



COLLEGE OF ARTS AND SCIENCES
LAMAR UNIVERSITY
JoAnne Gay Dishman School of Nursing

GRADUATE NURSING STUDIES
STUDENT HANDBOOK

2020

Revised January 2020

Lamar University
JoAnne Gay Dishman School of Nursing
Honor Code Pledge

Lamar University JoAnne Gay Dishman School of Nursing promises to create a professional environment that fosters excellence; where the entire school works together with integrity and cares for others.

I pledge to strive for:

Excellence

- I will perform at the highest level that I can.
- I will be the best that I can be.

Integrity

- I will commit myself, even in the face of adversity to the five fundamental values of honesty, trust, fairness, respect, and responsibility.
- I commit myself to academic honesty and integrity in the classroom and practicum setting at all times.
- I will take responsibility for what I say and do.

Caring

- I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.
- I will demonstrate caring behaviors at all times.
- I will respect individual diversity through a non-judgmental attitude and approach.

Adaptability

- I will be flexible and adapt to change when needed.
- I will work to become a creative problem solver.

Respect

- I will not tolerate discrimination.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate with peers, staff, and faculty in a professional and respectful manner.

Today I am continuing a career as a professional nurse (nurse administrator or nurse educator), which means accepting the responsibilities and unique privileges of these advanced roles. These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the advanced role of nurse administrator or nurse educator. I understand that it is a professional obligation, honor and privilege to study and work in the nursing profession toward advanced role preparation. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at Lamar University Dishman School of Nursing, Graduate Nursing Studies and throughout my professional career as a registered nurse with advanced role preparation.

INTRODUCTION

This Student Handbook has been prepared by the Dishman School of Nursing for use by students enrolled in the Graduate Nursing Studies MSN Program. Its purpose is to provide information frequently needed by students about the MSN program at Lamar University. This Student Handbook is not designed to be used in place of, but rather in conjunction with the current Lamar University General Catalog, Lamar University Graduate Catalog, and the Lamar University Student Handbook.



WELCOME

Welcome to Graduate Nursing Studies at Lamar University! The faculty and administration are very happy that you have made Lamar's MSN program your first choice.

As a graduate student, the knowledge, experiences and skills you bring to the program will be blended with new insights. This blending will increase the depth of your understanding of the nursing discipline. The program will also promote your professional development in an advanced nursing role and provide a strong theoretical and research basis for your future career.

The graduate nursing faculty and staff look forward to getting to know you as you work toward your educational goals. Please feel free to call us if you have any program related questions, concerns, or if you want to share insights or successes.

Best wishes for success in working toward your MSN degree online in Nursing Administration or Nursing Education.

Ruthie Robinson, PhD, RN, CNS, FAEN, CEN, NEA-BC
Director, Graduate Nursing Studies Program
Associate Professor

TABLE OF CONTENTS

Honor Code Pledge	2
Welcome	3
University Disclaimer	6
Sources of Information.....	7
Mission, Vision, Motto.....	9
Philosophy.....	10
Organizing Framework	14
Academic Expectations of Students.....	15
Admission Information	
Admission to the College of Graduate Studies.....	20
Curriculum Plans	
Master of Science in Nursing Administration.....	22
Master of Science in Nursing Education	23
Dual MSN / MBA Degree.....	24
Resources	
Disability Resource Center	26
Scholarships.....	27
Library Facilities.....	27
Learning Center.....	28
Computer Lab.....	28
On-Line Orientation	28
Policies	
Promulgation Policy.....	30
Non-Discrimination Policy.....	30
Student Behavioral Expectations	31
Lines of Communication.....	33
Social Media Policy	33
Practicum Equipment Policy	35
Student Dress Code	35
HIPAA Compliance.....	35
Incomplete Grade Policy.....	36
Academic Honesty.....	37
Graduate Course Practicum Policy.....	41
Synthesis Project.....	43

Policy on Extension to Complete Graduate Project.....	50
Policy on Graduate Student Required Site Visit	51
Graduation.....	52
Honor Society of Nursing.....	53
Evidence Based Practice Project.....	54
Practicum Courses.....	55

UNIVERSITY DISCLAIMER

The guidelines and policies presented in this information guide are intended for information only and do not constitute a contract, expressed or implied, between any applicant, student and faculty member at Lamar University. Lamar University reserves the right to withdraw courses at any time, to change fees, calendars, curricula, graduation procedures, and any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to the students already enrolled.

Lamar University is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age, handicap or national origin, consistent with the Assurance of Compliance with Title VI of the civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973.

Lamar University Nursing Programs, baccalaureate and master degrees, are fully accredited by the Texas Board of Nursing, (512) 305-7400, and the Accrediting Commission for Education in Nursing (ACEN, formerly the National League for Nursing Accrediting Commission), 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326, (404) 975-5000, fax (404) 975-5020.

SOURCES OF INFORMATION

This Student Handbook is designed to provide graduate nursing students with information which is gathered from sources on campus and the School of Nursing. Graduate Nursing Studies students are encouraged to read the Lamar University General Catalog, Lamar University Graduate Catalog and also the Lamar University Student Handbook for general information and policies relevant to graduate education. (<http://catalog.lamar.edu/>)

When writing to the Dishman School of Nursing or the Graduate Nursing Studies office, use the following address:

**Lamar University-Beaumont
Dishman School of Nursing- MSN Program
P. O. Box 10081
Beaumont, TX 77710**

Graduate Nursing Studies Fax #: (409) 880-8698

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GRADUATE FACULTY

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Mission, Vision and Motto

College of Arts and Sciences Mission Statement

The College has three principal missions:

- To provide an excellent learning environment wherein all students may refine the knowledge and skills essential to cultivate their ability to think critically, communicate effectively, and advance their appreciation of artistic and scientific inquiry;
- To provide a contemporary education through the integration of information technology into the study of disciplines traditionally associated with the arts and sciences; and
- To stress the importance of lifelong learning through community outreach, service, research, and creative endeavors.

Dishman School of Nursing Mission Statement

The mission of the Lamar University JoAnne Gay Dishman School of Nursing is to educate undergraduate and graduate students to become qualified, competent, professional nurses who are prepared for practice. The school provides quality nursing education relevant to a changing profession, society, and healthcare environment. Collaboration between faculty and students promotes excellence in health care delivery to diverse populations. A spirit of caring, continual inquiry, creativity and integrity is promoted through teaching, scholarship, leadership and service.

Dishman School of Nursing Vision

Excellence in nursing education, in partnership with the community

Dishman School of Nursing Motto

A Spirit of Caring – A Vision of Excellence

JOANNE GAY DISHMAN SCHOOL OF NURSING PHILOSOPHY

The JoAnne Gay Dishman School of Nursing faculty believes in preparing students to provide safe patient/client-centered holistic/multi-dimensional care using evidenced-based practice (EBP), clinical reasoning, and clinical judgment. The focus is also on providing quality and culturally sensitive care, working as part of the interprofessional and intraprofessional healthcare team, and using clinical information systems to care for diverse populations in an ever-changing global society. Personal, social, and professional strengths of the graduates are developed to form a basis for continued growth in an interprofessional and intraprofessional healthcare environment.

Undergraduate Metaparadigm

Faculty beliefs about the metaparadigm of nursing associated with undergraduate education are described below and entail:

Nursing

Nursing is based on the concepts of moral agency, effective communication including technology, inquiry, and service to the community. The goals of nursing are to provide safe patient/client-centered holistic/multi-dimensional care to assist humanity in collaboration with other disciplines in disease prevention, health promotion, health maintenance and restoration, and the support of death with dignity. Nursing emphasizes a spirit of caring, interpersonal communication, critical thinking, clinical reasoning and patient-centered care to contribute to the health of the individual and society. The responsibility of the nurse is to use the nursing process to assist people to meet health care needs, to attain health related goals within legal, ethical, and regulatory parameters to advocate for patients/clients. Nurses use information and technology to communicate, manage knowledge, and support decision making to provide competent patient/client-centered care. As members of the profession, nurses collaborate with other disciplines in achieving these goals. The faculty believe in preparing professional nurses with essential competencies in four major roles: Member of the Profession (MOP), Provider of Patient Centered Care (PCC), Patient Safety Advocate (PSA), and Member of the Healthcare Team (MOT).

Health

Health is a dynamic state of physical, mental, and social well-being, requiring constant adaptation to internal and external environmental stressors. Each person experiences varying states of health while progressing through the life span. Health decisions are patient/client-centered and influenced by knowledge, culture, family structure, society, and the personal choice of the patient/client.

Humanity

Humanity consists of unique holistic beings with intrinsic worth and dignity having the right to self-determination, well-being, and equality. Humans are adaptive in nature, constantly interacting within changing environments and society in progressing toward fulfillment of innate potentials for growth, development, and maturation throughout the life span.

