This time period will have to be accommodated for interactive communications. Therefore, if you pose a question to the participants on the other end of the telecommunications link, you should expect to "wait" a few seconds for their response. Hand gestures are also helpful to get the attention of the speaker and let them know that you have something to contribute. It is also helpful if the speaker makes hand gestures to "yield the floor" to someone else.

ADDITIONAL POINTERS
1. Announce your name and campus each time you speak.
2. Maintain eye contact with the camera when you are speaking.
3. Speak clearly and loudly - project your voice.
4. Avoid quick/sudden movements.
5. Use the "mute" function when not participating.
6. Don't be afraid of camera "close-ups" especially in small classes
7. If you are presenting, try not to pace in front of the camera.
8. If presenting, avoid white or cream colors, busy patterns, and shiny jewelry in your attire.
9. To maximize classroom cohesion and participation in a multi-location class, do not sit in the back of the room or spread out throughout the room, this makes it extremely difficult for the instructor and others to view and interact with students at other locations.

UNIVERSITY RESOURCES

LIBRARIES

Students have a vast amount of resources available to them to succeed in their distance education learning experience. One of those resources is the Penn State University Libraries system, with hundreds of thousands of academic resources. Penn State faculty, staff, and students have access to more than 600 research databases and more than 150,000 scholarly journals, 386,000 electronic books, and other academic resources to aid in research and academic assignments. There is a department that specifically dedicated to nursing, http://guides.libraries.psu.edu/nursing

All Penn State campuses provide full service libraries on site. Your Penn State id+ Card serves as your library card and provides access to the electronic and print media needed to support your graduate studies.

Complete information on all University Library locations may be found at: https://libraries.psu.edu/hours-and-locations

World Campus students have access to Penn State Libraries that are specifically geared to online students. https://libraries.psu.edu/world.

A series of FAQ's and useful "how to" instructions may be found at: https://psu.libanswers.com/search/.

Campus-specific libraries often host basic seminars to help navigate the system. Please consult the campus library for further information.

Most importantly, if you have difficulty locating or retrieving information, please discuss the issue with your course instructor *as soon as possible* so that you may be guided toward appropriate resources.

Important Notes regarding the Library include:

1. All changes to your postal and/or email address must be reported directly to the University Libraries. The Libraries are not notified of any address changes reported to the Registrar, Bursar, or any other Penn State office.
2. Notices for materials on hold, recalled and overdue materials, overdue and replacement fees, will be sent by email, unless requested otherwise.

3. The University Libraries remain open through all semester breaks and inter-sessions, with the exception of official University holidays. Please consult http://www.libraries.psu.edu/hours/ for the Libraries schedule during these times.
4. Librarians are available to assist you in navigating the system or in locating specific materials. Use the ASK! Page to contact a librarian in real time or via email: http://ask.libraries.psu.edu/?stream=8.

CANVAS

Penn State uses a cloud-based learning management system called Canvas http://canvas.psu.edu/. Faculty use the course management system to distribute course information and provide opportunities for students to engage with the material. You will use your Penn State Access Account to access Canvas and log in by the first day of class.

INFORMATION TECHNOLOGY SERVICES

In order to access the necessary information technology services needed in graduate studies, students must first secure a Penn State ID (questions should be directed to the Graduate Staff Assistant at UP or Hershey).

Information Technology Services (ITS) located at 2 Willard Building, 814.863.1035, Toll-free 1.888.778.4010 within PA) ensures that faculty, students, and staff have the information technology tools and infrastructure necessary to carry out the University's mission. ITS provides the infrastructure that enables members of the Penn State family to make maximum use of the appropriate information technology tools in their learning, teaching, research, outreach, administration, and support activities, and the cost-effective information technology resources required to support continuous improvement in the University's ability to fulfill its diverse mission. For more information on ITS go to http://its.psu.edu.

Technology Support: World Campus provides technology support services, see http://student.worldcampus.psu.edu/technical-support.

