



EMMANUEL COLLEGE

Department of Nursing Student Handbook

MSN Program

Academic Year 2011-2012

INTRODUCTION TO THE NURSING STUDENT POLICIES AND PROCEDURES HANDBOOK

This handbook is a guide for MSN students and should be used in conjunction with the current Emmanuel College Graduate and Professional Programs Catalog and other official information resources. All students enrolled in the Graduate and Professional Programs are expected to adhere to Graduate and Professional Programs policies and Department of Nursing policies pertaining to students.

The handbook is presented in four sections: Governance, General Information, Student Advisement, and Policies. Section I, Governance, provides information relating to the College and department structure and governance. Section II, General Information, outlines academic information on resources, opportunities and requirements in the College. The information in Section III, Student Advisement, defines the advisement system used in the Department of Nursing and provides guidelines for the interpretation of the department Student Blueprint. The final section, Section IV, Policies/Procedures defines the criteria for policies relating to admission, progression, and retention in the nursing program and provides the guidelines and requirements for the advanced practicum.

The appendices include samples of forms used throughout the program and include explanations where necessary. The handbook is reviewed and revised on a yearly basis by the faculty of the Department of Nursing.

Department of Nursing Student Handbook
Academic Year 2011-2012
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SECTION I

GOVERNANCE

1.1 EMMANUEL COLLEGE AND THE DEPARTMENT OF NURSING

The Board of Trustees of Emmanuel College has the responsibility for the governance of the College. The President of the College serves as a member of the governing body and is the Chief Executive Officer of the College. She is directly responsible to the Board of Trustees. The Vice President of Academic Affairs has responsibility for all academic units within the College.

The Department of Nursing is housed in Marian Hall under the direction of the Office of Graduate and Professional Programs, which is administered by the Dean of Graduate and Professional Programs. The Department of Nursing has well defined lines of communication in the administrative structure of the College. Faculty report to the Department Chairperson, who is responsible directly to the Dean of Graduate and Professional Programs for academic and administrative matters. The Dean of the Graduate and Professional Programs is directly responsible to the Vice President of Academic Affairs. An Organizational Chart is available in the Human Resources Office.

1.2: EMMANUEL COLLEGE DEPARTMENT OF NURSING: BYLAWS

ARTICLE I

Definitions: Unless otherwise indicated, the following terms shall mean:

Baccalaureate Nursing Program: The educational unit of Emmanuel College that offers an upper division program in nursing.

Master's Nursing Program: The educational unit of Emmanuel College that offers a graduate program in nursing.

Faculty: Those persons in the Department of Nursing holding a full time or half-time appointment with academic rank.

Voting Faculty: Members of the faculty who hold positions with academic rank.

Adjunct Faculty: Those persons in the Department of Nursing who teach on a per course basis [Refer to The Faculty Handbook, 1989, (Revised 2010) 2.1.4; 2.1.4.3].

Students: All students matriculated in the nursing program.

Voting Students: Any student serving on a standing committee where the bylaws provide for a

student vote.

Chairperson of the Department of Nursing: The Chief Administrative Officer of the nursing programs.

ARTICLE II

DEPARTMENT OF NURSING COMMITTEES

FACULTY COMMITTEE

Purpose:

The Faculty Committee monitors and implements the educational programs in nursing by:

1. Implementing the programs of study consistent with the characteristics of baccalaureate and master's education in nursing as identified and approved by the American Association of Colleges of Nursing;
2. Identifying, reviewing, and evaluating the policies and procedures necessary for program assessment, maintenance and improvement;
3. Promoting a model of professional scholarship that includes expert knowledge, teaching, practice and service as members of the discipline and profession of nursing.

Organization and Procedures:

1. The Chairperson of the Department of Nursing shall be the presiding officer.
2. Meetings/Membership
 - The Faculty Committee shall hold at least one meeting each month of the academic year. Purpose of the meeting will be to conduct implementation of the Department of Nursing Strategic plan;
 - Agendas shall be prepared in advance of the meetings;
 - A quorum shall consist of the majority of the faculty. All permanent faculty members holding academic rank are members; one elected student and one alternative are voting members. Adjunct Faculty are encouraged to attend the Faculty /Curriculum meetings;
 - Procedures shall conform to the most recent edition of Robert's Rules of Order;
 - Special meetings may be called by the Chairperson of the Department or by

- written request of two or more faculty;
- Faculty meetings shall be open to visitors. Visitors may address the faculty upon recognition of the Chairperson and with the consent of the faculty;
 - Permanent files containing correspondence, minutes and other documents shall be maintained in the Department by the Chairperson or her/his designee;
 - Minutes of each meeting will be kept in a permanent file and distributed prior to the next meeting by the secretary.

Secretary:

1. The responsibility of recording the minutes will be shared by the voting members of the faculty excluding the Chairperson.
2. Rotation of this responsibility shall be alphabetical unless otherwise indicated by the presiding officer.
3. All correspondence generated by the faculty during a scheduled faculty meeting will be the responsibility of that faculty member assigned to record minutes for that meeting.

STANDING COMMITTEES OF THE FACULTY

The faculty shall have three standing committees: Curriculum Committee, the Department of Nursing Advisory Committee, and the Department of Nursing Graduate Admissions Committee. Ad hoc committees may be established as necessary. Additional standing committees may be established as the needs of the program so dictate. All students in the RN/BS and MS programs are offered the opportunity to participate in these committees, and other committees, of the College and are encouraged to do so. Voting positions exist on the following committees.

- Department of Nursing Faculty/Curriculum Committee
- Department of Nursing Advisory Committee
- Department of Nursing Graduate Admissions Committee.

CURRICULUM COMMITTEE

Purpose:

The purpose of this committee is to develop, monitor and evaluate curricula at the Baccalaureate level that will provide a professional education in the art and science of nursing that synthesizes the Catholic academic tradition with a broad liberal arts and sciences base into the practice of nursing and at the Master's level that builds on the baccalaureate curriculum with emphasis on clinical knowledge and expertise in the care of vulnerable urban underserved populations and prepares nurses for leadership positions in management or education.

Voting Membership:

1. All permanent full-time and half-time faculty who hold academic rank;
2. One undergraduate student representative; one graduate student representative; two alternates.

Responsibilities of the Chairperson:

1. The Chairperson of the Committee shall be the Chairperson of the Department of Nursing;
2. To call a minimum of one meeting monthly;
3. To prepare an agenda prior to each meeting;
4. To appoint a secretary to keep a permanent record of all meetings and distribute said minutes to faculty prior to each meeting.

Responsibilities of the Committee:

1. To develop, monitor and evaluate the program of study and to insure that outcomes demonstrate the characteristics of baccalaureate education and master's education;
2. To review and monitor all new course offerings;
3. To recommend new policies or modify existing ones;
4. To review admissions criteria and make recommendations for modifications as necessary.

Secretary of the Curriculum Committee

1. The responsibility of recording the minutes will be shared by the voting faculty excluding the Chairperson;
2. Rotation of the responsibility shall be alphabetical unless otherwise indicated by the presiding officer.

Additional Responsibilities of the Student Representative:

1. To elicit input from current RN to BSN and Master's Program students through appropriate channels.
2. To bring to the committee concerns/questions/suggestions submitted by students in the RN to BSN Program and Master's Program.

