

MASTER OF SCIENCE IN  
NURSING 2021-2022

# Delaware State University

DEPARTMENT OF NURSING  
MSN STUDENT HANDBOOK

DELAWARE STATE  
UNIVERSITY  
DEPARTMENT OF NURSING  
DOVER, DELAWARE

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# **SECTION I**

# **INTRODUCTION**

## **Welcome to the Delaware State University's Master's in Nursing Program**

The Department of Nursing Administration, Faculty, and Staff welcomes you to Delaware State University's Master's Degree in Nursing Program! Everyone within the Department of Nursing is excited to work with you to promote a successful learning environment. Delaware State University's Master's Degree in Nursing features 100% online courses with a high degree of interaction among instructors and students.

The Delaware State University (DSU) Department of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN is responsible for the specialized accreditation of nursing education programs. For further information, contact:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE  
Suite 1400,  
Atlanta, GA 30326  
Phone: 404-975-5000  
<https://acenursing.org>

## **PURPOSE OF THE MSN HANDBOOK**

The Faculty of the Department of Nursing is pleased to have you as a student of this department. You have chosen a major in a discipline that is demanding and exacting. For the remainder of the time that you are in the MSN Program, you will develop educational skills that will make you a valuable healthcare professional capable of advancing the health of people, families, communities, and the world. For this reason, this handbook has been prepared for you and is to be used to assist you in adapting to the professional nursing student role at the master's level. It contains information about regulations that are prerequisites to and requisites for success in the MSN Program. This information is to be used as a supplement to the DSU Graduate Studies Handbook.

The MSN Student Handbook provisions, do not constitute a contract between a student and the Department of Nursing. Through appropriate university procedures, the nursing faculty reserves the right to revise any provision or policy at any time within the student's term of enrollment, if deemed advisable. Students will receive a notice via DSU email of any additions, deletions, or changes in a timely manner.

## **HISTORY OF DELAWARE STATE UNIVERSITY**

Delaware State University is located in the beautiful capital city of Dover in Delaware. It is a modern 400-acre educational facility boasting a pleasant social environment and challenging academic programs. Delaware State University is an 1890s land-grant Historically Black College and University. Currently, the University has approximately 5,050 students from a variety of cultural, ethnic, and international backgrounds.

Delaware State College became a University in 1993 and has since been able to increase its cadre of faculty with terminal degrees, enhance its focus on teaching and research, and increase its efforts of scholarship and service to the community, state, and the nation.

## **MISSION AND PHILOSOPHY**

### **UNIVERSITY MISSION**

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's, and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

### **UNIVERSITY VISION STATEMENT**

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

### **UNIVERSITY CORE VALUES**

- Community
- Integrity
- Diversity
- Scholarship
- Outreach

## **COLLEGE OF HEALTH AND BEHAVIORAL SCIENCES VISION/PHILOSOPHY**

The strategic vision of the college is:

- To excel in delivering state-of-the-art educational programs that serve the global community and are guided by ethical standards.
- To prepare culturally competent, qualified professionals with the appropriate knowledge and skills to serve diverse communities.
- To become the College of choice for community engaged partnerships.
- To develop a research and scholarship agenda that integrates theory with practice and engages the local and global community.

## **DEPARTMENT OF NURSING MISSION**

The mission of the baccalaureate and master's nursing programs aligns with the mission and core values of Delaware State University as well as the College of Health & Behavioral Sciences. The Bachelors and Masters level nursing programs provide exceptional educational opportunities for students of diverse backgrounds. The baccalaureate program prepares entry-level nurses to practice competently and safely in a variety of healthcare settings, including preparation for future specialization and graduate study. The master's program specializes in preparing graduates to be nursing leaders in their field. From a global perspective, the master's program also fosters principles and practices that provide a framework for diverse relationships in nursing practice, research, and education. Baccalaureate and master's prepared nursing graduates are prepared professionally to provide compassionate and culturally competent evidence-based healthcare to meet the current and future needs of individuals, families, and communities within the state of Delaware, the nation, and the international environment.

The Graduate Nursing Program was designed using guidelines from the NLN Education Competency Model and The Essentials of Master's Education in Nursing.

## **DEPARTMENT OF NURSING PHILOSOPHY**

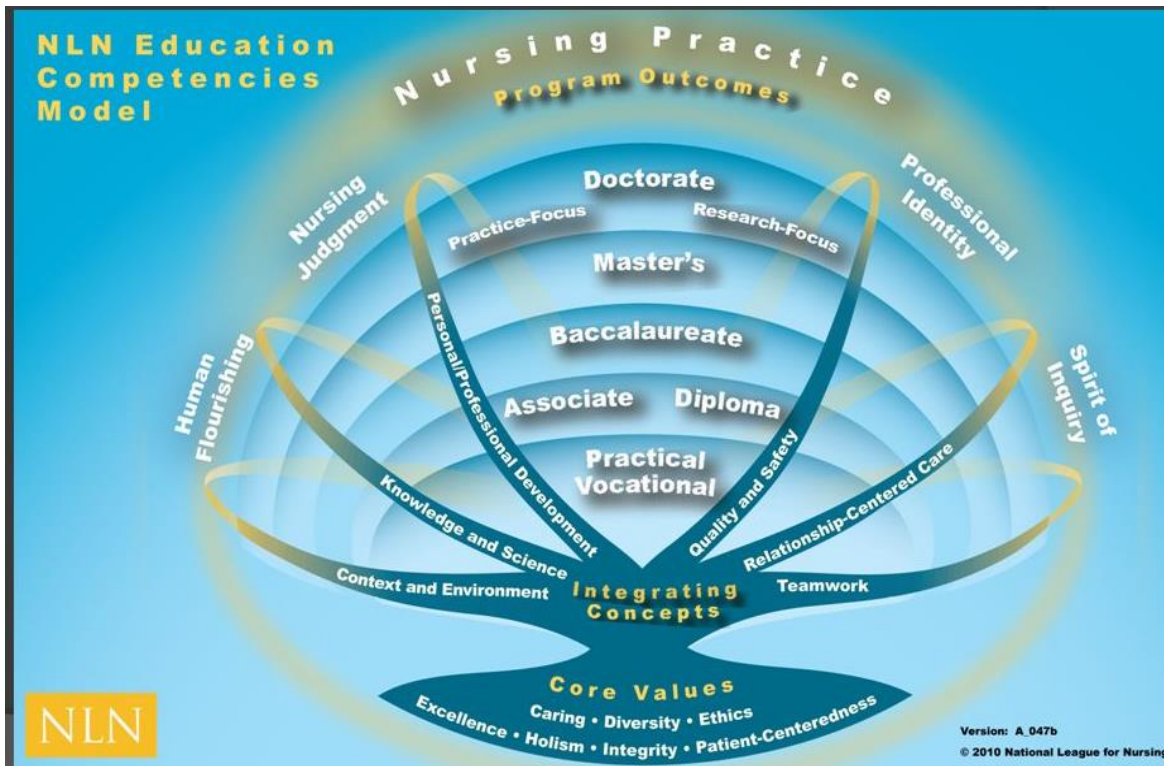
The Department of Nursing's philosophy at Delaware State University is congruent with the College of Health and Behavioral Sciences as well as the University's mission statement. The faculty will provide nursing education while promoting distinguished academic excellence, innovation, and world-class service to the graduate. Faculty are also committed to best practices within a learning environment that fosters mutual commitment, respect, integrity, and accountability among students, faculty, administration, and staff.