Society

Society consists of individuals, families, communities, and populations with diverse cultures and value systems. In a global society interactions among humans are diverse, continuously evolving, and interdependent. Humans are adaptive in nature and an integral part of society. Within society, the cornerstone of humanness is a spirit of caring.

Environment

Environment is an aggregate of all internal and external factors which influence individuals and groups. The environment provides the context for the development of individuals, the identification of health needs, and the evolution of nursing. Through an on-going interactive process the environment and nursing influence each other. A patient/client environment and professional nursing are conducive to growth and trust and the development of relationships through creative, flexible learning opportunities and communication.

Undergraduate Education

Undergraduate Education is a process shared by the faculty and the learner. Learning is the exploration, utilization, and generation of knowledge. Learning is the responsibility of each person and is accomplished through self-motivation, active inquiry, and participation in the educational process. Faculty believe that nursing education is the systematic guidance of the learner toward safe and competent clinical practice in the four major roles (MOP, PCC, PSA, MOT), interprofessional and intraprofessional teamwork, quality improvement, management and clinical reasoning utilizing critical thinking, effective communication, informatics and technology. Faculty incorporate a variety of teaching modalities that integrate interactive and current technological learning resources, including web-based classroom environment, simulated scenarios, and independent learning activities. Incorporating online technology facilitates global access to quality nursing education. Constructs of the nursing curriculum include the study of humanity and society, lifespan, health continuum, critical thinking, therapeutic interventions, and professional roles. Foundational nursing concepts include professional integrity, communication, active inquiry, and service. The faculty support the preparation of registered nurses at the baccalaureate level.

Baccalaureate Degree

Baccalaureate Degree graduates use critical thinking, evidence-based practice, technology and interprofessional and intraprofessional healthcare teamwork to provide safe patient/client care and improve patient/client outcomes. Graduates are prepared with a broad perspective and understanding of society, the environment, and people as diverse individuals, families, communities and populations. Baccalaureate education incorporates a broad range of basic, behavioral, social sciences, communication and technology content to provide a strong foundation for coordinating safe and competent patient/client care using critical thinking and problem solving skills. A baccalaureate degree is the most common requirement for entry into graduate nursing education where nurses may further develop their professional roles to become nurse educators, researchers, administrators, or advanced practice nurses. Graduates promote the practice of professional nursing through leadership and advocacy roles.

Graduate Metaparadigm

The Master of Science in Nursing degree builds upon the undergraduate philosophy and adheres to its goals. The content of the master's program reflects the graduate organizing framework and prepares students for advanced nursing practice roles in nursing administration and nursing education.

The faculty in the master's program recognizes an evolving metaparadigm in the nursing profession and monitors the individual paradigms for agreement with current innovations and the shift in world views of the nursing profession. The paradigms included in the graduate metaparadigm are: nursing, health, humanity, society, and environment.

Nursing

Advanced nursing practice synthesizes theoretical frameworks from nursing and other disciplines to expand its knowledge base. The masters prepared nurse functions as a clinical nurse educator, researcher, advocate, consultant, collaborator and a manager of systems. Evidence-based research methods are used to investigate problems, serve as a basis for initiating change, and provide new knowledge to improve patient/client centered outcomes. The master's prepared nurse administrator role delivers indirect care and the clinical nurse educator role delivers direct care; and each role is practiced from professional, organizational and personal perspectives within an ethical, legal, and regulatory framework.

Health

The advanced practice nurse contributes to the design and implementation of interprofessional and intraprofessional healthcare delivery which is based on collaborative education systems. The healing process is based on the philosophy of caring for the body, mind and spirit. Health is achieved through illness prevention, health promotion strategies, health education, and continuous quality improvement of the micro and macro healthcare system.

Humanity

The advanced practice nurse recognizes the person is more than the sum of their parts and honors the total human being. Advocacy is demonstrated for those in particular who become vulnerable as they transition from various states of illness and experience social and cultural disparities. Advocacy involves providing health resources and services; and ensuring that these are available, accessible, and acceptable. The advanced practice nurse advocates for those who are unable or cannot speak for themselves.

Society

The advanced practice nurse is cognizant of increasing global diversity and the health challenges it brings to the healthcare system. This diversity accelerates the need for cultural competence and impels the advanced practice nurse to be culturally responsive to the health needs of individuals, families, groups and world communities. The advanced practice nurse is aware of the interconnectedness of our global society and supports the interchange of research and evidence-based practice which benefits the whole world community.

Environment

Knowledge is expanding exponentially with new technology and intricate informatics systems and thus has an impact on the healthcare environment. It is incumbent upon the advanced practice nurse to be an effective user of current educational technology and informatics to identify and communicate healthcare needs to improve the quality of patient/client centered outcomes. The advanced practice nurse has the expertise and therefore an obligation as a moral agent to influence, analyze and evaluate outcomes for the development of a culture of safety and healthcare policies that are relevant to dynamic health care systems.

Graduate Education

Learning at the graduate level stems from an open collegial relationship between faculty and students. Faculty in the graduate program encourages the learner to be the determinant in the heuristic exploration of current knowledge and the challenge of using theory guided evidence-based practice. The graduate paradigm serves as a basis for students to incorporate and synthesize knowledge from middle range theoretical models and to hone their advanced nursing practice roles in administration and education. During this process they move from concrete perspectives toward abstract concepts with an expanded cultural awareness of healthcare issues that prepare them for life-long learning and doctoral study.

Approved by Faculty Association 5-7-2013

Faculty Association Reviewed and Approved December 2019

Master of Science in Nursing Organizing Framework

Based on BSN Degree MSN Degree Organizing Framework					
	Humanity & Society	Lifespan Health Continuum	Evidence-based Practice and Clinical Reasoning	Patient/Client-Centered Care	Professional Roles
MSN	Analyze issues in the context of healthcare policy and finance, including political and organizational systems, to address the healthcare needs of a diverse society.	Analyze strategies to improve healthcare outcomes across the health continuum for various populations.	Utilize research methods to investigate problems, initiate changes, and improve nursing practice.	Synthesize theoretical frameworks from nursing and other disciplines to expand the knowledge base for advanced nursing practice.	Demonstrate advanced nursing practice roles from professional, organizational, and personal perspectives within an ethical and legal framework.
BSN Degree Organizing Framework					
2nd level	Investigate global and diverse populations / communities Analyze theories of patients, families, populations in the communities	Evaluate compromised multiple health states Examine multiple health states	Synthesize clinical reasoning and judgment skills Interpret evidence-based practice and research process Comprehend research process Analyze critical thinking skills	Formulate research findings into evidence-based practice Investigate other nursing theories Demonstrate teaching / health promotion	Coordinate care as a member of the interprofessional and intraprofessional healthcare team Coordinate patient/client-centered care for patients, families, populations & communities.
1st Level	Explore holistic needs of individuals	Discuss complex health needs Discuss common health needs Discuss prevention/wellness	Apply clinical reasoning skills Comprehend critical thinking skills. Discuss basic research process Apply nursing process Discuss nursing theories	Apply Modeling/Role Modeling Theory Apply Caring Theory Demonstrate tech psychomotor skills Discuss evidence-based practice Discuss patient/client safety Apply teaching and learning principles	Practice patient/client-centered care for patients and families within legal, ethical and regulatory parameters. Discuss patient/client advocacy
Foundation of Nursing Concepts: Professional Integrity/Communication/Active Inquiry/Service Broad, Liberal Education in Related Disciplines (Nursing Pre-requisites)					

ACADEMIC EXPECTATIONS OF GRADUATE STUDENTS

The Dishman School of Nursing complies with the Academic Policies of the College of Graduate Studies as published in the Lamar University Graduate Catalog (2017-2018).

All graduate students are expected to be familiar with the policies and regulations of the College of Graduate Studies. The association with Academic Partnerships has provided additional specifics in several of these areas.

1. Academic Year. The University divides the academic year into two long semesters (Fall and Spring) and two summer terms of 6 weeks each. Academic Partnership programs focus on 8 week courses and several 15 week courses. There is only one summer session in Academic Partnership programs.

2. Time Limit for Degree Completion. All course work applied toward a given degree, except for doctoral degrees, must be completed within a period of six years. This time limit applies to all work at the graduate level, including work transferred from another institution. Time spent in active military service is not included in the six-year limit. Because of Immigration and Naturalization Service regulations, a shorter period may apply to international students.