Procedure for students to bring questions/concerns/suggestions to the nursing curriculum committee:

The department of nursing curriculum committee welcomes student issues, concerns, questions, or suggestions. Students may inform the committee by:

1. Contacting the student representative either in person or by email through the Nursing Newsletter on the Nursing Homepage. Students are welcome to volunteer for these positions.
2. Attending a committee meeting in person.

Students who wish to attend a committee meeting should notify the chairperson. The chairperson will then include time for the student/s to speak and the associated concern/question or suggestion on the agenda of the next meeting or at a meeting that is most convenient for the student/s.

DEPARTMENT OF NURSING ADVISORY COMMITTEE

Purpose:

To consult with the Department Chairperson and faculty regarding the development and implementation of the programs as well as policies governing the programs.

Functions:

1. To advise on Baccalaureate and Master's program and Department policies;
2. To advise on possibilities for growth and development of the programs;
3. To assist in maintaining communication within the college and the community at large.

Membership:

1. Dean of the Graduate and Professional Programs, ex-officio;
2. Department of Nursing Chairperson and one elected faculty representative;
3. At least six representatives from the college community and the community-at-large who have an interest in the commitment to nursing education; a minimum of two of the

- representatives are alumni;
4. One Emmanuel College Baccalaureate nursing student from each campus location and one Master's nursing student.

Meetings:

There are one or two meetings per academic year.

Term of Office:

Members shall be re-appointed or newly appointed every two years.

Department of Nursing Graduate Admission's Committee

Purpose:

To review and critically evaluate all complete applications for the Master's program in nursing and make recommendations for admission to the Master's program to the Dean of Graduate and Professional Programs.

Functions:

1. To review all complete applications to the Master's program in nursing;
2. To critically evaluate all application to the Master's program in nursing based on established criteria;
3. To make recommendations to the Dean of Graduate and Professional Programs for admission to the Master's program in nursing.

Membership:

1. Department of Nursing Chairperson and two elected faculty representatives;
2. Graduate and Professional Programs Graduate Nursing Recruitment Advisor, ex-officio.

Meetings:

There is one meeting per month when there are completed applications for review. The final meeting will be held in May.

1.3 MISSION

Congruent with the philosophy, mission and vision of Emmanuel College, the nursing programs are designed to provide professional education in the art and science of nursing that synthesizes the Catholic academic tradition with a broad liberal arts and sciences base into the practice of nursing. The faculty in the Department of Nursing believe that baccalaureate education prepares a professional who thinks critically, communicates effectively, appreciates diverse human experience, and uses personal and professional standards and values to serve others in a responsible ethical practice. Master's education builds on baccalaureate education to develop a professional with advanced knowledge and expertise who is prepared to assume a leadership role in practice, education and administration across the evolving health care system shaped by the global nature of health and scientific and technologic advances.

1.3.1 PHILOSOPHY

The following beliefs frame the educational experiences of the registered nurse student in this value-centered nursing programs. The professional nurse is committed to the promotion of health and wellness for all persons. The recipients of health care are unique and have distinct emotional, physical, spiritual and social needs to which the professional nurse must respond. The nurse as caregiver uses knowledge and caring activities to effect positive outcomes for care recipients within the context of their environment. Assuming a leadership role in health care, s/he advocates for access to health care for all members of society, particularly vulnerable urban underserved populations.

The graduate of the nursing programs at Emmanuel College is a caring, concerned professional who understands the health care needs of individuals and society. S/he holds a strong commitment to the profession of nursing. As a caregiver, the professional nurse assumes accountability to individuals and society and for rendering professional nursing practice. S/he acknowledges the importance of scholarly nursing practice achieved through life-long learning as a foundation for self-actualization of personal and professional goals.

1.3.2 ORGANIZING MATRIX

The organizing matrix of the curriculum has as its foundation the core concepts of nursing: Person, Health, Environment, and Nursing and the philosophy of the Department of Nursing. Reflecting upon the nature of Nursing Practice, the meaning of the Department of Nursing Philosophy, the uniqueness of the nursing student at Emmanuel College, the Department of Nursing faculty affirm as organizing foundational components, Beliefs, Professional Role, Knowing and Caring.

Beliefs: Defines personal and professional values which stem from spiritual, moral-ethical, social and cultural tenets, spiritual traditions and practices that guide behavior.

Professional Role: Represents synthesis of nursing's historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness for all members of society. The role requires professional comportment, individual empowerment, multidisciplinary collaboration, and accountability to society and peers.

Knowing: Reflects the process of inquiry which generates and expands the body of knowledge used in the discipline of nursing. Knowing requires the use of reflection, critical thinking, communication, the incorporation of personal and professional values, and the understanding of the parameters of scholarly nursing practice.

Caring: Incorporates the culture of nursing into a relationship between caregiver and care-recipient resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses concern, connection, empathy and advocacy as linkages with the requirements of *knowing*.

BACHELOR OF SCIENCE IN NURSING PROGRAM – OUTCOMES -FOUNDATIONAL COMPONENTS

The core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the baccalaureate curriculum. From considerations of the relationship of parts to the whole of the Emmanuel College educational experience, level and course outcomes, content and sequencing of courses evolved for the baccalaureate program.

OUTCOMES

BELIEFS

ENTRY: Recognize the value of baccalaureate education for personal and professional growth.

LEVEL II: Describe a personal philosophy of nursing that reflects the relationship between the emerging professional role of the nurse and the uniqueness of care-recipient needs.

LEVEL III: Discuss a philosophy of nursing that integrates personal and professional values with the ideology of the care-recipient. The professional nurse reflects upon the spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide behavior.

PROGRAM OUTCOME:

Integrates the philosophy of a Catholic academic tradition with a personal philosophy of nursing to effect positive outcomes for care-recipients within the context of their environments.

PROFESSIONAL ROLE

ENTRY: Recognize the need for accountability in nursing practice.

LEVEL II: Define accountability for professional nursing practice which reflects an understanding of nurse practice acts and standards of care.

LEVEL III: Incorporate accountability for decision-making in professional nursing practice that is based on theories of nursing, research and leadership.

PROGRAM OUTCOME:

Assume accountability for knowledge based nursing practice and responsibility for involvement as a citizen knowledgeable in health care.

KNOWING

ENTRY: Integrate basic physiological and psychological principles into plans of care for individuals who have common acute and chronic illnesses.

LEVEL II: Initiate the process of inquiry which builds upon the use of critical thinking to understand the relationships among the liberal arts, sciences, and nursing theories as a base for professional nursing practices.

LEVEL III: Analyze models of scholarly nursing practice which incorporate an expanded knowledge base and theories of leadership.

PROGRAM OUTCOME:

Practice as a professional nurse whose care-giving activities reflect the synthesis of theoretical knowledge from the liberal arts, sciences and nursing.

CARING

ENTRY: Recognize that caring is the core of nursing practice.

LEVEL II: Expand the concept of caring to reflect an intentional process that uses concern, connection, empathy and advocacy.

LEVEL III: Analyze models of care giving, rooted in the culture of caring and linked to the requirements of knowing.

PROGRAM OUTCOME:

Integrates into the culture of nursing the concepts of caring that foster a relationship between caregiver and care-recipient that results in the achievement of mutually agreed upon outcomes on the health/illness continuum.

1.3.3 MASTER OF SCIENCE IN NURSING PROGRAM - OUTCOMES - FOUNDATIONAL COMPONENTS/COMPETENCIES OF GRADUATES

Likewise, the core concepts of nursing give the Department of Nursing philosophy and foundational components direction to the development of the master's curriculum. From considerations of the

relationship of parts to the whole of the Emmanuel College educational experience, program outcomes and graduate competencies evolved for the master's program.