The nursing philosophy encompasses the University's core values as they relate to professional nursing education and professional practice. This includes excellence in nursing education and practice in the form of scholarship; outreach to others with an appreciation for diversity; an engaging community which fosters skills in the art and science of nursing; and the ability to demonstrate ethical reasoning and integrity, which promotes patient advocacy and professionalism in an ever-changing health care environment.

The nursing faculty believes the nursing program prepares the graduate to provide safe, compassionate, and competent nursing care across the lifespan to individuals, families, and communities in a variety of practice settings. The graduate will integrate evidence-based principles, sound nursing judgments, the sciences, and clinical reasoning skills necessary for entry level practice. Graduate nurses are empowered to become effective nurse leaders with a professional identity to transform healthcare, maintain a spirit of inquiry, and are committed to life-long learning.



# NLN EDUCATION COMPETENCIES MODEL



## **THE ESSENTIALS OF MASTER'S EDUCATION IN NURSING**

Essential I: Background for Practice from Sciences and Humanities

Essential II: Organizational and Systems Leadership

Essential III: Quality Improvement and Safety.

Essential IV: Translating and Integrating Scholarship into practice.

Essential V: Informatics and Healthcare Technologies.

Essential VI: Health Policy and Advocacy

Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes.

Essential VIII: Clinical Prevention and Population Health for Improving Health

Essential IX: Master's-Level Nursing Practice

Resource: AACN. (2011). *The essentials of master's education in nursing*. Retrieved from <https://www.aacnnursing.org/>.

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

Students will be able to demonstrate EPSLOs upon completion of the nursing program.

**SLO #1** Propose solutions for the achievement of safe, high quality outcomes in one's specialty area as a leader and change agent.

**SLO #2** Formulate communications effectively that support safe healthcare practices.

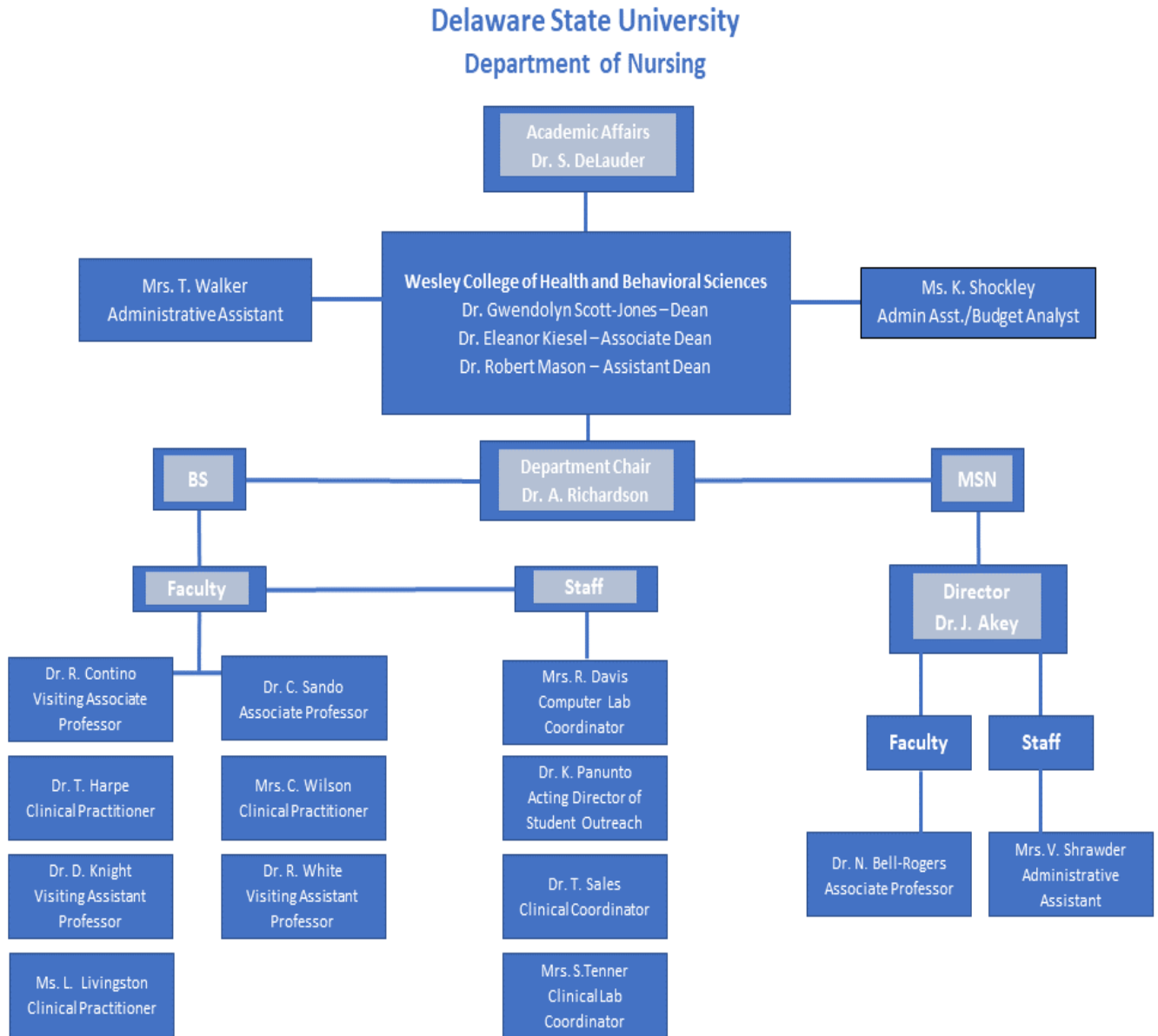
**SLO #3** Synthesize in one's specialty area leadership concepts, principles, and ethical reasoning to influence decision making for quality outcomes in healthcare.