Academic Support Services: http://student.worldcampus.psu.edu/Academic-Support-Resources-GR.

PENN STATE ACCESS ACCOUNT

It is required that all students activate their access account. An Access Account is a user ID (xxx123) and password that enables Penn State students, faculty, and staff to use the full range of Internet services on or off campus, at computer labs or on personal computers. In order to access the necessary information technology services needed in for your graduate studies, students must first activate their Penn State Access Account.

To activate your Access account, you can activate electronically or in person. You will receive an email, addressed to the email you used to apply for graduate school, with links and directions on Access account activation. If you did not receive this email, check your spam or junk mail folders to make sure it wasn't filtered. If you are on campus you can activate your account at a signature station. If you need support in getting your access account working, refer to this webpage for appropriate location for help: https://security.psu.edu/services/2fa/.

When you applied to our program, you also applied for a Friends of Penn State account. This is the account you used to fill out and check on the application. Your access account may look similar to your Friends of Penn State account but is not linked in any way. MAKE SURE TO USE A COMPLETELY NEW PASSWORD when setting up access account to ensure you do not have any trouble with login.

Also, when verifying your information to complete the Access account process, you will be asked your birthday and zip code. USE THE ZIP CODE YOU USED WHEN FILLING OUT YOUR APPLICATION.

Please make sure you have read and understand Penn State Policies regarding computer and network security: https://policy.psu.edu/policies/ad95. This includes important information such as not sharing your account and/or password with anyone.

PENN STATE EMAIL (OFFICE365)

All students should check their Penn State email accounts regularly for bursar account notifications, course information, campus events and more. Once your Penn State Access Account has been activated, use Penn State Office365 (http://office365.psu.edu/) to login and view your email. Students can also find a link to Office365 at the top. You can set up preferences to have your Penn State email forwarded to a personal email account. **Faculty and Staff will use the Penn State (@psu.edu) email account address for communications to students throughout the academic program. It is the student responsibility to routinely monitor this account and not use personal email accounts for communications related to academic activities.**

You can find more information about your Penn State email accounts by visiting the IT electronic mail website. (https://ais.its.psu.edu/services/email/).

Email in Canvas can be created in Canvas using the Inbox but responded to with your PSU email. You can also receive notifications as a text message. Refer to the Canvas Support page for students (http://canvas.psu.edu) for more information and setting up your devices.

PENN STATE ID+ CARD

The Penn State ID+ Card is the official University identification card. It provides easy access to Penn State resources including student discounts and library materials. All students should obtain an id+ card. Hours and office locations vary by campus.

Hershey campus students must obtain a student ID + Badge at the nearby Penn State Harrisburg campus (the Badging Office at Penn State Hershey does not issue student badges). Penn State Hershey employees may use their employee badges to activate their access account, but it is recommended that they obtain a student ID+ Badge to take advantage of all student benefits and discounts.

World Campus students will be mailed a student ID approximately 6 weeks after they start their first course. It will not contain a photo, but students are welcome to bring their ID to any Penn State Campus and have their picture taken to be added to their student ID.

PARKING

University Park

Students wishing to park on campus will need to register their vehicles. Information on parking permits and student lots at UP is available at http://www.transportation.psu.edu/.

There are several city owned parking lots and garages within walking distance of the University:

- Beaver Avenue, just West of Allen Street
- Frazer Street, 3/4 of a block South of College Avenue
- Garner Street, 1/2 block South of College Avenue
- McAllister Street, ½ block South of College Avenue

Hershey and other campuses: Consult College of Nursing office staff.

CONSULTATION RESOURCES

RESOURCES FOR WRITING SUPPORT

Several types of resources are available to develop and strengthen the writing skills of graduate students.