At the completion of the Master's Program of Study, students will have acquired competence in the following functions and met the eligibility requirements for certification in advanced nursing administration or nursing education.

BELIEFS: Defines personal and professional values, which stem from spiritual, moral-ethical, social and cultural tenets, traditions and practices that guide behavior.

Program Outcome: Expand a personal philosophy of nursing to include spiritual, moral, and ethical reflection, values clarification, and discerning leadership in the role of nurse educator or manager/administrator to effect positive outcomes for vulnerable populations within the context of their environments.

Competencies of Graduates:

- Articulate a personal philosophy of nursing complementary to the educator or manager role.
- Use a personal professional philosophy of nursing as a underpinning for the educator or manager role.
- Integrate spiritual, moral and ethical knowledge as a foundation for use in the educator or manager role in nursing.
- Apply knowledge of ethics and ethical decision making to advocacy for individuals from underserved urban communities.
- Critically examine the implications of health policy, legal and ethical issues on providers, urban communities, consumers and the nation.

PROFESSIONAL ROLE:. Synthesizes nursing's historical roots with state of the art knowledge and skills for the purpose of advocating for health and wellness for all members of society. The role requires individual empowerment, interdisciplinary collaboration, leadership, consultative skills, and accountability to society and peers.

Program Outcome: Assume accountability for the use of leadership, management, teaching, interprofessional collaboration, consultation, health policy analysis, quality improvement, advanced clinical skills and responsible citizenship to advocate for high quality health promotion and care.

Competencies of Graduates:

- Is committed to life long learning to advance professional growth and leadership within the nursing profession.
- Is accountable for leadership, management, teaching, and advanced clinical skills to deliver health care for vulnerable populations in diverse settings.
- Collaborate and consult with other health care providers when coordinating the care of individuals and communities.
- Assess the learning needs of individuals and communities and provide information and educational programs appropriate to the health problems, level of functioning, physical and emotional needs, and characteristics of individuals and communities emphasizing underserved urban populations and communities.
- Incorporate professional, legal and ethical standards into the educator or manager role.
- Function effectively in a variety of roles as manager, administrator, educator, case manager and coordinator of care to individuals, and as change agent, collaborator, consultant, advocate and researcher.
- Provide leadership in professional activities at the local, state and national levels.

KNOWING: Reflects the process of inquiry, which generates and expands the body of knowledge used in the discipline of nursing. Knowing requires the use of reflection and critical thinking,

Program Outcome: Practice as an expert professional nurse in a role that synthesizes scholarly inquiry in nursing and other disciplines, research, and clinical knowledge within a theoretical and conceptual framework.

Competencies of Graduates:

- Evaluate and integrate nursing knowledge and knowledge from other disciplines to deliver specialized care to vulnerable populations in diverse settings.
- Apply knowledge of issues/problems affecting underserved urban populations to the educator or manager role.

- Use conceptual frameworks based on knowledge and research findings from the pathophysiological, psychosociological, behavioral and nursing sciences when planning nursing care.
- Understand and utilize knowledge of culture and human diversity when assessing and evaluating individual needs with a focus on urban underserved populations.
- Critically evaluate and apply research findings pertinent to individuals including the special issues and problems of urban underserved communities.

CARING. Incorporates the culture of nursing into a relationship between the caregiver and individuals, families, and communities resulting in the achievement of mutually desired outcomes on the health/illness continuum. Caring requires an intentional process that uses concern, connection, empathy and advocacy as linkages with the requirements of knowing.

Program Outcome: Design, implement and evaluate models of nursing practice, education and administration/management that foster a therapeutic relationship with individuals, families and communities.

Competencies of Graduates:

- Develop therapeutic relationships with individuals from urban underserved populations by acknowledging strengths.
- Interview individuals to gather assessment data including spiritual assessment data to fully assess the health status of individuals from underserved urban communities.
- Provide emotional support and counseling to individuals from urban underserved communities.
- Provide anticipatory guidance regarding health maintenance and health promotion appropriate to the age, developmental status and cultural background of individuals.
- Design and implement therapeutic nursing interventions to achieve patient outcomes.
- Provide culturally-sensitive nursing care to individuals from a variety of ethnic, racial, and cultural backgrounds including the special needs of the underserved urban population.
- Evaluate the effectiveness of educator or manager in meeting/managing the health needs of individuals, families, and communities in a constantly changing health care environment.

- Use knowledge of therapeutic regimens and client responses to monitor and evaluate care and ensure appropriate follow-up, consultation, referral, and use of resources with an emphasis on resources in underserved urban communities.

SECTION II

GENERAL INFORMATION

2.1 ACADEMIC INFORMATION

The Department of Nursing follows the College wide-academic calendar. The Department of Nursing Course Schedule for the upcoming year will be available to all students online each spring. The academic calendar is included in the Graduate and Professional Programs Course Schedule. It is also posted on the Emmanuel College web site at www.emmanuel.edu . Changes in the academic calendar or schedule are posted in the Registrar's Office and in the Graduate and Professional Programs Office and online at <http://www1.emmanuel.edu> (Nursing Newsletter on the Nursing Homepage). The Faculty of the Department of Nursing at Emmanuel College believes that professional practitioners of nursing must be accountable for the care that they deliver to patients, the American Association of Colleges of Nursing (AACN) **The** Essentials of Baccalaureate Education for Professional Nursing Practice, and the American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in Nursing are used as guidelines to fulfill this obligation.

2.2 RESOURCES

EMMANUEL COLLEGE LIBRARY SERVICES (2010-2011)

<http://www1.emmanuel.edu/library>

(617) 735-9927

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections as well as interdisciplinary online databases and journals. The library holds over 140,000 print and electronic titles that support all academic disciplines of the College and more than 215,000 items in all formats; e.g., books, e-books, CDs,

videos, reference materials, and special collections. We hold more than 2,000 active journal subscriptions in print or online; 59 online reference and full-text database resources, most of which are available off-campus; and multimedia materials. There is also a tutorial on APA located on BlackBoard Vista.

The library's automated network, Fenway Libraries Online (FLO), provides online access to Emmanuel's collections as well as to the collections of nine other area institutions. Emmanuel College, together with Emerson College, Wheelock College, Massachusetts College of Art, Massachusetts College of Pharmacy and Allied Health Sciences, New England College of Optometry, New England Conservatory of Music, Lesley University, Wentworth Institute of Technology, the Museum of Fine Arts and the School of the Museum of Fine Arts form the FLO network, which maintains a shared online catalog of their respective holdings, offers walk-in circulation and reference privileges, and provides interlibrary loan services with document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 17-library Fenway Library Consortium (FLC), which provides students and faculty access to the more than 1.5 million volumes collectively held. The Fenway Library Consortium includes Hebrew College, Simmons College, Suffolk University, Roxbury Community College, the Brookline Public Library, New England Institute of Art, the University of Massachusetts Boston, and the ten members of Fenway Libraries Online. All 17 institutions provide open access to their collections and most offer circulation privileges.

Two self-paced tutorials, available on the Tutorials page of the Library Web site (<http://www1.emmanuel.edu/library>), will be helpful for nursing students. The *Introduction to Library Resources for Emmanuel College BSN Program* was created by our Reference Department and covers search strategies for our nursing students using the Library's online catalog and journal and research databases. In addition, a tutorial on the *APA Style of citation* based on the sixth edition of the *Publication Manual of the American Psychological Association* http://www1.emmanuel.edu/library/tutorials/tutorial_nursing/ is linked to our Library website. This style of citation is used regularly by other disciplines including nursing.