3. Validation of Out-of-Date Graduate Credit. Academic credit granted outside the time limits established for graduate degrees must be validated by either retaking the course, transferring the course from another institution, substituting the course from the degree plan, or through examination of coursework/knowledge before the work can be applied toward the requirements of a degree program. To be validated, the work must have been completed at Lamar University or be acceptable as transfer credit in lieu of a LU course. In order to validate out-of-date course work, students must receive permission from the graduate program director, the chair of the department, and the dean of the college in which the course is offered. The graduate program director or department chair will make appropriate referrals to faculty member(s) teaching the course(s) to be validated requesting that an examination be prepared and the results evaluated. Prior to examination, the student shall be informed of the areas of knowledge or course content on which he/she is to be examined as well as the date of examination. Upon approval, the graduate course work credit will be posted to the student's transcript. Validation for any given course can be sought only once.

4. Maximum Semester Course Load. The maximum course load for graduate students during Spring and Fall semesters is 15 hours per term. The maximum course load for graduate students for any one summer term is 6 semester hours, or 7 hours if a lab is taken. These maximums apply even when the graduate student is enrolled in a combination of graduate and undergraduate courses.

5. Definitions of Full and Part-Time. A full-time graduate student is defined as a student taking at least nine semester hours of graduate work during Fall or Spring semesters. After completing the course work for a graduate degree, students who are enrolled in a field study or project course may be considered full-time even though they are enrolled in as little as three semester hours. This may occur for one semester. Additional semesters of field-study or project writing require permission of the department chair and of the dean of the Graduate School. In the summer, full-time is 3 hours per term. A student taking fewer than 9 hours in the Fall and Spring semesters and fewer than 3

hours in the summer sessions is considered part-time. Full-time status may be required for certain fellowships and scholarships.

6. Deferring Graduation. International students who wish to defer graduation by taking additional course work after their original degree plan has been completed, must meet one of the following conditions: (1) admission to the new program must be granted by the new major department and a new Form I-20 must be issued indicating the new major program of study and the length of time for completion of the second degree; *or* (2) student must be enrolled full time (9 hours in long semesters and 3 hours in each summer semesters), *and* permission must be given in writing by the major department as well as the department where additional course work is to be taken stating that said course work is required for the original degree. All additional course work must be taken for credit and a grade must be earned. Students may not petition for “no-grade” (NG).

7. Permission for an Undergraduate Student to Enroll in Graduate Courses, Reservation of Work by Undergraduates for Graduate Credit. An undergraduate student who is within 12 semester hours of graduation may take a maximum of six semester hours of graduate courses which may be applied toward a master’s degree. Both the chair of the intended graduate program and the graduate dean must approve, and the total academic load may not exceed 15 semester hours. The G-11 form, available online in the Graduate Office (219 Wimberly) and in departmental offices, is used to obtain permission.

8. Dual Degrees. Graduate students wishing to take dual degrees must apply and be accepted by both major departments. It is not required that completion of both major degree plans occur simultaneously. In addition, international students must comply with all Immigration & Naturalization Service federal regulations governing enrollment and employment opportunities. It is the student’s responsibility to keep both major departments apprised of his/her continuing dual degree status and to be aware of how this may affect any financial assistance from one or both of those departments. A dual degree candidate is still subject to all the academic policies listed herein.

9. Transfer of Graduate Credits to Lamar University. With the approval of the chair of the major department and the graduate dean, a student may transfer up to six semester hours of graduate work completed at another regionally-accredited institution and these transferred credits may be applied toward a graduate degree at LU. Only courses with grades “A”, “B” or “S” (satisfactory) which were accepted as graduate credit at the institution where the work was taken may be considered for graduate transfer. Transferred credits are not considered in the computation of the graduate grade-point average at Lamar University.

10. Application of Institute Hours Toward a Degree. A maximum of six semester hours of work done in institutes may be approved for graduate credit toward a degree. Institutes are defined as graduate courses of less than three weeks duration.

11. Application of Credits from One Master’s Degree Toward a Second Degree. A maximum of six semester hours taken for one master’s degree may be counted toward a second master’s degree with the approval of the department in which the second degree is sought.

12. Use of Advanced Undergraduate Courses Toward a Graduate Degree. Undergraduate courses, even if senior-level, may not be applied toward a graduate degree.

13. Correspondence Credit, Credit by Examination, and Course Work Earned Through Distance Learning. Courses taken by correspondence and credits earned through examination are not accepted toward graduate degrees. Courses completed through Distance Learning may be applied toward a graduate degree if approved by the student's graduate committee.

14. Course Duplication, Repeating a Course. With approval of the Chair of the major department, a student may enroll for a course a second or subsequent time and have it counted as part of the semester's load. If a course is repeated, that last grade recorded will be considered the official grade, but the original grade remains on the student's record as a course taken. A repeated course will be included in the student's cumulative record and in the computation of the GPA. Graduate work is expected at the B grade level. Independent study/special topics course may have the same course number but are not considered to be the same course if the topics differ. If a student earns a D or F in a course required for his/her graduate degree, the course must be repeated and a passing grade of A or B must be earned. The student will be on academic probation until the GPA reaches 3.0 or higher within the next 9 credit hours.

15. Change of Major. Except in the College of Business, changes of major must be approved by the chair and/or the graduate advisor in the new graduate program and by the Graduate Dean. In the College of Business, changes must be approved by the Associate Dean and by the Dean of the College of Graduates Studies. New international students may begin the process of changing majors during their first semester but may not actually make the change until their second term. Obtain forms for changing majors (G-16) online or at the Graduate Office (219 Wimberly). Caution: Financial assistance provided by an academic department is usually not transferable to other departments. Students who change their major and transfer from one department to another may lose their financial assistance.

16. Enforced Withdrawal or Course Drop. A graduate student may be required to drop a course or courses or withdraw from the University temporarily or permanently if the student's academic work is below the standards of the College of Graduate Studies (see discussion of probation/suspension below), or if the student is found (through due process) to have engaged in academic dishonesty or misconduct. In those programs that provide clinical training or student teaching (e.g., audiology, speech-language pathology, nursing, Education and Human Development), a student can be removed from practicum and/or the program if it is found (through due process), that he/she is a threat to the well-being of patients, students, clients, etc.

17. Academic Dishonesty, Misconduct, Discipline Code. Student conduct regulations, as found in the Lamar University Student Handbook, apply to all graduate students. These regulations include policies relating to academic dishonesty, plagiarism, University disciplinary code, and student rights and responsibilities. It is the responsibility of all graduate students to read the Student Handbook and to abide by all University regulations.

18. Grading System. The grading system for graduate is "A" (superior), "B" (good), "C" (marginal), "D" (poor), "F" (fail), "I" (incomplete), "S" (satisfactory), "U" (unsatisfactory), Drop, and Withdrawal. Credits applicable to graduate degrees are given only grades A, B, C, and S. Although C grades earned at Lamar University may be counted toward the requirements for a graduate degree, C grades are not considered acceptable graduate-level performance. Courses in which a student received a D or F may not be counted toward a graduate degree, although such grades are calculated in determining the grade-point average. Grades of C, D or F must be compensated for by the necessary hours of A if the student is to have the 3.0 grade-point average

required before awarding the degree. In computing grade-point averages, “A” is valued at four grade points, a “B” three, a “C” two, a “D” one, and an “F” zero. An overall grade point average (GPA) of “B” (3.0) on all graduate work attempted is required for graduation. Thesis grades are not included in the computation of grade point averages. Incomplete work that is not finished during the next long semester (Spring or Fall) will be credited with an “F”. With compelling justification, the graduate dean may grant an extension of the time limit for the completion of incomplete work. (See Incomplete Policy in this handbook).

19. Additional Department GPA Requirements. A department or graduate program may impose GPA standards for its majors which exceed those of the Graduate College when approved by the Dean of the academic college.

20. Admission of Faculty to Graduate Degree Programs. Lamar University faculty will not be permitted to work toward a graduate degree within their own department. To pursue a graduate degree in another department, faculty must have the approval of the Graduate Dean.

21. English Proficiency Required of International Students for Graduation. International students whose first language was not English are required to pass an English proficiency test before they may be admitted to candidacy for a graduate degree. The test is not used as an admissions requirement to the Graduate College and is taken after the student is admitted and arrives on the Beaumont campus. International students who do not pass the test are required to enroll in an English as a Second Language (ESL) course until they pass the test.

22. Rule Changes. The University reserves the right to change any of its rules, regulations or course requirements without notice.

23. Waiver of Regulations. Graduate students have the right to file a petition for exemption from any academic regulation of the Graduate College. Petitions for exemption are considered by the Graduate Appeals Committee, which makes recommendations to the Graduate Dean. Decisions of the Graduate Dean may be appealed through administrative channels (i.e., to the Executive Vice President for Academic Affairs, then to the University President, the Chancellor, and, finally, to the Board of Regents).

24. Open Records Policy. Student records, which generally include information concerning the student and the student’s individual relationship to the educational institution, are available on request to Lamar University personnel who have an educational interest in the records. Individual records are also accessible to the student in question. Without written consent of the student, records are not released except as noted above.