**SLO #4** Maximize professional standards in the practice of healthcare with integrity, caring, accountability, respect, and excellence in nursing practice.

**SLO #5** Influence healthcare professionals as a leader and change agent in one's specialty area to create safe, effective & culturally competent healthcare.

**SLO #6** Combine knowledge and skills in one's specialty area of practice, identifying gaps in theory and/or practice, and utilizing clinical reasoning to formulate research questions.

# DEPARTMENTAL & COLLEGE ORGANIZATIONAL CHART



# **SECTION II**

## **ADMISSION, PROGRESSION & RETENTION POLICIES**

## **ADMISSION CRITERIA AND STATUS**

### ***Domestic Graduate Applicants***

For full regular admission status, the entire application package, including transcripts (with a minimum GPA of 2.5 on a 4.0 scale from an accredited ACEN or CCNE program), unencumbered RN licensure, and one (1) letter of recommendation must be sent, and received in order to be fully admitted to the university. Please refer to the DSU Graduate Handbook for details. Please send these documents as indicated by Graduate Admissions. All correspondence should be sent via email to: [gradstudieswilm@desu.edu](mailto:gradstudieswilm@desu.edu).

As per the DSU Graduate Handbook, applicants for graduate degrees are considered for admission and, if admitted, classified in one of three categories: Unconditional Admission, Provisional Admission, and Non-Degree Admission. Successful applicants are notified of their classification at the time of admission. While guidelines are noted below, please note that all graduate programs reserve the right to note more stringent admission guidelines and earlier deadlines than the School of Graduate, Adult, and Extended Studies. It is therefore advisable to discuss program requirements with the program coordinator prior to submission of application materials. For additional information on Unconditional Admission, Provisional Admission & Readmission, please refer to the Graduate Catalog. You may also call Graduate, Adult, and Extended Studies at 302.857.8200 for additional information.

### ***International Graduate Applicants***

Please refer to the Graduate Handbook for information regarding international student university admission requirements. In addition to meeting general application requirements, non-English speaking international students applying for admission to graduate study at Delaware State University must demonstrate a satisfactory level of proficiency in the English language.

Students seeking admission into the Master of Science degree in the nursing program are subject to the rules and regulations applied by the Graduate, Adult, and Extended Studies and are considered individually. Admission to MSN program at Delaware State University is open to all qualified applicants who meet the requirements as stated in the DSU Graduate Catalog. Prospective students are encouraged to consult the Graduate Catalog prior to applying for admission.

All applicants must apply to the university per university requirements and fulfill all university application fee(s). For specific information regarding university requirements, please click on the link: <https://www.desu.edu/admissions/apply-now>. In addition, admission to the Master's program requires:

1. Completed application to the University/Graduate, Adult, and Extended Studies.
2. Submission of a copy of your current RN license (copy of computer verification acceptable).

\* This degree will not allow the graduate to practice in the U.S. without a U.S. RN license.

3. Submission of all official transcripts. Students admitted to the Department of Nursing have earned an undergraduate grade point average of at least a 2.5 on a 4.0 scale.
5. A non-refundable university application fee of \$50.00. Please refer to the Graduate Handbook for additional information on graduate eligibility and application policies and procedures.

## **PROGRESSION**

### ***INCOMPLETE***

If a student does not complete the Practicum courses for either program option (NURS 620, NURS 680) and/or NURS 689 within the 8-week block will have to register for the course each time it is offered until they successfully fulfill the requirements of the course.-

### ***Student Applicant Re-entry***

The application for readmission must be filed with the Dean of the Graduate, Adult, and Extended Studies prior to the term of planned re-entry. Once you are readmitted, you will follow the University Academic requirements in place at the time you are readmitted. All students applying for re-entry to the Graduate, Adult, and Extended Studies must abide by the University Policy.

### ***Returning Students & Continued Enrollment***

According to the Graduate Handbook, once graduate students are admitted, they must remain enrolled throughout their matriculation. Students not meeting this requirement must reapply for admission and will be subject to any changes in admission standards as well as changes in the plan of study that have transpired during the student's lapse of enrollment. Students who have received an offer of admission from Graduate, Adult, and Extended Studies are eligible to register for the upcoming semester or session. Please refer to the Graduate Handbook for additional details on readmission, returning, and continuing enrollment policies.

All MSN students must maintain a minimum of 3.0 GPA (B). It is also a requirement that all degree-seeking graduate students maintain their enrollment status throughout their program of study. Students out of compliance will be required to reapply to their program and, if readmitted, will be subject to any program changes or admission standards implemented during their lapse of enrollment. See Graduate Catalog for Readmission and Continuous Enrollment policies for additional details.

### ***Policies Related to Progression, Dismissal, and Returning Students***

#### ***Program Dismissal***

Any student may be asked to leave the program regardless of their academic grade if any of the following conditions exist:

- Violation of any policies or procedures outlined by the University, Graduate, Adult and Extended Studies (e.g., Academic Integrity or Civility Policies), and/or the Department of Nursing.
- Practicum performance that jeopardizes the safety of the client, student and/or agency.
- Failure to conform to the legal and ethical standards of the nursing profession and maintain an active nursing license in the state in which they practice.

Please also refer to the Graduate Handbook for additional details regarding academic probation, suspension, and dismissal policies and procedures.