Nursing research is enhanced by access to the Library's online databases, which are accessible remotely with a valid login. Enter your Emmanuel Portal username and password to gain remote access.

Library Subscription Databases of specific interest to Nursing Students

CINAHL (EBSCO)

The world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 750 journals. With more than 2,000,000 records dating back to 1981, *CINAHL with Full Text* is the definitive research tool for all areas of nursing and allied health literature indexing over 2,900 professional journals in the fields of nursing and 17 allied health disciplines, with coverage dating back to 1981. In addition, CINAHL indexes healthcare books, nursing dissertations, selected conference proceedings, standards of practice, educational software in nursing, audiovisuals, and book chapters. It provides complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association. CINAHL contains CINAHL-specific subject headings. Updated monthly.

MEDLINE and other related databases (NIH)

PubMed, a service of the National Library of Medicine, provides free Internet access to the National Library of Medicine's database. It includes over 16 million citations for biomedical articles back to the 1950's. MEDLINE uses MeSH (Medical Subject Headings), indexing with tree numbers, tree hierarchy and explosion capabilities to search abstracts from over 4,800 current biomedical journals. These citations are from MEDLINE and additional life science journals. PubMed also includes links to many sites providing full-text articles and other related resources.

Health and Medical Complete (ProQuest)

Provides in-depth coverage from over 1,900 publications with over 1,575 available in full text and of these, over 910 include MEDLINE® indexing. The journals cover all major clinical and

healthcare disciplines, including medical sciences, immunology, pharmacy and pharmacology, nursing, physical fitness and hygiene, surgery, and include all charts, diagrams, graphs, tables, photos, and other graphical elements essential to medical research. others.

BioMed Central - The Open Access Publisher

More than 200 Open Access journals covering all areas of Biology and Medicine.

Lexis-Nexis - Medical database

Includes the full-text of medical and health news sources and journals covering a wide range of medical topics.

Lexis-Nexis - Medical Abstracts

Accesses bibliographic information from the National Library of Medicine in more than 3500 worldwide clinical and research journals dating back to 1966.

Academic Search Premier (EBSCO)

A multi-disciplinary database that provides full text for more than 4,500 publications, over 3,900 of which are peer-reviewed journals. In addition, indexing and abstracts are provided for more than 8,450 journals in the collection, of which nearly 7,400 are peer-reviewed. This database offers information in nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies and more. Backfiles are available to 1975. Searchable cited references for more than 1,000 publications. Updated daily.

Expanded Academic ASAP – 1980 – present (Infotrac)

This database of scholarly journals accesses more than 3,500 indexed and full-text titles, of which 2,100 are peer-reviewed, with more than 20 years of backfile coverage with information on: Astronomy, Religion, Law, History, Psychology, Humanities, Current Events, Sociology, Communications and the General Sciences. Updated daily.

FreeMedicalJournals.com

This website is dedicated to the promotion of free and full-text access to medical journals over the Internet. More than 1,260 journals in English and foreign languages are sorted by specialty and title.

Health Reference Center – 1980 -- present (Infotrac)

The material contained in this database is for a general audience and intended for informational purposes only. Coverage includes: fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, HMOs, prescription drugs, etc.

JSTOR

An online archive containing JSTOR includes more than 1,856,000 full-length articles across 47 disciplines and more than 1,387,000 book reviews. The full-text journals begin with the inception of each title and go back to 1665. The collections cover the Arts and Sciences, Language, and Literature. There is often a 2-5-year time lag for inclusion depending on individual title, so use the JSTOR archive in conjunction with our current online databases and print holdings.

Project MUSE®

On-campus access to full text; off-campus access to citation only.

Access to nearly 400 high quality humanities, arts, and social sciences journals from 60 scholarly publishers. Project MUSE® covers the fields of history of science, bioethics, literature and criticism, history, the visual and performing arts, cultural studies, education, science, political science, gender studies, economics, and many others. Updated weekly.

PsycINFO 1887 -- present (APA with EBSCO interface)

Provides nearly 2.5 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as far as 1840. The covered literature is from more than 2,500 journals, 99% of which are peer-reviewed.

When you have a specific citation or are searching for articles in a particular journal. . . .

Use the “Full-Text Finder” in the menu at the left of the Library homepage. Enter the journal title and you will find links to full-text of that journal, when available.

To access a wealth of nursing resources quickly from the Library homepage. . . .

Go to “Research Guides” in the menu at the left of the Library homepage. Then, under “Select an Area of Study” select “Nursing and Medical”.

If you have a reference question. . . .

Use the “Ask a Librarian” button on every page of the Library website and email your question to the Reference Desk. You will receive a prompt reply up to 10:30 PM Sunday through Thursday and until 8:00 PM Fridays and Saturdays during the regular semester. If you email after these evening hours, you can expect a reply early the next morning.

You may also call the main Library number (617 735-9927) and ask for a Reference Librarian.

PsycARTICLES 1987 – present (EBSCO)

Contains more than 140,000 articles from over 60 journals published by the American Psychological Association (APA) and 11 from allied organizations—with backfiles to 1894 and Volume 1, Issue 1. It should be used in conjunction with PsycINFO.

Science Direct College Edition 1996 – present (Elsevier)

Access to full-text of over 2,500 scholarly peer-reviewed journals (more than nine million full-text articles) in the areas of: Biochemistry, Genetics and Molecular Biology; Chemistry, Immunology and Microbiology; Medicine, and Psychology. Updated daily.

SocINDEX w/full text (EBSCO)

SocINDEX with Full Text contains full text for 820 journals dating back to 1908 and includes full text for more than 830 books and monographs, and full text for 14,600 conference papers. The content covers all sub-disciplines of sociology, including anthropology, criminology, criminal justice, cultural sociology, demography, economic development, ethnic and racial studies, gender studies, marriage and family, rural and urban sociology, theory, substance abuse, and violence.

Worldviews on Evidence-Based Nursing includes the archives of *Online Journal of Knowledge Synthesis for Nursing* (formerly *The Online Journal of Knowledge Synthesis for Nursing*, Sigma Theta Tau)

Provides full text of critical articles on nursing research.

Media Equipment

(617) 264-7651

The Library provides laptops and LCD projectors, VHS and DV camcorders with tripods, portable AV carts with TV, and VHS/DVD players, slide projectors, and portable screens. Reservation Request Forms for reserving and borrowing media equipment are available on the Library web site. The library also maintains multimedia listening and viewing rooms equipped with audiocassette decks, VCRs, monitors, and CD players for use by the College community.

Library Hours

Library hours are posted on the Library Website (<http://www1.emmanuel.edu/library>) and at the entrance to the Library. Special hours are in effect during examination periods, college vacations, and summer terms.

2.3 STUDENT ID'S/PARKING

Student photo IDs may be obtained from the Emmanuel College Security Office located in the Administration Building, ADM 126 on the first floor. IDs are required for all students for security reasons and for access to the library on the main campus and for use in clinical agencies. Documentation of the student ID number must be presented to the Security Personnel. Contact the Security Office at (617) 735-9710 for their hours of operation for obtaining a photo ID.

Parking permits are available from the Office of Student Financial Services located in the Administration Building, ADM 205, and are required of all students driving onto the Boston campus. Please note that all unauthorized vehicles will be towed at the owner's expense.