25. ACADEMIC PARTNERSHIP ASSOCIATION. Academic partnerships (AP) is a marketing company that the University contracts with over a range of years to market and deliver courses or programs in an accelerated format. The company employs specialists at various levels to assist with such processes as admission, advising, course development, and graduation.

ADMISSION INFORMATION

Admission to the College of Graduate Studies

All students seeking admission to a graduate degree program at Lamar University must first meet the minimum standards of the College of Graduate Studies. **The admission standards of departments may exceed those of the college of Graduate Studies.** See Lamar University Graduate Catalog Enrollment Process.

For more information contact:
Academic Partnership MSN Advisor
409-880-7295
luapadmissions@lamar.edu

Admission to the MSN Program

Nurses seeking admission to the MSN program must meet the following requirements:

1. A Bachelor of Science in Nursing from a nationally accredited undergraduate program. (CCNE or ACEN).
2. Current unencumbered licensure as a Registered Nurse (must maintain throughout duration of program without lapse).
3. GPA of 3.0 or higher for the last 60 hours of college coursework. This includes any graduate hours that may have been acquired.
4. College statistics course with a grade of C or better. Conditional admission without a statistics course is allowed but statistics must be completed PRIOR to MSNC 5311 (Nursing Research). Students are strongly recommended to repeat college statistics if they have not had it within the past five years.
5. Clear criminal background check.

Pre-Graduate Status

See Lamar University Graduate Catalog. Students remain in pre-graduate status until all of the admission requirements are met. Pre-graduate students are not eligible for graduate school scholarships.

Suspension Policy

Graduate students must maintain a 3.0 GPA to be eligible to graduate. If three Cs are earned in any MSNC, MSNA, and/or MSNE courses, that student will be dismissed from the program.

CURRICULUM PLANS

LAMAR UNIVERSITY
 COLLEGE OF ARTS AND SCIENCES
 JOANNE GAY DISHMAN SCHOOL OF NURSING
 GRADUATE NURSING STUDIES

FULL TIME CURRICULUM PLAN

MASTER OF SCIENCE IN NURSING ADMINISTRATION *Effective Spring 2020

FIRST YEAR

Fall Semester			Spring Semester		
MSNC 5310	Theoretical Foundations	3	MSNC 5311	Nursing Research*#	3
ACCT 5315	Financial Accounting **	3	MKTG 5300	Marketing Concepts **	3
					3
MSNA 5320	Role Develop. Nurse Admin	3	MSNA 5331	Direct & Control Hlthcare Delivery	3
9			9		

SUMMER

MSNA 5323	Health Information Systems	3
		3

SECOND YEAR

Fall Semester			Spring Semester		
MSNA 5221	Administration Practicum I *	2	MSNC 5396	Evidence-Based Project II *	3
MSNC 5395	Evidence-Based Project I	3	MSNA 5232	Nursing Adm Practicum II	2
MSNA 5321	Planning/Org Healthcare Delivery	3	MSNC 5319	Adv Nsg Issues/Health Policy	3
8			8		

Synthesis Experience

Note: Total Credit Hours: 37
 Part-Time Progression Available
 All students are required to successfully complete the Synthesis Experience prior to graduation.

- * 15-week courses.
- ** Availability may vary.
- # Must take college level statistics prior to this course

Please note: This is the recommended sequence of courses. Course sequencing may change.
 Please consult advisors frequently regarding course sequence.

Students MUST submit request for Practicum Site Affiliation agreement during second semester.

LAMAR UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
JOANNE GAY DISHMAN SCHOOL OF NURSING
GRADUATE NURSING STUDIES

FULL TIME CURRICULUM PLAN

MASTER OF SCIENCE IN NURSING EDUCATION *Effective Spring 2020

FIRST YEAR

Fall Semester			Spring Semester		
MSNC 5310	Theoretical Foundations	3	MSNC 5311	Nursing Research*#	3
MSNE 5350	Role Dvlp/Learning Theories	3	MSNE 5352	Measurement & Evaluation	3
MSNE 5351	Curriculum Design	3	MSNE 5330	Advanced Health Assessment	3
9			9		

SUMMER

MSNE 5349	Advanced Pathophysiology	3
		3

SECOND YEAR

Fall Semester			Spring Semester		
MSNE 5254	Nurse Educator Practicum I *	2	MSNC 5396	Evidence-Based Project II *	3
MSNC 5395	Evidence-Based Project I	3	MSNE 5255	Nursing Educator Practicum II	2
MSNE 5356	Advanced Pharmacology	3	MSNC 5319	Adv Nsg Issues/Health Policy	3
8			8		

Synthesis Experience

- Note:** Total Credit Hours: 37
Part-Time Progression Available
All students are required to successfully complete the Synthesis Experience prior to graduation.
- * 15-week courses.
 - # Must take college level statistics prior to this course

Please note: This is the recommended sequence of courses. Course sequencing may change. Please consult advisors frequently regarding course sequence.

Students MUST submit request for Practicum Site Affiliation agreement during second semester.

LAMAR UNIVERSITY
 COLLEGE OF ARTS AND SCIENCES
 JOANNE GAY DISHMAN SCHOOL OF NURSING
 GRADUATE NURSING STUDIES

FULL TIME DUAL DEGREE CURRICULUM PLAN
MASTER OF SCIENCE IN NURSING ADMINISTRATION *Effective Spring 2020
MASTER OF BUSINESS ADMINISTRATION

FIRST YEAR

Fall Semester		Spring Semester	
MSNC 5310 Theoretical Foundations	3	MSNC 5311 Nursing Research *#	3
ACCT 5315 Foundations of Accounting	3	MKTG 5310 Marketing Management	3
MSNA 5320 Role Develop. Nurse Admin	3	MSNA 5331 Direct & Control Hlthcare Delivery	3
	9		9

SUMMER

MSNC 5323 Healthcare Technology for Nurse Adm	3
	3

SECOND YEAR

Fall Semester		Spring Semester	
MSNA 5321 Planning/Org Hlthcare Delivery	3	MSNC 5319 Adv Nsg Issues/Health Policy	3
MSNA 5221 Administration Practicum I *	2	MSNC 5232 Administration Practicum II	2
MSNC 5395 Evidence-Based Project I	3	MSNC 5396 Evidence-Based Project II *	3
ECON 5300 Foundations of Economics	3	ACCT 5370 Managerial Accounting	3
	11		11

Synthesis Experience

SUMMER

MGMT 5360 Human Resources Management	3
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THIRD YEAR

Fall Semester		Spring Semester	
BULW 5330 Employment Law	3	MISY 5360 Business Intelligence	3
BUAL 5380 Managerial Decision-Making	3	MGMT 5380 Strategic Management	3
FINC 5310 Financial Management	3		
	9		6

Note: Total Credit Hours: 61

Part-Time Progression Available

All students are required to successfully complete the Synthesis Experience prior to graduation.

Obtaining an **MBA by itself** requires 65 credit hours.

* 15-week courses.

Must take college level statistics prior to this course

Please note: This is the recommended sequence of courses. Course sequencing may change. Please consult advisors frequently regarding course sequence.

Students MUST submit request for Practicum Site Affiliation agreement during second semester.

RESOURCES

DISABILITY RESOURCE CENTER

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Our office collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- The DRC works closely with the Nursing school on providing a great experience for all students. If you have A disability such as but not limited to: learning disability, psychological, ADHD/ADD, physical, sensory, chronic health, or physical) that may have an impact on your academic performance, you are encouraged to contact the DRC at 409-880-8347 or by email drc@lamar.edu to arrange a confidential appointment with the Director/Associate Director to explore possible options regarding equitable access and reasonable accommodations. Accommodations are determined on a case by case individualized process.
- To facilitate the arrangements necessary to make accommodations, students enrolled in nursing courses are encouraged to submit their accommodation letter from the Disability Resource Center to the course faculty by the 5th class day in order to have adequate time to provide the appropriate accommodation. Accommodations can be provided at any point during the semester but are not retroactive.

Kyle J. Mutz, Director
kyle.mutz@lamar.edu

Kristin Romero, Administrative Associate Senior
kristin.romero@lamar.edu

Communications Building, Room 105
Phone: 409-880-8347
Fax: 409-880-2225
Email: drc@lamar.edu

Website: <http://www.lamar.edu/disability-resource-center>

DRC
Communications Building – Room 105
P.O. Box 10087
Beaumont, TX 77710

SCHOLARSHIPS

Loans, grants, and scholarships are available for qualified students. For more information contact:

Director of Financial Aid – Lamar University
P. O. Box 10042
Beaumont, Texas 77710
(409) 880 – 8450

NURSING SCHOLARSHIPS

The JoAnne Gay Dishman School of Nursing has several scholarships graduate students may apply for. The scholarships are listed on the nursing website under “Scholarships”. Specific applications are needed for each one. Also note whether they are available to full time or part time students. In the graduate program, students need to have completed at least one semester in the program to become scholarship eligible.