#### ***Academic Standards for Progression***

All NURS courses in the Nursing Program will be evaluated based on satisfactory completion of all components (class or practicum). The minimum classroom competency standard requirement for passing is 80% (B). Students are required to achieve satisfactory evaluation in the practicum components. Numerical grades below 80% (B) in the NURS courses and/or an unsatisfactory practicum evaluation are considered unsatisfactory. Students must satisfactorily complete the practicum and theoretical components of the course to progress in the program.

**The student must adhere to all policies of the university, college, nursing program, and practicum agencies.**

#### ***Transfer of Credits for Graduate Students***

Applicants who have earned a grade of "B" or higher in graduate courses taken at an accredited institution and related to their proposed program of study can request consideration for transfer of credit. For candidates applying to the MSN Program, these courses will be evaluated individually by the MSN Program Director in collaboration with the Department Chair. Applicants admitted to master's degree graduate programs may transfer a maximum of nine (9) graduate credits from another accredited institution toward the master's degree, provided these credits have not been used to meet the requirements of a degree previously earned.

In all cases, the credit must be directly related to the graduate student's program of study and must have been completed within five (5) years from the time of admission. Requests for transfer of graduate credit to master's programs should be included on the student's Program of Study, recommended by the Graduate Nursing Program Director, accompanied by an official transcript, and submitted to the School of Graduate, Adult, and Extended Studies for review/approval no later than the end of the student's first semester of enrollment.

### ***Course Loads***

Full-time graduate enrollment is defined at DSU as a minimum of six (6) credit hours. Students enrolled in less than six (6) credit hours per semester are considered part-time students, with those enrolled for three (3) credit hours defined as half-time students. Therefore, graduate students must complete a minimum of 12 hours of coursework each academic year to qualify for financial aid. In addition, full-time students must meet the academic regulations specified within this document to remain in good standing.

### ***Credit Hours***

Course credits are calculated as follows: One (1) credit hour equals one (1) hour of theory, and one (1) credit hour equals three (3) hours of clinical or practicum.

### ***DOCUMENTATION FOR NON-ATTENDANCE (NO SHOW POLICY)***

According to the Graduate Handbook, all enrolled students are required to attend each class at least once during the first week of classes in order to verify participation in the class. Failure to verify participation in a class before the end of the first week of classes will result in the student being classified as a "no show" for the course. All tuition and fees for the course will be refunded, and no grade will be issued.



# **SECTION III**

## **GENERAL POLICIES AND HEALTH REGULATIONS**

## **STUDENT COMPLIANCE AND GRIEVANCE PROCEDURES**

### **MSN Practicum Requirements**

Students must be eligible to practice in the state where they will be completing their clinical practicum. All preceptors must complete and submit a preceptor application form and complete an interview with the program faculty or designee. Approval of preceptors must be completed prior to beginning the practicum.

### **RN Licensure Policy**

Students are required to have an active, unrestricted license in the state where the practicum will be completed. In the event that a student is completing the practicum in a non-resident state, proof of an active, unrestricted license is still required. All students are required to provide a copy of their current license to the practicum site. A copy of a current unencumbered RN License must be in the student's file with the Delaware State University Department of Nursing prior to the first day of the practicum.

### **MEMORANDUM OF AGREEMENT WITH PRACTICUM AGENCY**

When sites for student practicum experiences are identified, the student must notify the department chairperson or program director no later than seven (7) weeks prior to starting the practicum course. A signed copy of the Memorandum of Agreement must also be on file three (3) weeks prior to the start of the practicum experience. It is the student's responsibility to ensure an Affiliation Agreement is in place prior to the start of the practicum experience.

It is the student's responsibility to ensure that they meet all of the practicum requirements according to the facility where they are completing their practicum (i.e., criminal background check, drug screening, CPR, PPD, immunizations, etc.). All practicum requirements are the student's responsibility. Documentation of completed requirements must be submitted to the Department of Nursing no later than three (3) weeks prior to starting the Practicum course.

### **CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS**

Different states and agencies may utilize different companies for background checks and/or drug screenings and random drug screens. Attaining and maintaining current certification is the student's responsibility (including all associated fees). Please refer to your practicum agency's policies and procedures for specific information.

### **CPR CERTIFICATION AND IMMUNIZATIONS**

All students are required to show proof of professional-level CPR certification (adult, children, and infants) and required immunizations as per the requirements of their practicum agency. Attaining and maintaining current certification and immunizations is the student's responsibility (including all associated fees).

## **PROFESSIONAL LIABILITY INSURANCE**

All students who participate in clinical experiences must carry professional liability insurance coverage, with minimum limits of \$1 million per occurrence, and \$2 million annual aggregate.

### ***DRESS CODE***

The purpose of the dress code is to provide an environment that maximizes both client and student's psychological and physical safety. Wearing proper attire assists the client and the staff in clinical areas identify the student as a member of the Delaware State University Nursing Program. The attire for all practica experiences is professional dress and may be dictated by the practicum site.

The Department of Nursing expects students to reflect professionalism and maintain high appearance standards and grooming in the clinical setting.

1. All students are required to dress professionally. A white lab coat will be worn, which is freshly laundered and ironed.
2. A name tag will be worn identifying the student as a DSU student. Name tags must be ordered through the DSU bookstore. DSU ID badges are to be worn as required by the clinical facilities.
3. Hair must be neat; clean; away from the face; men are to be clean-shaven or beards closely trimmed.
4. Fingernails must be short and clean. Clear or light-colored, non-gel/non-acrylic nail polish is acceptable. No artificial nails are permitted.
5. Wedding rings, engagement rings, and watches are the only jewelry appropriate for the clinical setting. If ears are pierced, one pair of posts or small loop earrings is allowed. No facial or tongue jewelry is allowed.
6. Any visible tattoo must be covered and not visible to patients or providers.
7. Personal hygiene must be maintained at all times. No cologne, perfume, or aftershave should be worn in the clinical setting.
8. A mask and other PPE must be worn as required by the practicum agency.
9. Chewing gum is not allowed in the clinical areas.
10. A student may be asked to leave the practicum setting if the student's level of personal hygiene or style of appearance constitutes an unprofessional image or interferes with the practicum experience.
11. Students will not receive credit for any time missed correcting the above deficiencies.