2.4 DISABILITY STATEMENT

If you are a student with a documented disability who may require accommodations in any course, please register with the Disabilities Coordinator, Susan Mayo, Room 04R of the Academic Resource Center, (ARC), located in the lower level of the Library or visit the Emmanuel College website www.emmanuel.edu

- Phone (617) 935-9923
- TTD (617) 935-9755
- E-mail mayos@emmanuel.edu

2.5 GET CONNECTED

All students in the college are required to have an Emmanuel College e-mail address. The Department of Nursing and the Graduate and Professional Programs Office uses this e-mail system to send announcements as their primary mode of communication with students. List Serves and use of other e-mail accounts are no longer used for communication with students. With your EC e-mail account you will be able to:

E-mail fellow students, nursing and GPP faculty and staff by simply typing in the name;

View the Portal that provides direct access to Syllabi, News and Blackboard Vista 4;

Access Online Academic Resources;

Access the Portal (mysaints) providing information on:

- Current updates (i.e. class cancellations due to weather)
- Hot jobs from the Office of Career Development
- Academic Advising
- Office of the Registrar
- Student Financial Services
- Off Campus Locations.

To set up your account visit www.emmanuel.edu/gpp/resources/email.asp

2.6 ONLINE NURSING NEWSLETTER

The online Nursing Newsletter located on the Nursing Homepage is the primary source of current relevant information for students in the Nursing Program. It is updated twice during the academic year. Students are responsible for monitoring this site.

SECTION III

STUDENT ADVISEMENT

3.1 STUDENT RESPONSIBILITIES

All students are assigned to a faculty advisor. Students are responsible for checking the department bulletin board located outside the offices of the Department of Nursing MAR403 and the Emmanuel College Online Academic Resources website to identify their faculty advisor. Appointments with faculty advisors should be scheduled by calling or e-mailing the faculty advisor directly.

Advisee lists are updated each academic year by the department of nursing. A copy of the current list (by faculty advisor) will be posted on the department bulletin board outside MAR403 for student reference. At the beginning of each semester, office hours for each faculty member will also be posted on this bulletin board. Office hours will be scheduled for times when students are usually available (late afternoon, early evening). Other student information is available outside the Department of Nursing in Boston, MAR 403, and on the bulletin board outside of the office on the Woburn campus.

Students are required to consult the information published in the Department of Nursing Online Newsletter for Department of Nursing announcements. This newsletter can be found on the nursing homepage of www.emmanuel.edu.

Pre-registration advisement is held by the department faculty during each semester. Registration materials are available to students through the Registrar's Office at mid-semester on the EC website. Students should contact their nursing advisor for registration advisement. This may be done via e-mail, telephone or appointment. The faculty advisor will update the student's plan of study and assist the advisee in completing registration for the next semester. Students are encouraged to make such contacts as early as possible to insure registration into the selected

course(s). It is especially important to register in a timely manner for courses that are offered in a modified accelerated format as students must complete assignments for the first class. Some courses in the GPP offerings have limited capacity for registrants. Students registering for a clinical course must have met the prerequisites for that course and have contacted and met with the course coordinator (see Appendices for clinical practicum guidelines).

Students are responsible for notifying the Registrar's Office of current home and work addresses, telephone numbers and e-mail addresses. Any change in name should be communicated as soon as possible to the Registrar's Office by sending or faxing a copy 617-264-7705 of any legal document indicating the name change, such as marriage certificate, motor vehicle license, etc. Address, phone number and e-mail address changes can be made by telephone to the Registrar's staff at 617-735-9960 or e-mailed to gppreg@emmanuel.edu.

3.2 PLAN OF STUDY

There is a full-time and part-time Plan of Study for students enrolled in the Master's program. Students are encouraged to contact their advisor for program guidance. Both full-time and part-time plans of study may be found in the appendices of this handbook.

3.3 STUDENT RECORDS

When the acceptance process is completed the student admission records are maintained by the GPP office, are located on IMAGE NOW and contain the following:

- Application to the nursing program including the personal statement
- Official transcripts
- Two letters of recommendation
- Letter of Acceptance
- Evidence of current RN licensure (downloaded from <http://mass.gov/dph/boards>)
- Resume
- Personal Essay

The student folder in the Department of Nursing contains the following:

- Application
- Plan of Study

- Anecdotal Notes
- Correspondence

Anecdotal records will be written for conferences between the student, her/his faculty advisor, other department faculty or Department Chairperson. This concise note will detail the exchange in relationship to advising information and will be signed by the faculty advisor or designate. In instances when students are given specific guidelines to follow, these will be communicated in writing and a copy of the letter will be maintained in the student record. E-mails between advisor and advisee may be kept in the file as evidence of communication.

3.4 LEAVE OF ABSENCE/WITHDRAWAL

The Department of Nursing follows the Emmanuel College Graduate and Professional Programs Policies for Leaves of Absence and Withdrawals. Students may take a leave of absence for one or two semesters. If extenuating circumstances exist the student should contact their advisor for consideration of extension of the leave of absence. During this time, a student ordinarily does not study at another college and should be in consultation with his/her Academic Advisor and the Student Financial Services Office.

1. The student must complete a Leave of Absence/Withdrawal form, obtain the required signatures and submit the completed form to the Registrar's Office. The Registrar's Office is open 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Failure to register for two consecutive semesters constitutes an automatic withdrawal. If the student wishes to return to the program after an absence of one year s/he must complete the online application. If transcripts and references are already on file it is not necessary to resubmit these. Returning students will have a new Plan of Study. For nursing courses which have undergone substantial change students may be required to repeat the course.

3.5 COURSE EVALUATIONS

Students are responsible for completing course evaluations online at the end of each nursing course (theory & practicum). These are submitted without student name or identification. Completion and submission of these course evaluations assist the Department of Nursing in evaluating the effectiveness of the course offering, including teaching methods, textbooks, audiovisuals, assignments and instructor availability. Such evaluations assist the department faculty in review and revision of nursing courses when appropriate. Additionally, faculty along

with student input complete a clinical agency and preceptor evaluation, which aids faculty in assessing appropriateness of placement.

3.6 EXIT INTERVIEW

An exit interview to evaluate the Emmanuel College educational experience will be conducted with each graduating student by the nursing faculty upon completion of the program.

3.7 GRADUATE SURVEY

A department graduate survey is also conducted during the last semester. In addition an Educational Benchmarking, Inc. (EBI) Survey will be conducted.

3.8 ORAL COMPREHENSION EXAM

An oral comprehension exam is required for all Master's degree students prior to graduation. This exam will take place at the end of the MSN program.

SECTION IV

POLICIES

The following policies have been approved by the Department of Nursing faculty and Emmanuel College administration and apply specifically to Department of Nursing students. They are reviewed periodically and revised as necessary to conform to generally accepted standards in academic nursing programs.

4.1 ADMISSIONS POLICIES

Admissions policies for the Department of Nursing are published annually in the Emmanuel College Academic Catalog and include:

- Graduation from a regionally accredited academic institution. Transcripts must show completion of a Bachelor of Science in Nursing (BSN) from a National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE accredited institution).
- Evidence of current licensure as a Registered Nurse (see below) or eligibility for licensure;
- Completed application materials:

1. application form and personal essay;
 2. two letters of reference;
 3. official transcripts for course work from other institutions;
 4. personal resume; and
 5. professional licensure information downloaded from <http://mass.gov/dph/boards> or eligibility to apply for reciprocity based on other U.S. State licensure
- An informational meeting with the Chairperson of the Department of Nursing or her designee.