1. Credit Courses: Each semester two courses in writing are offered specifically for graduate students -- no undergraduates can enroll in these courses. In order to enroll, a student must be working on current projects, such as summaries, critiques, and proposals required in class.

   a. English 497G - Thesis and Dissertation Writing Workshop - is a three-credit graduate course designed for students whose native language is English.

   b. SpCom 497G - Thesis and Dissertation Writing for Non-Native Speakers of English - is a three-credit graduate course designed for non-native English students.

   In both of these courses, you will receive individual help throughout the semester with your nursing program writing assignments. For the times and registration numbers of these courses each semester, check the listing of courses on the Web at http://www.registrar.psu.edu/.

2. The Graduate Writing Center offers various resources for students. The website is https://gwc.psu.edu/

3. The **Penn State World Campus** provides resources for online students. Visit the World Campus Student Resource page http://student.worldcampus.psu.edu/student-services/tutoring-and-technology-resources for more information. World Campus students can also be referred by their course faculty to online writing resources.

4. The CON uses the APA Manual for writing. Students are responsible for applying the APA style as presented in the following resources:

   a. American Psychological Association. (2020). Publication manual of the American Psychological Association, 7th ed. ISBN-13: 978-1433832178, ISBN-10: 1433832178

UNIVERSITY STATISTICAL CONSULTING CENTER

The Statistical Consulting Center (SCC) is a team of faculty, staff and graduate students in the Department of Statistics at Penn State. The Statistical Consulting Center was created to offer the University a statistical support service for new research in various disciplines. Their consultants are statistical graduate students, professors and professionals trained in classical and new statistical techniques that will guide you in developing strong hypotheses and sound decisions. The SCC invites you to visit their web site http://www.stat.psu.edu to learn more about the SCC's activities in research collaboration, training and short-term consulting.

FUNDING RESOURCES

FINANCIAL AID DEADLINES AND INFORMATION

Students who are registered for at least 5 credits per semester may be eligible for graduate financial aid. Graduate federal aid includes Stafford loans and the Graduate PLUS loan program. Additionally, students are encouraged to seek outside scholarships or tuition assistance through their employer. Because the University considers students enrolled in a graduate certificate program as "non-degree," those students are unable to receive federal financial aid.

A limited amount of financial assistance is available for graduate students. To apply for funding, please complete the Scholarship/Traineeship Application Form found on the Financial Aid page of our website: http://www.nursing.psu.edu/graduate/financial-aid. Students will be notified in writing if awarded funding.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year that they would like to receive graduate financial aid. For adequate time to prepare students' aid, Penn State recommends that students complete their FAFSA by March 1 for the following fall and spring semesters. Each financial aid year runs from July 1 to June 30. Penn State's federal school code for the FAFSA is 003329.

VETERANS' FINANCIAL AID

Penn State is a proud supporter of our active duty, Guard, and Reserve military members and veteran students. The Penn State World Campus participates in several financial aid programs to help currently serving military members and veterans. First, it honors the G.I. Bill, Post-9/11 G.I. Bill, and it is a Yellow Ribbon Program participant. Penn State also accepts several types of military tuition assistance benefits. To receive all of the financial aid that you have earned military members and veterans should contact a *Veterans Financial Aid Counselor* to explore all possible options.

Although the graduate certificates offered are not eligible for federal financial aid, the G.I. Bill and other military financial aid programs are accepted as payment for these programs. Certificate students are also encouraged to speak with a *Veterans Financial Aid Counselor* to explore options. For additional information on *military education benefits*, students should refer to the Penn State World Campus website. http://www.worldcampus.psu.edu/military.

UNIVERSITY ASSISTANTSHIPS

A limited number of assistantships are available through the University. Assistantships cover tuition and pay a monthly stipend. In return, the recipient assists faculty in various capacities for up to 20 hours per week. For additional information refer to the Graduate Degree Programs Bulletins or contact the graduate program staff assistant. Assistantships are reserved for full-time doctoral students but may be awarded to full-time master's students in special circumstances.