### ***Grade Appeal Policy***

Grade appeals will follow the University's grade appeal policies and procedures found in the Graduate Handbook.

A student may appeal a final grade if she or he thinks the grade is inaccurate. The student must first consult with the faculty member who awarded the grade. The university expects the majority of grade appeals to be resolved by the student and instructor. If the faculty member changes the grade, a grade change form will be

processed per the University's policies and procedures. If the faculty member does not approve the appeal, the student may initiate a Complaint against Instruction.

The Complaint against Instruction appeal form submitted by the student must include documentation that one or more of the following occurred:

- 1) the instructor made an error in calculating the final grade;
- 2) the final grade was based on criteria and/or standards at variance with the course syllabus; and/or
- 3) the grade was based on factors other than student achievement/performance.

Students must recognize that they bear the burden of proof in the grade appeal process and that it is unlikely that an appeal will be successful without appropriate documentation. The student must submit the complaint to the faculty member first. If the matter is unresolved, then it goes to the Chair. If it is not resolved at the Chair level, it then goes to the Dean for a final decision

### ***General Student Contact Information- Change of Name, Address, and/or Telephone Number***

If there is a change in the name, address, and/or telephone number of a student while enrolled in the program, the student must report the change to the Department of Nursing MSN office secretary and the Registrar's Office within seven days of the change.

### ***HIPPA***

Practicum/Clinical agencies are also mandated to follow HIPAA regulations. Therefore, students will be required to meet any and all of the practicum/clinical agency's requirements as part of the practicum/clinical affiliation.

Any student who violates the Confidentiality, HIPAA, and Code of Conduct policies will be dismissed from the program.

### ***FERPA***

Please refer to the Graduate Handbook regarding FERPA policies and procedures. No information will be given to any third parties without verifying appropriate documentation regarding the sharing of any academic records. This information will be confirmed with the Records office on an as needed basis prior to the disclosure of any academic records, including grades, enrollment, etc., by the Department of Nursing Office only.

All students who are completing their preceptorship at an institution of higher education must comply with FERPA regulations. Please visit the U.S. Department of Education website (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) for additional information pertaining to this Federal law. Any student who violates FERPA policies will be dismissed from the program.

## ***Student Professional Behaviors, Code of Conduct & ANA Code of Ethics for Nurses***

Students are expected to adhere to the University's Code of Conduct located in the DSU Student Handbook, the most recent version of the **ANA Code of Ethics for Nurses** (2014), and the following professional behaviors:

**Provision 1** - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

**Provision 2** - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

**Provision 3** - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

**Provision 4** - The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

**Provision 5** - The nurse owes the same duties to self and to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

**Provision 6** - the nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

**Provision 7** - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

**Provision 8** - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

**Provision 9** - The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## **POLICY ON CIVILITY**

### ***Department of Nursing Policy on Civility***

Statement of Department of Nursing Support for DSU Policy on Civility

Delaware State University has an established Civility Policy included in the DSU Human Resources Policies (Procedure Number 04-43 Civility Policy). As a Department, we believe that it is important to state our support for this policy emphatically, as well as to establish some guidelines for addressing concerns about civility and to work together to "develop and sustain respectful environments" among students and faculty to cultivate academic civility (NLN, 2018, p. 5).

### ***Guidelines for Civility***

- Respect for the work of all persons
- Courteous discourse (electronic, oral, non-verbal, and written)
- Honest expressions and interactions
- Fair and just treatment
- Integrity and maintaining commitments (academic and person)
- Professionalism and collegiality
- Appreciation for diversity
- Free expression of opinions without malice or intent to harm
- Tolerance of different perspectives
- Zero tolerance for any forms of harassment or violence (collegial, dating, electronic, peer, instructor, etc.)

### **The following behaviors manifest civility:**

- We will respect the rights of others at all times.
- We will share ideas, raise questions, and express differences of opinion in a civil manner and without fear of reprisal or insult, or denigration. Any conduct that causes or threatens harm incites feelings of harassment toward others or constitutes persistent and unwanted behaviors will not be tolerated.
- We will listen/read respectfully while others share their ideas, allow the speaker to complete and share their thoughts, and consider new approaches.
- We will not raise our voices or use confrontational language (suggestive or otherwise) at each other in public or in private.
- We will not use a public forum to intentionally create discomfort, disruption, or embarrassment for our colleagues and peers.
- We will not curse, use terms, phrases or send correspondence that could be perceived in a derogatory (to race, ethnicity, gender, age, sexual orientation, or religion) manner.
- We will be sensitive to the impact of tone, language, and content of our written communication, including electronic communication, discussion boards/discussion, assignments, etc. We will respect confidentiality, avoid gossip, and take care not to spread untruths or to undermine the professional credibility of our colleagues and peers.
- We will avoid any misrepresentation, mischaracterization, or misquoting information received from others.
- We will be respectful of each other's time (peers and instructors).
- We will greet and professionally acknowledge each other via correspondence (through the use of appropriate titles related to professional positions or as desired by colleagues or peers).
- We will be open to the contributions of persons who may not look, sound, speak or act as we do.
- We will refrain from using profanities, insults, or other disparaging remarks.
- All faculty and students are to remain courteous towards fellow staff members, faculty, staff, peers/colleagues, advisors, patients, and preceptors.

- We will take responsibility and accountability for our actions.

Any disruptive, discourteous, and/or insubordinate conduct towards peers, staff, colleagues/peers, and/or faculty will not be tolerated. Failure to adhere to the above may result in possible dismissal from the program and/or university.

### **Consequences for Violation of the Civility Policy**

**First Violation:** The first time a student violates any portion of the civility policy, a written warning will be sent as a notification to the student regarding the uncivil behavior/action. Recommendations for how to better handle future interactions will be discussed in writing. This written notification will come from the instructor, MSN director, or Department of Nursing Chairperson.

**Second Violation:** The second incident where the same student violates any portion of the civility policy (whether in the same or future courses within the program), the student will be formally written up, and incident reports will be placed in the student file (maintained by the MSN coordinator). The student will receive a zero for the associated course assignment/presentation/exam, etc.