4.1.1 TRANSFER CREDITS

The Department of Nursing follows the policies of Emmanuel College regarding transfer credits located in the College Handbook under Graduate and Professional Programs.

Emmanuel College will accept a maximum of two courses earned at the graduate level. Courses applied to a separate graduate degree will not be accepted. In order to be awarded transfer credit, prior learning must be graded B (3.0) or higher and approved by an Academic Advisor. Applicability of transfer credits may vary in specific programs.

4.2 PROGRESSION AND RETENTION

4.2.1 General Academic Performance

Candidates for a master's degree must successfully complete a minimum of 36 credits. Specific credit requirements are indicated under each program section. A cumulative grade point average (GPA) of B (3.0) or better is required for graduation. Emmanuel College normally allows a maximum of six (6) years for completion of master's degree programs. Following admission, all courses applicable to an Emmanuel College degree must be taken at the College.

4.2.1 Academic Grievance and Appeal Statement

If a student in the Department of Nursing wishes to challenge a course grade or an academic/program decision, the procedure follows that of the College as found in the Emmanuel College Catalog. It may be summarized for the Department of Nursing as follows:

1. Determination of error or grievance:
 - Step a: consultation with Department of Nursing faculty member involved
 - Step b: consultation with Registrar where appropriate

2. Challenge of course grade or information in record by:
 - Step a: informal discussion with department of nursing faculty member involved
 - Step b: discussion with Chairperson, Department of Nursing
 - Step c: discussion with the Dean of Graduate and Professional Programs
3. Formal application for a hearing to the Academic Review Board (forms may be obtained in the Graduate and Professional Programs office)
4. For issues that impact on progress or policies within the Department, the student should submit a request in writing to the Faculty Committee. The petition should be submitted via the academic advisor

4.2.3 Course Sequencing in **The MSN Program**

CORE COURSES	CREDIT
NURS5101:Theoretical Foundations of Nursing	3
NURS5103:Research Utilization in Nursing	3
NURS5105:Ethics and Spiritual Assessment in Nursing	3
NURS5107:Human Diversity, Culture and Nursing	3
NURS5109:Information Technology and Nursing	3
NURS5111:Professional Role Development and Leadership in Nursing	3
NURS5113:Health Care Policy, Economics and Care of Urban Underserved Populations	3
Concentration Courses: Education Track (3 courses, 9 credits plus a one-course practicum of 6 credits)	
NURS5301: Educational Theories and Curriculum Design in Nursing	3
NURS5303:Advanced Teaching Methods in Nursing Education and Assessment/Evaluation of Student Learning	3
NURS5305:Pathophysiology and Pharmacology for Nurse Educators	3
NURS5310:Advanced Role Development in Nursing	6
Concentration Courses: Management Track (3 courses, 9 credits plus a one course practicum of 6 credits)	
NURS5501:Nursing Management in Health Care Delivery	3

MSM9014:Organizational Development	3
MSM9015:Financial Management	3
NURS5510:Advanced Role Development in Nursing Practicum	6

4.2.4 Accessing Syllabi/Modules Online

Step 1 Access the Internet. Type in the following web address to access syllabi/modules:
www.emmanuel.edu

Step 2 Click on Portal on the right

Step 3 Type your User ID and Password to login to the portal

Step 4 Click on Graduate and Professional programs

Step 5 Click on Nursing

4.2.6 Attendance Policy

Student attendance and participation in all class meetings is the expectation of the Department of Nursing. Students should take the course only when they can reasonably expect to attend and be on time for every class meeting thereby benefiting from student and faculty exchange that underpins knowledge acquisition. Each faculty member will state on the course syllabus the relationship between class participation and course grade. Faculty members will take attendance. Good classroom etiquette is expected of all students.

In the case of a family, personal, professional or medical emergency, please notify the faculty member as soon as you are aware of the situation. S/he will help you to make arrangements to complete your work if at all possible. If you withdraw from a course before it begins, no tuition is due. However, if you withdraw from a course after the first class meeting, some or all of the tuition will be due (see 4.4.9 Course Withdrawal and Refund Policy).

According to the GPP Attendance Policy students who miss two or more class meetings of a seven week course will not receive a passing grade. Students should contact the faculty member and then officially withdraw from the course by contacting the Registrar's office. Students who miss due dates of two assignments for an online or hybrid* course will not be able to complete the course or receive a passing grade. Students should drop the course immediately after missing

the second assignment. If the second assignment missed occurs after the close of the drop period, students will receive an F for the course. * Please note that missing the due date for one assignment and missing a class meeting in a hybrid course would constitute two assignments.

4.2.7 Grading Guideline

Although no official numerical grading exists, the following guideline is suggested. These are the only grades that faculty members may submit.

GRADES	KEY TO GRADES	POINT VALUE
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
F	Below 73	0
INC	Incomplete (see description below)	
IP	In Progress (used for two-semester-long courses)	
P	Pass	
W	Withdrawal	
UW	Unofficial Withdrawal	Student stopped attending before (date). The faculty member must provide last date of attendance
AU	Audit	
NG	No Grade was submitted by faculty member	
X	Non-credit item completed	

All students must receive a grade. Incomplete Grade Contracts are submitted with the final grade roster. The completed and signed form is attached to the roster. College policy regarding incomplete grades states that incomplete grades should only be given for “extraordinary reason”.

(Academic Catalog) The deadline for submitting incomplete grades to the Registrar’s Office is posted in the Registrar’s Office and in the official college calendar of events.

4.2.7 COURSE WITHDRAWAL AND REFUND POLICY

Course withdrawal and refund policy for the Department of Nursing follows the policy of the Graduate and Professional Programs as stated in the Course Catalog.

100% Refund	Not on transcript	Any drops received prior to the first scheduled class Face to Face (F2F) or Hybrid meeting. Online courses open on Monday of the first week of a session. This will be considered the start date. The Monday of the second week of a session, at 6:00 p.m. EST, will be the deadline for withdrawal to receive a 100% refund.
75%	“W” on transcript	Any withdrawals received after the first scheduled class meeting and prior to the second class F2F Nursing courses.
0% Refund	“W” on transcript	SEVEN WEEK COURSES: Any withdrawals received after the second scheduled class meeting and prior to the fourth. SEMESTER-BASED COURSES: Any withdrawals received after the second scheduled class meeting and prior to the third. ON-LINE OR HYBRID COURSES: Drops after 6:00 p.m. EST of the second week of online courses, the student is liable for 100% of the tuition.

To withdraw from a course, students are responsible for contacting the Registrar’s Office by phone 617-735-9960, by fax 617-264-7705 or by e-mail gppreg@emmanuel.edu. If you use a fax or e-mail, please ask for a confirmation from a staff member. Non-attendance does not constitute withdrawal from a course. You must contact the Registrar’s Office to officially withdraw. If you do not officially withdraw you will be responsible for the cost of the course.

The Department of Nursing adheres to the Emmanuel College Academic Catalog policies for add-drop, withdrawal and related tuition issues. Student concerns about these issues should be addressed to their advisors (See 3.5 above).

4.3 ACADEMIC INTEGRITY POLICY

Students and faculty at Emmanuel College are dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another. The following procedures are designed to facilitate and safeguard that goal.

I. Definitions

A. Plagiarism on Papers and Other Course Assignments

Meaning, essentially, plagiarism is theft, the theft of the work of another person. In an academic context, it is the unattributed presentation of the work of another person under one's own name.