LIBRARY FACILITIES

The Mary and John Gray Library, named in honor of Dr. John E. Gray, president emeritus of the university, and his wife, Mary, is centrally located at the heart of the campus. The library collection exceeds one million volume equivalents, including microfilms, and state and federal documents. The library subscribes to almost 2,000 current periodicals as well as several electronic indexes covering more than 4,000 full-text periodicals.

Lamar students, faculty and staff use PC’s to locate titles in the online catalog, access offsite indexes and locate selected information through the Internet. A service-oriented library staff provides assistance in the use of reference materials, documents, special collections, reserve materials and instructional media.

The library provides rooms for group study, and there is a designated quiet study floor. Coin-operated copy machines for both print and microfilms are available.

An open-access PC laboratory is located on the library’s seventh floor in the media services department. Assistance in using the PC’s and software and the Internet is available from trained staff.

The university ID card serves as an individual’s library card and may be used on all Lamar campuses and in conjunction with online check out.

Additionally, students have access to the collection of 51 other publicly funded colleges and universities through the TexShare Program. Library hours are posted and accessible by calling (409) 880-8117.

Library resources are available to all online students. There is a specific library staff designated to assist you as an online learner.

EDNA HORN GAY LEARNING CENTER

The School's Learning Resource Center includes two basic clinical simulation laboratories, a fourteen-bed high-fidelity simulation facility, multimedia laboratory, and a student work and study area. This complex is located in the center of the first floor and provides adequate storage space for multimedia equipment, instructional materials, software, medical equipment, and teaching aides which may be checked out by faculty and students. The high-fidelity simulation rooms are equipped with various high-fidelity mannequins, audio, video, and documentation systems. The basic labs consist of 17 beds, mobile recording stations, and video equipment.

One room in the Learning Center is designed for flexible usage. The room can be used as a classroom or testing center which accommodates 55 students. Each computer station is equipped with electrical cord and USB power connections for students' electronic devices. This room is also used for quiet study and access to multimedia when it is not in use for testing or class. Each computer station is equipped with internet, intranet, and Microsoft Office for student use. Students access videos via the web-based Medcom (R) portal. This space is available Monday through Friday from 8:00 a.m. to 5:00 p.m. The Computer Lab is located in room 101 and equipped with ten computers. These computers internet access, Microsoft Office, and two are loaded with the Statistical Package for Social Sciences (SPSS) software. This room may be reserved by students who are working on special projects. In addition, room 107 is equipped with internet access, Microsoft Office, and remains open for extended hours during the week and over the weekend. Computer assisted instruction and videos may also be viewed from any computer in the Learning Center via the Virtual Caring Place. Room 107 also houses two high capacity printers. This room is dedicated to student use and is not booked for classroom activities. Online students are welcome to use this facility when on campus.

COMPUTER LAB

Room 101 on first floor of the McFadden Ward Building is the computer lab dedicated for nursing student use. Software for statistical analysis is available on computers and printing capability for students is available on one computer. Students are asked to bring their own paper if a large amount of printing is expected; otherwise students may print up to 250 pages during one academic year.

ONLINE ORIENTATION

New Graduate students are required to access the online MSN orientation. The web address link will be provided when the graduate student application is processed. Valuable student resources for online students are provided at this site.

POLICIES

PROMULGATION POLICY

Purpose: Inform nursing and pre-nursing students of applicable Dishman School of Nursing (SON) policy changes in an efficient, timely manner.

1. New and modified SON policies will be posted on the Lamar University web-based platform for students affected by implementation of the policy change within thirty days of implementation.
2. Implementation of policies may vary depending upon subject matter; an implementation date should be noted on new or modified SON policies.
3. New and modified SON policies will be added to the Undergraduate Nursing Studies Student Handbook during the subsequent fall or spring semester.

Approved 5/10/2016 Faculty Association Meeting

NON-DISCRIMINATION POLICY

The Anti-Discrimination Policy for the School and Graduate Nursing Studies is the same as that adopted by the University.

Lamar University is an equal opportunity, affirmative action educational institution and employer. Lamar University will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation or gender identity, consistent with the Assurance of Compliance with the Title VII of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973.

<http://www.lamar.edu/about-lu/accreditation-statement.html>

LAMAR UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
JOANNE GAY DISHMAN SCHOOL OF NURSING
STUDENT BEHAVIORAL EXPECTATIONS

Purpose

Students in the Lamar University JoAnne Gay Dishman School of Nursing must adhere to standards consistent with the nursing profession.

Policy

Compliance with the following behavioral expectations is required of all students who are enrolled in the JoAnne Gay Dishman School of Nursing.

All students are expected to:

1. Assume responsibility for recognizing personal limitations and seek help through appropriate avenues. Students who experience difficulty in satisfying course or program requirements are expected to communicate those difficulties with faculty and assume a collaborative role in problem solving, keeping faculty informed of progress.
2. Assume responsibility for fulfilling program, course, and practicum affiliate requirements in a prompt and dependable manner:
 - a. Course
 - 1) Complete Learning Center and Practicum Simulation Laboratory requirements in a timely manner.
 - 2) Demonstrate promptness and accountability in class attendance, attendance at required workshops, submission of written assignments and required program materials, i.e., insurance, physical exam.
 - 3) Prepare for practicum experiences, attend, and participate in practicum conferences.
 - b. Agency
 - 1) Meet agency requirements for orientation.
 - 2) Adhere to agency policies.
 - 3) Notify practicum faculty if unable to attend practicum prior to beginning of assigned practicum time.
3. Avoid Plagiarism which is recognized as a form of cheating. Students are expected to use the American Psychological Association (APA) format for documentation. Paraphrasing is permitted but this must be accompanied with complete and appropriate documentation (see *Academic Honesty Policy* under the *Academic Policies* Section).
4. Demonstrate the following behaviors:
 - a. honesty and integrity in all endeavors relating to the completion of the nursing program
 - b. ethical behaviors as defined by the American Nurses Association (ANA) Code of Ethics when working with clients, significant others, peers and faculty.
 - c. acceptance of proper and total nursing responsibility and accountability when providing care to clients.

- d. respect and protect the rights, safety and confidentiality of all individuals.
 - e. adhere to federal privacy law, Health Insurance Portability and Accountability Act (HIPAA), enacted to protect the health information of clients. Violation of federal law includes disclosure of protected information including unintended disclosure or use of protected information beyond the minimum necessary. Healthcare providers, including nursing students, should only access patient information necessary to provide quality care for assigned patients. Violations may result in sanctions against the student by the JoAnne Gay Dishman School of Nursing (such as dismissal from the program) and extend to fines and other penalties beyond the jurisdiction of the faculty or Lamar University.
 - f. responsibility and accountability for his/her own learning, growth and professionalism.
 - g. a citizen in “good standing” within the university and the community.
- 5. Accept responsibility for damaged or broken equipment caused by students due to negligence.
 - 6. Comply with the university policies governing student conduct and discipline.
 - 7. Utilize appropriate avenues of communication in seeking resolution of problems.
 - 8. Resolve conflicts at the School of Nursing level.

Adopted by Faculty Association 5/7/96, Revised UNS 11/18/2016

LINES OF COMMUNICATION

Communication is the creation of or exchange of ideas and information among people. Professional communication is vital to the sustainability of relationships that accomplish the functions of an organization.

There is a correct line of communication in all organizations. These communication lines involve the appropriate people in the resolution of a problem, and demonstrate respect for authority. The appropriate lines of communication in the JoAnne Gay Dishman School of Nursing are described below.

Communication Lines for Issues

Students should initiate the discussion of an issue with the classroom or online faculty or practicum faculty. If no resolution is reached, then the issue should be discussed with the course leader if different from the faculty. If the course leader is unable to resolve the issue, then the Director of Graduate Nursing Studies should be informed. If no resolution is reached, the Director of Graduate Nursing Studies will refer the student to the School Chair. Informal discussions can occur with the School Chair or more formal processes may be used in situations like grievances, grade appeals, and other issues. The School Chair should be consulted before contacting the Dean of the College of Arts and Sciences. Contacting the Provost or University President directly about issues is inappropriate. See the Graduate Student Handbook and the Lamar University Student Handbook for more information.

SOCIAL MEDIA POLICY

Purpose

JoAnne Gay Dishman School of Nursing prohibits the use of personal electronic and communication devices when such activity undermines the integrity of an individual(s') rights to privacy, affects the quality of patient care and interferes with efficient operation of the classroom or practicum experience. Personal electronic and communication devices include but are not limited to: cell/smart phones, tablets, iPads, laptops and/or any wireless devices.