**Third Violation:** The third violation where the same student violates any portion of the civility policy will be referred to Judicial Affairs and/or due process and is subject to (see University Handbook) possible removal or expulsion from the nursing program or university.

(Citation: National League of Nursing Creating Community to Build a Civil and Healthy Academic Work Environment (2018). *Transforming Nursing Education Leading the Call to Reform*. Retrieved from: <http://www.nln.org>.)



## **Academic Dishonesty Policy**

Please review the following definitions of Academic Honesty Violation

**Complicity** is defined as intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Cheating** is defined as intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices or materials in any academic exercise.

**Fabrication** is the intentional invention and unauthorized alteration of any information or citation in an academic exercise.

**Falsification** is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record.

**Forgery** is defined as the act of imitating or producing counterfeit documents, signatures, and the like.

**Identity Misrepresentation**- The student who registers in an online course is not the same person who participates in and completes the course work. \*

**Multiple Submissions** is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

**Plagiarism** is defined as the use of someone else's language, ideas, or other material without making the source(s) evident in situations where there is a legitimate expectation of original work. Plagiarism does not occur when efforts to promptly identify sources by making source use apparent to the audience of the submitted material are apparent. Plagiarism may not necessarily include mistakes in citation style.

**Proxy cheating** is defined as sending someone or having someone in the online classroom context complete an exam or course assignment on someone else's behalf.

Integrity and honesty will be maintained within the program at all times. Integrity is one of the five integral components of nursing practice and is also a very important ethical construct (The Nursing Code of Ethics: Its Value, Its History). In the unlikely event that any instructor concerns arise, all related materials will be sent to the Dean of College of Health and Behavioral Sciences and the Dean of School of Graduate, Adult, and Extended Studies for review of misconduct (as per university policy).

There is no tolerance for any violations of cheating policies (i.e., proxy cheating), plagiarism, falsification, and complicity. If you are unsure or need clarification of what constitutes academic misconduct, please do not hesitate to contact the Department of Nursing. All clarification should be sought prior to submissions of any assignments, which may violate any of the terms of this policy. All scholarly written submissions will be submitted through SafeAssign.

**\*Remember:** All work submitted must be your own work. You are **not** permitted to:

- Allow anyone to log into your course using your credentials, including your family members, friends, or colleagues.
- Have any other individuals complete any portion of your assignments, exams,

- tests, quizzes, or other coursework.
- Submit someone else's work.

Students are held accountable for the stipulations indicated in the Graduate Handbook regarding academic misconduct/dishonesty. Please also refer to the Graduate Handbook for additional details regarding graduate academic, enrollment policies and regulations, academic dishonesty, and misconduct practices.

(Citation: Epstein, B., Turner, M., (2015) "The Nursing Code of Ethics: Its Value, Its History" *OJIN: The Online Journal of Issues in Nursing* Vol. 20-2 (4).

### **DISCUSSION BOARD ETIQUETTE & GUIDELINES**

How you post a message to a topic is just as important as what you post. If your behavior does not follow the course netiquette, the grade you receive for a posting may suffer.

- The faculty reserves the right to remove any discussion messages that display inappropriate language or content
- Show respect for your fellow students
- Clearly state what you believe, even if it means that you disagree with someone.
- Participation means posting your original posts and replies in the discussion forum to which everyone has access. Sending notes to your instructor's mailbox does not constitute participation.
- Participation is counted according to Eastern Standard Time (EST), as indicated by timestamps in Blackboard. You cannot earn "advance" participation credit or "retroactive" participation credit.
- All DB postings must occur within the discussion board thread; no attachments are allowed.

Instructor Role: As the faculty, I will serve as a "guide" in the Discussion Board. While I will not respond to every post, I will read what is posted and reply when necessary. Expect instructor posts in the following situations:

- To assist each of you in making connections between discussion, lectures, and textbook material.
- To guide participants in a higher level of discussion surrounding the specific topic/post.
- To aid learners' thinking and achieve a rich discussion, which would require additional student response.
- To fill in important things that may have been missed.
- To re-direct discussion when or if it gets "off track."
- To point out key points or to identify important posts.

**Student Role:** Participation in online discussions is an integral part of this course and the program. Completion of readings and assignments is necessary for participation in online discussion. The graduate nursing student is expected to be well informed about selected topic areas and related issues. The graduate student should demonstrate evidence of reflective thought while discussing a topic and the ability to support a position based on evidence from the literature. In addition, the ability to engage in discussion with respectful consideration of others and their opinions are expected.

\*See Blackboard for discussion board rubrics.

*All students are expected to follow the Discussion Board Etiquette Guidelines found in the syllabi and within the MSN handbook. Failure to do so will be considered a breach of civility conduct.*

### ***Grading Policies***

For more information on the DSU Grading System, please refer to the Graduate Handbook. Instructors will use appropriate rubrics for grading in all courses on Blackboard. \* A minimum numerical grade of **80.0%** (3.0 or B) is required to pass each MSN course. **Grades are NOT rounded.**

**Student submissions after the deadline will receive a grade deduction of 10% for every day (24 hours) it is late.**

# **SECTION IV**

## **STUDENT RESOURCES AND PROGRAMS OF STUDY**

### ***Faculty Advisors***

Each student is assigned to a faculty advisor who will serve as a resource person. The faculty advisor is available on an appointment basis during office hours or by special request (virtual appointment). Every student must meet virtually with their advisor at least once a semester.

### ***Advisement***

To maintain current enrollment, a student must remain in good academic standing with the university and continue in the course curriculum with ongoing virtual contact (meetings) with their academic advisor at least once a semester. Please refer to the Graduate Handbook for additional details regarding academic advisement and registration details.

### ***Student Access to Instructors***

Full-time faculty members will post virtual office hours to inform students of their interaction and/or academic assistance availability. All faculty will make every attempt to respond to emails within 24-48 hours.

### ***Accommodations & Student Accessibility Services (SAS)***

Delaware State University is committed to fostering an environment of nondiscrimination, including but not limited to the recruitment, admission, or treatment of students with disabilities. The ADA does not require colleges or universities to lower academic standards or fundamentally alter the nature of the programs provided. Students with documented disabilities must meet all requirements for graduation.