Plagiarism occurs whenever a student uses the work of another person without change or with merely minor changes and does not acknowledge that fact. Acknowledgment must be made of material obtained through oral communication, written texts, audiovisual and other technological resources (e.g. CD-ROM, Internet). In written work, for example, the absence of quotation marks or indentation (to indicate quotation) suffices to establish the objective fact of plagiarism. Plagiarism can also occur in other circumstances (e.g. an art student presenting another's drawing as his/her own) and can be verified objectively.

A finding of plagiarism merely establishes the fact and does not consider the student's intention.

B. CHEATING

Cheating takes place on an examination or assignment when assistance is obtained from a disallowed source. Under no circumstances may a student submit as her/his own, work or ideas of another person (except for texts and notes associated with the course), whether exactly copied or paraphrased, unless explicit permission to the contrary has been given by the instructor. In addition, using notes or other outside sources of information during in-class examinations and assignments is prohibited, unless the instructor has given permission.

Cheating also includes voluntary assistance in another student's cheating. Cheating may also include submitting the student's own paper or project for credit in more than one course, unless the course instructors have been informed and have consented to such multiple submissions.

II. POLICY

A. Teachers

1) Students and Faculty of Emmanuel College are dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another.

2) The College regards cheating and plagiarism as serious violations of academic integrity. The College therefore recommends and fully supports faculty members in their decision to impose strong sanctions for cheating and plagiarism, including giving a failing grade for the course. Students should be aware that they place themselves in jeopardy when they violate academic integrity.

3) Every teacher should stress in a clear and unambiguous manner what constitutes cheating and plagiarism and what penalties are likely to be imposed. This should be done early in the semester and before the first written assignment. It is recommended that teachers raise the matter again during the semester to underline its significance. However, a teacher's failure to do this can, under no circumstances, be used as a student's defense against a charge of plagiarism or cheating.

4) If a faculty member finds that plagiarism or cheating has occurred, she/he has the right to fail a student on the assignment or, at her/his discretion, to fail the student for the entire course.

5) When plagiarism or cheating is found and a penalty imposed, the faculty member should notify the student, the student's academic advisor, and the Dean of Graduate and Professional Programs of this in writing. A copy of the memo will be kept in the student's file in the Registrar's Office until graduation.

B. Students

1) Plagiarism and cheating constitute serious violations of academic integrity.

- 2) By affixing her/his name to a work the student is saying that the work is her/his own.

- 3) A student found to have plagiarized or cheated in all or part of an assignment may receive a failing grade for that assignment or for the entire course, at the discretion of the instructor.

- 4) A student may appeal an accusation of plagiarism to the Committee on Academic Integrity, but lack of intention will not be recognized as legitimate grounds for appeal. The Committee on Academic Integrity is comprised of 2 students, 2 faculty, 1 academic administrator, and the Vice President for Academic Affairs.

- 5) The student's academic advisor and/or the Dean of Graduate and Professional Programs, when informed that a student has violated the college's academic integrity policy on more than one occasion, may notify the Committee on Academic Integrity of the matter through the Vice President for Academic Affairs.

- 6) Repeated violations of academic integrity may lead to further penalties that can be imposed by the Committee on Academic Integrity. Those penalties can include suspension or expulsion from the College.

- 7) Students will sign a form acknowledging that s/he has read the Academic Integrity Policy and understand the policy. This record will be kept in the student's file in the Department of Nursing. (Revised 6/27/02)

4.4 DEPARTMENT OF NURSING WRITING STANDARDS:

The following standards may be amended by the faculty member, to meet the specific needs of assignments, which have specialized writing requirements.

Written assignments submitted for a nursing course will receive a grade of no better than "C" if the following criteria are not met. The paper should:

1. Have a clear and readily identifiable purpose statement,
2. Have a clear and coherent overall structure,
3. Have a logical table of contents when appropriate,

4. Have paragraphs with topic sentences and adequate development,
5. Have appropriate sentence structure with consistent use of tense, person, and subject-verb agreement,
6. Contain standard grammar, vocabulary, punctuation and spelling,
7. Use current APA format, and show evidence of having been proofread, and
8. Applies to presentations and exams as well as papers

Two copies of an assigned paper will be required. One will be returned to the student. The second copy will be retained for Department of Nursing files. Students having difficulty in written assignments should seek assistance **from** the writing specialist in **the** Academic Resource Center or nursing faculty members. The student may be referred to the Academic Resource Center by their professor.

Academic Honesty in Written Work

Plagiarism has been committed if a student submits, as their own, written work which incorporates passages or phrases copied directly from another source without proper documentation, or if a student uses another's ideas without acknowledgment. Plagiarism is academically dishonest and is considered a serious violation of academic integrity. It is the theft of another's work. The punishment for such academic dishonesty may include failing the paper in question, failing the course or even dismissal from the College (Corbett, 1987).

Many college papers are written with the aid of references - indeed, this is the essence of a college research paper. It is acceptable to incorporate another's work into your own provided you use proper documentation. There are three methods of documenting:

- quoting
- paraphrasing
- summarizing

A quotation takes the author's words exactly as they are originally written, places them within quotation marks and refers to the source with a citation. A citation is the note in the paper which tells the reader the source of the information. When paraphrasing, a student closely follows another writer's ideas but rewrites the information in his/her own words. This material must also be referenced or cited. When summarizing, the student sums up another writer's ideas, also acknowledging the source.

Writing Style and Reference Guidelines

The Emmanuel College Department of Nursing uses the American Psychological Association (APA) format for all written assignments. Please refer to the *Publication Manual of the American Psychological Association* 6th Edition (revised) and access the APA tutorial on the Library homepage. Students are expected to follow these formats for all papers submitted.

4.5 WRITTEN ASSIGNMENT REVIEW

In order to facilitate the timeliness of a student request for review of a written assignment, the student must adhere to the following guidelines.

1. A student may petition, in writing, to the Department of Nursing chairperson to have a written assignment reviewed;
2. The petition letter, submitted with an unmarked copy of the written assignment, must be received within two weeks of receipt of the grade for the assignment;
3. The written assignment will be blind reviewed and graded by another Department of Nursing faculty member;
4. The final grade for the assignment will be the average of the two grades;
5. The student will be notified of the result of the faculty review in a reasonable time frame.

4.6 THE FOLLOWING RUBRIC WILL BE ADHERED TO IN ALL WRITTEN ASSIGNMENTS:

**Emmanuel College
Department of Nursing
Writing/APA Rubric**

Objective/Criteria	Needs Improvement	Meets Expectations	Exceptional
APA Correct Title Page, Running head, Reference List (articles and books), & Citing References within the text of the Paper	(0 points) The writer shows little or no understanding of how to cite references within the paper or how to cite references in a reference list or how to set up the running header or title page.	(2.5 points) The writer makes some (? Number) errors in citing references within the text and reference list and/or does not set up the title page or running header correctly.	(5 points) The paper reads like a professional piece of work, with a strong voice and a clear command of the conventions of the field in which it is written. Paper is relatively free of errors in citing references within the text or reference list.
Grammar, Sentence Structure, Punctuation & Spelling	(0 points) Frequent instances of meaning obscured by deep-level grammar, sentence structure, punctuation and/or spelling errors.	(2.5 points) Some instances of deeper grammar, punctuation or spelling errors occur that serve to obscure the writer's meaning.	(5 points) Discussion is relatively free from clear violations of Standard English usage and reads like a professional piece of work.