While the School of Nursing does not wish to unreasonably constrain the use of such devices, it is the School of Nursing's responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information, and also respect individual rights to privacy. This policy serves to define the use of personal electronic and communication devices.

Policy

While in the classroom and in the practicum facilities, students and faculty are expected to exercise the same discretion in using personal electronic and communication devices as is expected for the use of these devices by employees of the facilities. Although electronic devices may have practicum applications (e.g., medication, pathophysiology, patient care references), excessive personal use of electro

nic devices during the practicum day may interfere with student learning, distract others, and negatively impact patient care and patient safety. Students are asked to use the personal electronic and communication devices in non-patient areas and set devices on the silent or vibrate mode.

Students failing to comply with the standards outlined in this policy will be subjected to JoAnne Gay Dishman School of Nursing and the practicum affiliates' disciplinary policies, and may be terminated from the program.

Revised 6/24/16

SOCIAL NETWORKING POLICY

Purpose

Lamar University Dishman School of Nursing (LU-SON) students are expected to adhere to the high standards of the nursing profession with regard to maintaining confidentiality and professionalism. This includes guarding patient confidentiality at practicum sites, in the classroom, at home, and online. All health professionals and students are required to follow Health Insurance Portability and Accountability Act [HIPAA] regulations, when using social networking/media.

Policy

Professional conduct is required of students in all settings, including social media. Professional behavior is to be maintained at all times when identified as a LU nursing student. Unprofessional online conduct will be deemed a violation of SON "Student Behavioral Expectations Policy".

Students who have personal social networking sites established should enable the highest privacy settings limiting access to personal profiles, information, and photos. SON students must adhere to the following guidelines:

- maintain a social media site with professional integrity that does not contain any type of information about patients and/or clinical affiliates.
- do not post derogatory remarks or threats about anyone associated with the SON (e.g., students, faculty, staff, university administrators, clinical affiliates, and patients).
- do not post photos of other students, faculty, and/or staff without their permission. Posting photos of patients, their families, and/or staff at practicum affiliates is forbidden.
- observation of any inappropriate postings on social media should be addressed by student directly or reported within the SON.
- do not foster a personal relationship with a patient through social media.

Approved by Faculty Association 5/7/2012, Revised Faculty Association 3/23/2018

PRACTICUM EQUIPMENT POLICY

Students are responsible for damaged or broken equipment caused by students due to negligence.

STUDENT DRESS CODE

During the practicum experience, graduate students will wear business attire with lab coat and Lamar University name badge.

HIPAA Compliance

When graduate students are involved with practicum or other agency experiences, they will need to comply with the HIPAA regulations in effect for that agency.

General HIPAA certification is achieved by a program of instruction. Many programs use a video assigned to communicate the confidentially issues involved in HIPAA regulations. Overviews of compliance with HIPPA regulations are included. Students must have documented attendance to validate their learning.

Graduate students need to be in compliance with the validation requirement when the agency/facility so stipulates.

Incomplete Grade Policy

Incomplete grades can be granted only to students who have completed at least 75% of the required coursework and who currently have a passing grade. Incompletes may NOT be given as a substitute for a failing grade. Incompletes may only be granted due to extenuating circumstances and/or exceptional hardship and are awarded at the discretion of the course faculty leader.

- Students who meet the above criteria must contact the course faculty leader to request an incomplete as soon as possible.
- The course leader will consult with other faculty in the course (if applicable) and the Program Director/Coordinator.
 - If a decision is reached to APPROVE the incomplete grade, the “Incomplete Grade Form” will be generated and signed by the student, faculty leader, and the Program Director/Coordinator.
 - All remaining assignments must be completed within a time frame decided upon by the course faculty leader but may NOT extend beyond the semester or summer session.
 - Students will NOT re-enroll in the course to finish incomplete assignments. Students will coordinate with the course faculty leader on which assignments are needed and how to submit them.
 - Failure to complete assignments within the specified time frame will result in the incomplete grade being automatically changed to an “F”.
 - Students who are granted an incomplete for the last nursing course required will not be able to graduate in that term as all course requirements will not have been accomplished.
 - If the course with an incomplete grade is a pre-requisite to other courses, the student will not be able to enroll in those courses until the pre-requisite course is completed.
 - Once the required assignments are submitted and graded, faculty will submit a grade change request using the proper procedures.
 - If a decision is reached to DENY the incomplete grade, the student must decide if they will proceed in the course or drop the course and receive an “F”.

Please note that a grade of “Incomplete” may impact eligibility regarding academic standing, financial aid, athletics, etc. The student will need to contact the Financial Aid Office and/or applicable athletic programs to see if and incomplete grade will affect their personal situation.

Approved by Faculty Association 12/4/2015

ACADEMIC HONESTY

Purpose

Academic honesty implies integrity and ethical conduct in the development and submission of all student assignments. The JoAnne Gay Dishman School of Nursing complies with the University Academic Honesty Policy (<https://students.lamar.edu/academic-support/academic-policies.html>).

Policy

Academic Honesty

The university expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty in any phase of academic work will be subject to disciplinary action.

Defining Terms for Academic Dishonesty "Cheating" includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listing, and/or programs.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole, or part, the contents of an un-administered test.
5. Substituting for another student; permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain an un-administered test or information about an un-administered test.
7. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.
8. The JoAnne Gay Dishman School of Nursing considers the following to be a form of academic dishonesty:
 - a. *Unauthorized Multiple Submission*: Using any work previously submitted for credit without prior permission of instructor.
 - b. *Fabrication/Falsification/Alteration*: Intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated.
 - c. *Unauthorized Use of Exam Materials*:
 1. Posting, transmitting, recording of, or sharing test questions, quiz questions, answers to case studies presented in class, conferences, or online in any format, without prior authorization by the School of Nursing.
 2. The purchase and/or distribution of test questions or test banks from nursing textbooks or an online vendor. This practice is a violation of the textbook copyright and may lead to legal repercussions and/or dismissal from the School of Nursing.

3. Representing oneself, online or otherwise, as a nursing faculty to obtain access to materials that the publisher holds for faculty use only.

NOTE: Students may purchase nursing review books, which have multiple sample NCLEX questions and review materials, to facilitate achievement in the program.

Plagiarism is using another person's work or idea(s) without documenting or citing the source.

4. "Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words) you need to credit the source in the text" (American Psychological Association [APA], 2010, p. 15).
5. "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source. To avoid charges of plagiarism, take careful notes as you research to keep track of your sources and cite those sources according to the guidelines presented in this chapter" (APA, 2010, p 170).
6. Please refer to the most current APA Publication Manual for detailed guidance.

Collusion is the unauthorized collaboration with another person in preparing work offered for credit.

Abuse of research materials is the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

Academic work is the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

Procedures

The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction.

These procedures are in accordance with the Texas State University System (TSUS) Rules and Regulations 5.36 Disciplinary Procedures for Academic Dishonesty and Lamar University Academic Honesty Policy.

*Revised Faculty Association 4/14/2014, 12/11/2008, 6/1/2005, 6/24/2016;
Revised UNS 9/30/2016 Approved Faculty Association 10/28/2016.*

ACADEMIC GRIEVANCE

Purpose

Resolution of students' issues should occur with the appropriate faculty on an informal basis whenever possible.

Policy

If resolution is not reached informally, then formal university policies apply as specified in the Lamar University Academic Grievance Policy.

Informal School of Nursing Process:

- Step One: The student should discuss the issue directly with the faculty involved as soon as possible after the occurrence of the alleged incident/situation.
- Step Two: If the issue is not resolved, the student should consult with the course leader as applicable.
- Step Three: If the issue is not resolved, the student should consult with the Director of Graduate Nursing Studies.
- Step Four: Issues not resolved by the Director of Graduate Nursing Studies may be referred to the School of Nursing Chair by the student, faculty, or undergraduate program director.
- Step Five: Informal resolution of the situation will be addressed by the School of Nursing Chair. If informal resolution is not attained, the student may seek a formal review.

Formal School of Nursing Process:

- Step One: The student may request a formal review of the alleged issue/situation by submitting a written statement to the School of Nursing Chair requesting a formal review.
- Step Two: The School of Nursing Chair will review the issue/situation and make a determination. The Chair may choose to refer the issue/situation to the Student and Faculty Relations Committee of the JoAnne Gay Dishman School of Nursing for recommendation prior to making a final determination.
- Step Three: If the issue is not resolved, the student may submit a written statement to the Dean of the College of Arts and Sciences within one calendar week of the written response from the School of Nursing Chair.