STUDENT ASSOCIATIONS/COMMITTEES

SERVICE ON COLLEGE OF NURSING AND UNIVERSITY COMMITTEES

Graduate students are needed on College of Nursing and University committees to represent graduate student concerns. Please e-mail the Associate Dean for Graduate Education to volunteer for service on College of Nursing or University Committees.

THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

The primary goals of the Graduate and Professional Student Association are to represent and support the interests of the University's current and future graduate and professional student community. GPSA accomplishes this goal by:

1. Providing unified and informed voice representing graduate and professional students to the University's administration, Board of Trustees, academic units, and other external organizations that make decisions on behalf of students.
2. Creating a forum to address the ideas and concerns of graduate and professional students.
3. Supporting scholarship activities and professional development.
4. Promoting leadership, social, and service opportunities to the graduate and professional student body.
5. Planning events and activities to promote a sense of community among graduate and professional students and their families.

The GPSA is officially recognized by the University as the collective voice of the graduate and professional student body under the Standing Orders of the Board of Trustees 7(4).

The Graduate and Professional Student Association is available to help you with any questions you may have. Members and officers of GPSA can help you become more involved (academically or socially) in university life. If you need help finding resources around campus or connecting with other organizations, we can help you. The GPSA also welcomes volunteers to help with various GPSA projects and we look forward to your suggestions to help us better serve Penn State graduate and professional students. If you would like to get involved in GPSA, please send an email to gpsaoffice@gmail.com, and feel free to provide any details about any specific projects or initiatives you want to participate in. Take a look at http://gpsa.psu.edu for further information on the GSA.

BETA SIGMA CHAPTER, SIGMA THETA TAU INTERNATIONAL

Sigma is the international honor society for nursing. The purposes of Sigma are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

The Pennsylvania State University's Beta Sigma Chapter was chartered in 1974. For acceptance of into Beta Sigma Chapter, graduate students must have a 3.5 GPA and demonstrated superior scholastic achievement and potential for professional leadership. Invitations for membership are given out during the year of graduation. The induction ceremony into Sigma is held during the Spring Semester.

CO-AUTHORSHIP OF SCHOLARLY REPORTS, PAPERS & PUBLICATIONS

It is the policy of The Pennsylvania State University that proper credit is given to those individuals who make material contributions to activities, which lead to scholarly reports, papers and publications.

GUIDELINES

Rigid prescriptive requirements in this area are considered unwise because the situation with respect to co-authorship varies from one discipline to another and from one publication to another. Nevertheless, it is recommended that the authors of scholarly reports, papers and publications abide by the following principles regarding co-authorship.

1. Co-authorship should be offered to anyone who has clearly made a material contribution to the work. Moreover, each co-author should be furnished with a copy of the manuscript before it is submitted and allowed an opportunity to review it prior to submission. An author submitting a paper, report or publication should never include the name of a co-author without the person's consent. Exceptional circumstances, such as death or inability to locate a co-author, should be handled on a case-by-case basis. In cases where the contribution may have been marginal, an acknowledgment of the contribution in the public action might be more appropriate than co-authorship.
2. In the case of theses for advanced degrees, if the thesis or paper based upon it is not published with the degree recipient as sole author, then that person should normally be listed as the first author. In no instance should theses, or papers based upon them, be published under the sole authorship of the thesis adviser.
3. Anyone accepting co-authorship of a paper must realize that this action implies a responsibility as well as a privilege. As a general rule, each co-author should understand the content of the publication well enough to be able to take responsibility for all of it; otherwise the publication should clearly indicate the parts of which each co-author has responsibility. If a potential co-author has doubts concerning the correctness of the content or conclusions of a publication, and if these doubts cannot be dispelled by consultation with the other co-authors, the individual should decline co-authorship.

Reference: Penn State Research Administration https://policy.psu.edu/policies/IP02.

COLLEGE OF NURSING GRADUATE PROGRAM FACULTY

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