4.7 GUIDELINES AND REQUIREMENTS FOR CLINICAL COURSE*

***ADDITIONAL GUIDELINES AND REQUIREMENTS FOR ADVANCED PRACTICUM ARE LISTED IN THE APPENDICES. IT IS THE RESPONSIBILITY OF THE STUDENT TO FAMILIARIZE HER/HIMSELF WITH THESE REQUIREMENTS.**

4.8 CRIMINAL OFFENSE RECORD INQUIRY (CORI) POLICY

Emmanuel College Department of Nursing
Criminal Offender Record Information (CORI) Policy

Where Criminal Offender Record Information (CORI) checks are part of the process for clinical practicum placement of students by the Department of Nursing at Emmanuel College, the following practices and procedures will generally be followed:

I. CORI checks will only be conducted as part of the Massachusetts Criminal History Systems Board (CHSB). All students will be notified that a CORI check will be conducted. All students

will be provided with a copy of the Emmanuel College Department of Nursing (DON) CORI Policy. In addition, a copy of the CORI Policy will be included in the *Emmanuel College Department of Nursing Student Handbook*.

II. An informed review of a criminal record requires adequate training. Accordingly, all faculty of the Department of Nursing authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.

III. Prior to the clinical practicum, students will be required to request a CORI check by the CHSB through the Emmanuel College DON designated agency, Castle Branch Services. Castle Branch Services will then provide the designated faculty with the results of the CORI check from the CHSB.

IV. If a criminal record is received from the CHSB, the designated DON faculty will closely compare the record provided by the CHSB with the information provided on the CORI request form and any other identifying information provided by the student to ensure that the record relates to the student.

V. Students challenging the accuracy of the report shall be provided a copy of the CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the student, the DON will make a determination based on a comparison of the CORI report and the documents submitted by the student. The DON may contact the CHSB and request a detailed search consistent with CHSB policy.

VI. Unless otherwise provided by the law, a criminal record will not automatically disqualify a student from the clinical practicum.

VII. If the DON reasonably believes that the criminal record refers to the student and is accurate (based upon the information provided in sections IV and V), then a determination for suitability

for clinical practicum placement will be made. Factors considered in suitability may include, but are not limited to the following:

- a) Relevance of the crime to the proposed clinical practicum;
- b) Nature of the proposed clinical practicum;
- c) Time since the conviction;
- d) Age of the student at the time of conviction;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the student has pending charges;
- h) Any relevant evidence of rehabilitating or lack thereof;
- i) Any other relevant information, including information submitted by the student or requested by the DON;

VIII. The DON will notify the student of the decision and the basis of the decision in a timely matter.

Reviewed: September, 2007

4.9 EMMANUEL COLLEGE DEPARTMENT OF NURSING ADVANCED PRACTICUM ORIENTATION: MSN Emmanuel College students prior to the clinical practicum must complete the online orientation to the Massachusetts Department of Higher Education computerized clinical placement database.

APPENDICES

Appendix A

Regional Nursing Clinical Placement Workgroup Clinical Passport

NAME			
	LAST	FIRST	MIDDLE INITIAL
COLLEGE		GRADUATION DATE	
CURRENT HEALTH INSURANCE 🍏			
<i>(RN ONLY): LICENSE NUMBER</i>	<i>Expiration Date:</i>	<i>MALPRACTICE INSURANCE CARRIER</i>	1million:3million
Current Resume		Date Revised	

HEALTH HISTORY & EXAM (SCHOOL OF NURSING TO VERIFY)

1. **PHYSICAL EXAM** within 1 year of entry into first clinical nursing course

2. **MEASLES, MUMPS, & RUBELLA** titer or vaccine verified

3. **DIPHTHERIA/TETANUS** within 10 years

4. **VARICELLA (CHICKEN POX)** disease, titer or vaccination verified

5. **HEPATITIS B** vaccination, disease, immunity or waiver signed

6. **TUBERCULIN SKIN TEST (PPD)** annual requirement/must be current and meets clinical placement standards

The above criteria have been met for this student and the student is cleared for clinical rotation for the next twelve months.

Date cleared for clinical:		Faculty:	

7. CPR (American Heart Association-Healthcare Provider)	Exp Date	_____	Exp Date	_____	Exp Date	_____
(American Red Cross- Professional Rescuer)	Exp Date	_____	Exp Date	_____	Exp Date	_____
(other)	Exp Date	_____	Exp Date	_____	Exp Date	_____
8. CORI Date: _____	Date:	_____	Date:	_____	Date:	_____
9. Online Orientation			Date Completed:			

Appendix B

EMMANUEL COLLEGE
 Department of Nursing
PART TIME PLAN OF STUDY
Master of Science in Nursing

Semester II (Spring)		
Course		Credits
NURS 5103	Research Utilization in Nursing	3
Part Time Program Semester I (Fall)	Course	Credits
NURS 5101	Theoretical Foundations of Nursing	3
Semester III (Fall)		
Course		Credits
NURS 5107	Human Diversity, Culture and Nursing	3
Semester IV (Spring)		
Course		Credits
NURS 5105	Ethics and Spiritual Assessment in Nursing Practice	3
Semester V (Fall)		
Course		Credits
NURS 5109	Information Technology and Nursing	3
Semester VI (Spring)		
Course		Credits
NURS 5111	Professional Role Development and Leadership in Nursing	3
Summer Session		
Course		Credits
NURS 5113	Health Policy, Economics and Care of Urban Underserved Populations	3
Semester VII (Fall)		
Course		Credits
NURS 5301	Educational Theories and Curriculum Design in Nursing or	3
MSM 9014	Organizational Development	3
Semester VIII		
Course		Credits
NURS 5305	Pathophysiology and Pharmacology for Nurse Educators or	3
MSM 9015	Financial Management	3
Semester IX		
Course		Credits
NURS 5303	Advanced Teaching Methods in Nursing Education and Evaluation of Learning or	3
NURS 5501	Nursing Management of Health Care Delivery	3
Semester X (Spring)		
Course		Credits
NURS 5310/5510	Advanced Role Development in Nursing Practicum	6
TOTAL CREDITS		36

EMMANUEL COLLEGE
 Department of Nursing
FULL TIME PLAN OF STUDY
Master of Science in Nursing

Full Time Program Semester I (Fall) Course		Credits
NURS 5101	Theoretical Foundations of Nursing	3
NURS 5107	Human Diversity, Culture and Nursing	3
NURS 5109	Information Technology and Nursing	3

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Semester II (Spring) Course		Credits
NURS 5103	Research Utilization in Nursing	3
NURS 5105	Ethics and Spiritual Assessment in Nursing Practice	3
NURS 5111	Professional Role Development and Leadership in Nursing	3
Summer Session Course		Credits
NURS 5113	Health Policy, Economics and Care of Urban Underserved Populations	3
Semester III (Fall) Course		Credits
NURS 5301	Educational Theories and Curriculum Design in Nursing	3
NURS 5303	Advanced Teaching Methods in Nursing Education and Evaluation of Learning or	3
MSM 9014	Organizational Development	3
NURS 5501	Nursing Management of Health Care Delivery	3
Semester IV (Spring) Course		Credits
NURS 5310/5510	Advanced Role Development in Nursing Practicum	6
NURS 5305	Pathophysiology and Pharmacology for Nurse Educators or	3
MSM 9015	Financial Management	3
TOTAL		36