*Adopted by Faculty Association 5/12/2004, Revised 6/24/2016,
Revised UNS 9/30/2016; Approved Faculty Association 10/28/2016.*

DISCIPLINARY PROCESS

Purpose

The purpose of this policy is to provide clarity and transparency of the disciplinary process adhered to in the JoAnne Gay Dishman School of Nursing.

Policy

Students are expected to be knowledgeable and adhere to all JoAnne Gay Dishman School of Nursing (DON) policies. Students, who are observed to be in violation of any of the program requirements, will be disciplined as follows:

- Step One: Oral counseling and written warning by the faculty with documentation signed by student and observing faculty to be placed in the student's permanent folder, utilizing the School of Nursing situation/incident form.

Step Two: Student will be provided a contract with the terms to be designated by a faculty committee with the approval of the appropriate Program Director or Director and/or School of Nursing Chair. The contract is to be signed by the student and placed in the student's permanent record. The student is expected to comply with the contract for the designated time period.

Step Three: May lead to further penalties, which may include suspension or expulsion from the university.

Depending on the severity of the violation, the decision may be made to proceed directly to Step 2 or 3. All students will read the situation/incident report and signify their intent to comply by signing the form on the next page, which is to be placed in the student's permanent record.

Adopted by Faculty Association 5/96, Revised 6/24/2016; Revised UNS 9/30/2016. Approved Faculty Association 10/28/2016.

Graduate Course Practicum Policy for the following courses:

Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology (Nurse Educator Track)

Purpose: The purpose of this policy is to delineate practicum requirements for Advanced Health Assessment, Pathophysiology, and Pharmacology in the Lamar University JoAnne Gay Dishman School of Nursing Education Track of the Masters of Nursing Program. All students must have current clearance to legally perform practicum hours each semester. If practicum clearance is not current, students will be unable to do practicum hours that are required for these courses resulting in course failures.

All graduate nursing students must have an unencumbered license as designated by the applicable Board of Nursing to participate in graduate practicum nursing courses. It is also imperative that any student whose license becomes encumbered must immediately notify the Director of the Graduate Program.

Lamar University Dishman School of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the practicum setting. Faculty have final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in practicum.

Practicum Behaviors: Students deemed unsafe or incompetent will fail the course and receive a didactic course grade of “F”. **Any of the following behaviors constitute a practicum failure:**

1. Fails to follow standards of professional practice as mandated by the applicable Nursing Practice Act *
2. Unable to accept and/or act on constructive feedback.
3. Needs continuous, specific, and detailed supervision for the expected course performance.
4. Unable to implement advanced practicum behaviors required by the course.
5. Fails to complete required practicum assignments.
6. Falsifies practicum hours.
7. Violates HIPAA regulations.
8. Supported reports of unsafe and /or unprofessional behavior by agency personnel.

*Violation of the Nursing Practice Act is a “reportable offense” to the applicable Board of Nursing.

Requirements: Each course will have a designated/ separate practicum with an expected practicum outcome/ or outcomes. Students will receive either an (S) satisfactory, (U) unsatisfactory or (I) incomplete for the practicum component of each course. The practicum will be evaluated by the faculty teaching the course. Students must satisfactorily (S) pass the practicum component of the course to receive a passing grade in the didactic portion of the course. The number of hours for each course will be a 2 sch x 1 ratio x 16 weeks =32 hours (4 hours a week for an 8 week course or 2 hours a week for a 16 week course). This ratio is justified by the fact that all students in these courses have past practicum experience and an unencumbered license to practice nursing. Students must provide documentation of practicum time to faculty in the designated required time. Faculty have the discretion of determining how hours are acquired and if students meet the intent of the practicum.

The project/ or projects completed in the practicum component can be calculated as part of the overall grade for the didactic portion of the course or they may not count towards the overall didactic grade of the course towards the overall grade of the didactic class. Preceptors are not required for practicums. Affiliation agreements may need to be obtained based on the practicum requirement.

Faculty Association – Approved May 12, 2015

LAMAR UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
JOANN GAY DISHMAN SCHOOL OF NURSING

EVIDENCE-BASED PROJECT II
MSNC 5296

Master of Science in Nursing Synthesis Project

The Synthesis Project is the final synthesis of information gained in the MSN program and **occurs in the final semester along with EBP II**. It replaces the traditional comprehensive exam at the end of graduate education. You will not be able to enroll in EBP II if you have many classes left to take (contact your Academic Advisor or the Director of the Graduate Nursing Program with any questions). In the Synthesis Project, students address how they met each of the five End of Program Student Learning Outcomes through course discussions and assignments.

1. **The Synthesis Project consists of two written documents and one oral presentation.** You must pass the Synthesis Project with a cumulative score of at least 75% in order to graduate. Remember that an overall GPA of 3.0 is necessary for graduation.

a. Document One: Written Synthesis Paper

- i. The student must apply for graduation in the last semester.
- ii. The Synthesis Paper will be submitted by a published due date in the final semester (usually around mid-term). This occurs in the EBP II course-MSNC 5296.
- iii. The Synthesis paper will consist of the student's description of how they met each of the five End of Program Student Learning Outcomes. This will be a comprehensive look back at all courses and assignments completed during graduate education. Synthesis of learning experiences will be the focus of the paper. This is to be a scholarly paper and will be graded as such. Accurate spelling, grammar, and APA format is expected.
- iv. There are five End of Program Student Learning Outcomes. Each should be addressed in two to four pages. The total paper will be between ten and twenty pages long excluding title page and references.

- v. For each outcome, you will need to clearly *state by name and course number the graduate classes and assignments* that helped you to meet each outcome. Do not use faculty names to identify the courses. You must include an in-depth description of specific examples of course work from each of the courses that you feel have contributed to meeting each outcome. Bulleted lists will not suffice. To receive full credit, you must list a *minimum* of two graduate courses and two graduate assignments. Think carefully about each outcome and how course assignments helped you to meet that outcome. Submit Document One to the MSNC 5296 Course Leader by the due date published in the course.
- vi. The completed papers will be reviewed by a minimum of two graduate faculty. Papers will be blinded to the reviewers.
- vii. The student will receive written notification of the outcome of the written Synthesis Project from the Director of Graduate Nursing Studies or designee prior to the Evidence-Based Project presentation.
- viii. Students who do not successfully complete all five outcomes of the Synthesis Project will be presented with questions during their oral presentation of the EBP II project. This allows the student another opportunity to successfully respond to the Synthesis guidelines.
- ix. Graduate students have three opportunities to successfully meet the Synthesis Project guidelines. The above process consists of one attempt.
- x. The second written attempt will occur before the end of the semester. If this attempt is unsuccessful, graduation will be delayed and the student will enroll in a Directed Study the following semester and will be allowed a final attempt to pass the Synthesis Project. Failure to pass on the third attempt will result in program failure and the student will not graduate.

- b. Document Two: This document is submitted with your Evidence-Based Project paper prior to your scheduled oral presentation date.** Document two will be graded by your Graduate Faculty Project Director.
- i. **Nursing Administration Students:** Write a brief written description two to three pages maximum describing *how you utilized principles learned in Nursing Administration courses* to develop and implement your Evidence-Based Project into a feasible, workable solution for the problem that you addressed in your healthcare facility.
 - ii. **Nursing Education Students:** Provide a brief written description two to three pages maximum of *how you utilized various teaching/learning principles learned in Nursing Education courses* to develop a feasible teaching/learning strategy for your healthcare facility (academic institution) related to your Evidence-Based Project topic.

During the presentation of your EBP II project, you may be asked to discuss either one of these written documents by your graduate committee.

- c. Oral Presentation.** This portion of the Synthesis Project will be graded by your Graduate Faculty Committee.
- i. Presentation of your Evidence-Based Project
 - ii. Following this presentation, the Graduate Committee will select one question from one of your two written documents to respond to. You cannot read from your written documents so please be familiar with their content prior to the presentation.

Remember that your grade will be based upon a cumulative score on all three parts and must be at least 75% to pass. Any portions that require additional work to complete may result in a delay of graduation.

Please be certain that you understand this process. Questions can be directed to the Director of Graduate Nursing Studies or the Course Leader for MSNC 5296-EBP II.

MSN End of Program Student Learning Outcomes

Graduates of the MSN Program will demonstrate the following student learning outcomes:

1. Analyze issues in the context of healthcare policy and finance, including political and organizational systems, to address the healthcare needs of a diverse society.
2. Analyze strategies to improve healthcare outcomes across the health continuum for various populations.
3. Utilize research methods to investigate problems, initiate changes, and improve nursing practice.
4. Synthesize theoretical frameworks from nursing and other disciplines to expand the knowledge base for advanced nursing practice.
5. Demonstrate advanced nursing practice roles from professional, organizational, and personal perspectives within an ethical and legal framework.