A student in need of accommodation(s) must notify the instructor ***within the first two (2) weeks of the beginning of the course in writing by submitting the SAS approved form via email (PDF Format)***. Please note that accommodations ***are not retroactive***. If you need to contact or register with SAS, visit the DSU website or call at (302)857.6898.

(Citation: Retrieved from DSU SAS website)

### ***Integrated Academic Support Services***

Integrated Academic Support Services (IASS) provides tutoring for students in Face-to-Face sessions and online sessions utilizing Tutor.com. Tutor.com can be accessed through the student Blackboard menu within all courses. All services are free to students.

### ***Technical Requirements for online courses***

All courses for the MSN program are offered online only. For this type of program, you will NEVER meet in a classroom on campus with your professor. Through Blackboard, your professor will provide you with a syllabus, list of required textbooks, lectures, and details of course assignments. You will submit your assignments and participate in discussions with your professor and classmates online through Blackboard and DSU email only. Other emails are not permitted and will not be responded to if used (Examples: .hotmail, .gmail, .aol, .yahoo, etc.).

### ***Recommended Blackboard Orientation***

Orientation videos can be found on the DESU Blackboard landing page.

1. How to log into Blackboard Video
2. Blackboard Orientation Video

### ***Supported Web Browsers for Blackboard***

The **only supported** web browsers for **Blackboard** are **Google Chrome** or **Mozilla Firefox**. Safari and Internet Explorer are NOT supported web browsers for Blackboard. Using Safari or Internet Explorer may result in errors or unexpected behavior. **Please install Google Chrome and/or Mozilla Firefox on all of your devices.**

Minimum technical and software requirements for Online Learning courses are as follows:

#### **Computer and Internet Connection:**

You will need regular access to a computer with an internet connection. High-speed broadband access (LAN, Cable, or DSL) is highly recommended for the optimal learning experience. Some courses have more advanced system requirements (i.e., NURS 508 Advanced Health Assessment). *The DSU Learning management system is Blackboard.*

#### **If you are using a PC:**

Compatible Operating System: Windows 8 or 10

Web Browser: Firefox, Chrome, Internet Explorer 11, or Microsoft Edge

#### **If you are using a Mac device:**

Compatible Operating System: OS X

Web Browser: Firefox, Chrome, Safari

Please note if using a cell phone app or a tablet device, access to specific applications, websites (Blackboard) may not be user-friendly and should be accessed on a laptop or desktop as much as possible.

#### **Software:**

- Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application.
- Most courses require word processing software.

- In some instances, it may be necessary for some users to upgrade their Flash or Java versions.

### **Other Devices:**

Depending on the learning management system being used to deliver your course, you may access and interact with **some** course elements, readings, multimedia, email, and discussions through tablets and smartphones. There is a blackboard app for students (p. 30). While tablets, smartphones, and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a PC or Mac-based computer/laptop available to complete coursework, and it is recommended that you check your PC or laptop daily for updates, grades, and instructor feedback.

It is recommended that students **do not** attempt quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

***\*Individual courses may have additional technical and/or software requirements (i.e., NURS 508 Advanced Health Assessment).***

### **Blackboard Facts & FAQs**

You can access Blackboard from any computer with an Internet connection. Just log in as you would log in to your DSU email.

- Username: This is the same username that you use to access your student email account.
- Password: This is the same password that you use to access your student email account.
- I logged in, but I have a course not showing or a course that needs to be removed.

Need Log-in Assistance?

For log-in assistance, please contact the IT Help Desk at 302.857.7028 or via email at: [blackboard@desu.edu](mailto:blackboard@desu.edu).

If you are having trouble logging into your campus email or blackboard, your account has probably expired. You may have received an email from "doit@desu.edu" requesting you change your password before it expires.

(Retrieved from: <https://www.desu.edu/academics/dsu-online/online-learning>)

### **Blackboard Help Desk After Hours**

For Blackboard support for students and faculty telephone assistance during business hours, call 302-857-7122 or contact us by email at [blackboard@desu.edu](mailto:blackboard@desu.edu). For after-hours Blackboard Support, you can access this service 24/7 by calling (toll-free) 844-570-6766 or online by clicking on <http://desu.edusupportcenter.com/> or pasting directly into your browser.

## **Blackboard - Mobile App for Students**



The new name of the mobile app is *Blackboard*, and it has a new app tile. Be sure to choose the newest released app that corresponds to the picture above.

Use these steps to download and install the Blackboard app.

1. From your device, access the appropriate online store.

[Download on your iPhone® or iPod touch®](#)



[Download on your Android™ device](#)



[Download on your Windows® device](#)



2. If necessary, search for Blackboard.  
If you search the App Store from an iPad, be sure to change the iPad only filter to iPhone only to find the app.
3. Install the Blackboard app on your mobile device.
4. Open the Blackboard app and search for the full name of your school.  
If you're unable to find your school, try modifying your search. If your school is part of a larger institution or district, try searching for that name instead.
5. Log in with your Blackboard Learn username and password. These are typically the same credentials you use to access your Blackboard courses on a computer.

## **GOVERNANCE**

### ***Graduate Student Association (GSA)***

GSA seeks to enhance the graduate student environment by providing co-curricular opportunities that advance student learning, foster respect from the DSU community, provide services for the DSU graduate community and enhance the quality of life of the graduate student community. See the Graduate, Adult, and Extended Studies Handbook for additional information.



### ***Graduate Nursing Student Governance Association (GNSGA)***

This committee is a group that promotes shared governance and allows students to voice their concerns and suggestions related to program improvement. All graduate nursing students are encouraged to participate.

### ***Application for Advancement to Candidacy***

All graduate students must petition their program administrators for permission to advance to candidacy status. Students must be fully admitted and in good standing academically to meet this milestone. Students enrolled in non-thesis should request admission to candidacy following successful completion of the required curriculum. The MSN program requires the completion of a capstone project for both options. Please refer to the Graduate, Adult, and Extended Studies Handbook for additional details, requirements, and the candidate application form (s).

### ***Graduation Policy***

The DSU Graduate Handbook states, “all master’s programs must be completed within five years of initial enrollment, including any transfer courses applied to the current program of study.” The university awards the Master of Science degree to those students who complete the requirements set forth for their degree program and those requirements of Graduate, Adult, and Extended Studies. Degree candidates must complete an application for graduation through the Department of Nursing and pay the required university fees. Graduating nursing students are expected to check with the Registrar and their advisor, program coordinator, or the Department Chairperson concerning completing graduation requirements. Candidates for graduation from the Department of Nursing must complete the curriculum with an overall GPA of 3.0 or better. All (NURS) courses must be completed with a grade of “B” or better. Graduates are strongly encouraged to attend the graduation ceremony. Graduation information, including fees, will be disseminated by the Registrar.

1 <sup>st</sup> Semester					2 <sup>nd</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-509	Ethical and Legal Perspectives		3		NURS-521	Organizational Change		3	
NURS-512	Global Healthcare		3		NURS-530	Research and Applied Statistics in Nursing		3	
		Total Credits	6				Total Credits	6	
3 <sup>rd</sup> Semester					4 <sup>th</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-508	Adv. Health Assessment		3		NURS-570	Advanced Pharmacology and Pathophysiology		3	
NURS-640	Theories and Principles of Teaching and Learning		3		NURS-641	Curriculum Development and Evaluation in Nursing		3	
		Total Credits	6				Total Credits	6	
5 <sup>th</sup> Semester					6 <sup>th</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-650	Instructional Technology		3		NURS-689	Capstone		3	
NURS-680	Teaching Practicum (1T, 2C) (90)		3						
		Total	6				Total	3	
		Credits					Credits		
		Total Credits					Total Credits	33	

All courses run in 8 week blocks.

\*Denotes a Core Requirement

+Denotes an Elective

Total Core Credits = 33 credits

Total Elective Credits = 0

Completion of 33 credit hours with 3.0 GPA

Completion of 90 practicum hours

Capstone or Culminating Experience: Successful completion of the capstone project, demonstrating achievement of the six End of Program Student Learning Outcomes and four option specific Role-Specific Professional Competencies

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## **MSN PROGRAM OF STUDY**

### ***Nursing Education Option***

The Nursing Education option is designed to provide necessary tools to educate future and current nurses by utilizing teaching-and-learning theories and strategies within the academic and clinical practice setting. The student will develop skills specific to education (curriculum development, instructional strategies, learning theories, and evidenced-based teaching). The Delaware State University Graduate Nursing Program, Nursing Education option is aligned with the National League for Nursing's (NLN) competencies for the Academic Nurse Educators. "These competencies promote excellence in the advanced specialty role of the academic nurse educator" (NLN, 2019).

### **Role Specific Professional Competencies for the Nurse Educator Option:**

1. Assessment and Evaluation of Learner Progression- Implement various assessment and evaluation techniques to facilitate learning and progression through didactic, laboratory, and clinical settings using various learning modalities.
2. Promote Scholarship Learner Socialization- Promote scholarship and intellectual learning by fostering expected values and behaviors that reflect those of the nurse educator and contribute to the profession.
3. Contribute to Curriculum Design and Quality Improvements in the Nurse Educator Role- Nurse educators formulate program outcomes and curricula design while pursuing quality improvements using evidence-based trends that prepare graduates to function effectively in the faculty role.
4. Nurse educators function as a leader and change agent with appropriate knowledge in political, institutional, social and economic areas of practice to create systems while maintaining competence in nursing education and nursing practice.

College of Health and Behavioral Sciences  
Department of Nursing



**PROGRAM: MASTER OF SCIENCE IN NURSING  
GLOBAL LEADERSHIP OPTION**

1 <sup>st</sup> Semester					2 <sup>nd</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-509	Ethical and Legal Perspectives		3		NURS-521	Organizational Change		3	
NURS-512	Global Healthcare		3		NURS-530	Research and Applied Statistics in Nursing		3	
	Total Credits		6			Total Credits		6	
3 <sup>rd</sup> Semester					4 <sup>th</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-540	Leadership Styles and Principles		3		NURS-630	Financial Management		3	
NURS-545	Informatics		3		NURS-550	Building Effective Communication and Relationships		3	
	Total Credits		6			Total Credits		6	
5 <sup>th</sup> Semester					6 <sup>th</sup> Semester				
Course	Course Name	Sem	Cr	Gr	Course	Course Name	Sem	Cr	Gr
NURS-610	Trends in Global Health		3		NURS-689	Capstone		3	
NURS-620	Leadership Practicum (1T, 2C) (90)		3						
	Total Credits		6			Total		3	
						Credits			
	Total Credits					Total Credits		33	

\*Denotes a Core Requirement

+Denotes an Elective

Total Core Credits = 33 credits

Total Elective Credits = 0

Completion of 33 credit hours with 3.0 GPA

Completion of 90 practicum hours

Capstone or Culminating Experience: Successful completion of the capstone project, demonstrating achievement of the six End of Program Student Learning Outcomes and four option specific Role-Specific Professional Competencies

### ***Global Leadership Option***

Global leadership is an important concept in nursing and for today's healthcare professionals. Global leadership in nursing fosters the ideals of engagement with colleagues from other countries and contexts. It requires deliberate and longitudinal leadership. The Delaware State University Graduate Nursing Program, Global Leadership option is aligned with the American Nurses Administration (ANA) Scope and Standards of Practice. The ANA Nursing Administration: Scope and Standards of Practice, 2<sup>nd</sup> Edition is "informed by ongoing advances in health care, professional nursing, and organizational and administrative management. It covers all aspects of a nurse administrator's practice in any setting or role and at any level of influence and authority" (NLN, 2019).

### **Role Specific Professional Competencies for the Global Leadership Option:**

1. Function as a leader, demonstrating flexibility and adaptability when problem-solving to implement organizational change.
2. Implements effective strategies, leveraging differences to facilitate organizational change initiatives, and overcome resistance to change.
3. Pursues business acumen and initiative to formulate a strategic plan.
4. Employ systems thinking while using project management methods while addressing a global issue.

**Disclaimer**

The information in this handbook is subject to change. Updates are done on an annual basis. Students will be notified of any changes through an addendum by faculty in writing via blackboard notifications and email if changes are made during the academic year.

**DEV. May 2020**

**Revised May 2021**