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 GRADUATE STUDIES
 SYNTHESIS PROJECT GRADING RUBRIC

DOCUMENT 1 LEARNING OUTCOMES (50 POINTS)

Student Name:	Possible Points	Earned Points
Outcome 1: Analyze issues in the context of healthcare policy and finance, including political and organizational systems, to address the healthcare needs of a diverse society. -Clearly identifies at least two course names and numbers - Discussion reflects analysis of issues -At least two examples of course work that contributed to meeting the outcome is complete and accurate.	1 4 4	
Outcome 2: Analyze strategies to improve healthcare outcomes across the health continuum for various populations. -Clearly identifies at least two course names and numbers - Discussion reflects analysis of strategies -At least two examples of course work that contributed to meeting the outcome is complete and accurate.	1 4 4	
Outcome 3: Utilize research methods to investigate problems, initiate changes, and improve nursing practice. -Clearly identifies at least two course names and numbers - Discussion reflects utilization of research processes -At least two examples of course work that contributed to meeting the outcome is complete and accurate.	1 4 4	
Outcome 4: Synthesize theoretical frameworks from nursing and other disciplines to expand the knowledge base for advanced nursing practice. -Clearly identifies at least two course names and numbers -Discussion reflects the synthesis of theoretical frameworks -At least two examples of course work that contributed to meeting the outcome is complete and accurate.	1 4 4	
Outcome 5: Demonstrate advanced nursing practice roles from professional, organizational, and personal perspectives within an ethical and legal framework. -Clearly identifies at least two course names and numbers -Discussion reflects the development of advanced roles -At least two examples of course work that contributed to meeting the outcome is complete and accurate.	1 4 4	
Grammar and Sentence structure	5	
Total points	50	

Faculty Signatures:

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 GRADUATE STUDIES
 SYNTHESIS PROJECT GRADING RUBRIC

DOCUMENT 2 SYNTHESIS OF TRACK EXPERIENCE (30 POINTS)

Student Name:	Possible Points	Earned Points
<p>Nursing Administration Students: Provides a brief written description two-three pages of how you utilized principles learned in Nursing Administration courses to develop and implement your Evidence-Based Project into a feasible, workable solution for the problem that you addressed in your healthcare facility. (Incorporate Nursing Administration principles, accurate information, synthesis of the solution and implementation of your project)</p>	30	

	Possible Points	Earned Points
<p>Nursing Education Students: Provide a brief written description two-three pages of how you utilized various teaching/learning principles learned in Nursing Education courses to develop a feasible teaching/learning strategy for your healthcare facility (academic institution) related to your Evidence-Based Project topic. (Incorporate Nursing Education principles, accurate information, synthesis of the solution and implementation of your project)</p>	30	

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GRADUATE STUDIES

ORAL PRESENTATION: SYNTHESIS PROJECT Selected Question (20 points)

Student Name:	Possible Points	Earned Points
Demonstrates the ability to completely and thoroughly answer the question posed for discussion.	5	
Demonstrates organization of thoughts into a cogent response	5	
Demonstrates ability to speak without the use of notes	5	
Demonstrates synthesis of knowledge by drawing upon learning derived from multiple experiences throughout the program.	5	
Total	20	

Faculty Signatures:

*(Discussed with and approved by Graduate Dean on April 27, 2015.)
Graduate Faculty Association – Approved April 14, 2015, Revised 4/2017
Faculty Association – Approved May 12, 2015*

Policy on Extension to Complete Graduate Project

Additional 8 or 15-Week Completion Strategy

1. Evidence-Based Project II students needing additional time to complete their projects beyond MSNC 5296 must register for a one-time 2-hour 8-week (Summer) or 15-week (Fall or Spring) Directed Study Course to complete the Project.
2. Students must adhere to the following Completion Guideline Schedule for the Summer. The guideline will be revised as needed for long semesters.

Completed by	Expected Completion
Lamar University (LU) Graduate Office schedule for student application for graduation	The LU Graduate Office sends a notice to all potential graduates requesting completion of graduation application and fees by certain date in each semester. Submit to LU Graduate Office the required documents and fees for graduating in the appropriate semester.
2nd week of course	Data collection complete.
3rd week of course	Submit complete Evidence-Based Project (EBP) paper to Committee Chair.
4th week of course	Project approval from Committee Chair received and submitted to other committee members. Schedule presentation.
5th week of course	Receive approval from all committee members. Make final changes to EBP paper.
6th week of course	Complete presentation. Submit all required completed and approved documents (e.g. EBP Paper) to EBP course faculty for the nursing graduate office.

3. Failure to meet this schedule will indicate the need to re-enroll in the Directed Study course
4. Additional Graduate fees must be paid and resubmission of updated forms to the Graduate Office.
5. Director of Graduate Studies will submit a corrected G-3 Form.

Graduate Faculty Committee – Approved April 29, 2015
Faculty Association – Approved May 12, 2015

Policy on Graduate Student Required Site Visit

Purpose: Provide graduate students with knowledge of Lamar University Dishman School of Nursing onsite visit requirement for Graduate Student.

Lamar University Graduate Students are required to present their Evidenced Based Project in person at Lamar University Dishman School of Nursing with the following exceptions: Students with extenuating circumstances may receive Director of Graduate Studies approval to present remotely.

Graduate Faculty Committee – Approved – April 29, 2015
Faculty Association – Approved - May 12, 2015

GRADUATION

Requirements and Fees

Refer to the Lamar University Graduate Catalog.
For more information please call:

Graduate Office
(409) 880-8229

This includes the cost of the diploma and binder and the administrative fees for running graduate reports. Current fees vary but it does not include cost of cap, gown, hood, and regalia which can be purchased at the Lamar University Bookstore located in the Student Setzer Center (409) 880-8342.

Kappa Kappa Chapter of Sigma

The Lamar University Professional Nursing Honor Society was established in the Spring of 1985, and was chartered on April 24, 1988, as the Kappa Kappa Chapter of Sigma. The purposes of this society shall be to:

1. recognize superior achievement
2. recognize the development of leadership qualities
3. foster high professional standards
4. encourage creative work
5. strengthen commitment to the ideals and purposes of the profession

Membership in the organization is composed of students in the baccalaureate and master's programs in nursing, and registered professional nurses.

The undergraduate student candidate must have completed at least one-half of the nursing component of the curriculum, shall not rank lower than the highest 35% of the class in scholarship, and have a GPA of at least 3.0 on a 4.0 scale. Students in the master's program must have completed a minimum of one quarter of the required graduate curriculum, have demonstrated ability in nursing, and must have achieved a grade point average of at least 3.5 on a 4.0 scale. The candidate shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential. A nurse leader, who is a registered nurse, legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field, and who has demonstrated achievement in nursing, shall be eligible for membership.

Membership in the organization is an honor bestowed upon individuals who have demonstrated the achievement of the criteria established; that being so, membership is by invitation and those who accept assume the purposes of the society and the responsibility to participate in achieving its goals.

Evidence-Based Practice Project

During your last two semesters, you will be developing and implementing an evidence-based practice project. In short, you will be identifying a clinical problem, finding recent research to “solve” this problem, implementing your “solution”, analyzing the impact of your intervention, and presenting results to the facility and to the faculty. This is a time intensive project. You are encouraged to contact the Director of Graduate Nursing Studies early in your Graduate program to discuss ideas.

This project is your capstone project and replaces the traditional thesis option for a Master’s program. It is NOT just another course paper. It is NOT too early to begin thinking about what you would like to do. You will learn more about this in your Research course.

It is also important to remember that although Lamar University does **NOT** require an affiliation agreement with organizations for the evidence-based practice project, some organizations **do** require it. Affiliation agreements sometimes take months to complete so it is critical to start early.

Please feel free to contact Dr. Ruthie Robinson with any questions or concerns. She can be reached at ruthie.robinson@lamar.edu or 409-880-8820.

Practicum Courses

During your last two semesters, you will be involved in Practicum courses. If you are in the Education track, your Practicum will be in a school of nursing the first semester and a school of nursing or hospital education department the second semester. If you are in the Administration track, your Practicum will generally be in a hospital setting both semesters. The first Practicum course consists of 96 clock hours and the second course consists of 64 hours.

It is important to note that **even if you are employed in the organization where you will conduct your Practicum hours**, you will need to have an affiliation agreement set up with the organization(s). Ms. Becky Saleme sent you information regarding the affiliation agreement in an “Acceptance Packet” when you were first accepted in the program. It is NOT too early to start thinking about where you will spend your Practicum hours and to get started on the affiliation agreement. It can take many months for affiliation agreements to be finalized and you do not want a delay in the agreement to delay your graduation date! Please email Ms. Saleme at bsaleme@lamar.edu with any questions.

Students MUST submit request for Practicum Site Affiliation agreement during second semester.