



**College of Health and Human Services  
School of Nursing**

**MSN Program**

**Student Orientation Manual**

(revised 8/14/14)

**August 2014 – July 2015**

**MSN Student Orientation Manual  
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Please email questions and suggestions for improving this manual to [priley@troy.edu](mailto:priley@troy.edu) Thanks!

## **August 13, 2012 - TROY UNIVERSITY BECAME TOBACCO FREE**

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Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment on Friday, July 22, 2011 with the approval of a resolution designating Troy University as a tobacco-free institution.

Currently, more than 300 other colleges and universities in the United States have tobacco-free policies in place. The University implemented this policy as a way to promote the health and well-being of members of the Troy University family.

Updated August 1, 2014

Updated: August 14, 2014 (Electronic Device Use Policy and form added), correction of faculty contact information (p. 6-7)

August 27, 2014 – corrected faculty email address

## Section 1: INTRODUCTION

Dear MSN Student:

The faculty, staff, and administration of the Troy University School of Nursing welcome you to the graduate nursing program. We hope that this Student Orientation Manual will facilitate your transition into the program. The policies and procedures outlined herein do not override information published in the *Troy University Graduate Catalog* and the *Oracle*. In case of conflict, the applicable Catalog or Oracle applies. If you have suggestions or comments regarding the content of this manual, please email them to me at [priley@troy.edu](mailto:priley@troy.edu). This manual is updated each year; please ask for a hard copy or download the manual from the MSN program web site: <http://trojan.troy.edu/healthandhumanservices/nursing/>

On TROY's Blackboard home page (<http://troy.blackboard.com>), click on *How Students Learn at eTROY*. Work through this self-paced online orientation. Part of this course explains how to navigate through *Blackboard* - the software used to deliver TROY's online courses. There is much helpful information here, though not all policies apply to the graduate nursing program.

There is a program at <http://trojan.troy.edu/etroy/> titled *How eTROY Classes Work*. There is much helpful information here, though all policies do not apply to the graduate nursing program.

We hope you will find the MSN program both challenging and rewarding. Again, we are pleased that you have chosen the graduate nursing program at Troy University, and we wish you much success.

Dr. Patsy Riley, PhD, FNP-BC  
MSN Program Coordinator

Disclaimer Notice:

Contents of this handbook are subject to change. Students will be notified of substantive changes via mail, email, or postings on Blackboard courses.

## Troy School of Nursing

### Faculty/ Staff Contact Information

A complete listing of School of Nursing faculty and staff is available at  
<http://trojan.troy.edu/healthandhumanservices/nursing/>

Dr. Mark Tillman, Interim Dean College of Health & Human Services	334-670-3712	<a href="mailto:mdtillman@troy.edu">mdtillman@troy.edu</a>
Leah Sims, Administrative Secretary to the Dean	334-670-3712	<a href="mailto:vsims81870@troy.edu">vsims81870@troy.edu</a>
Dr. Diane Weed, Associate Professor Director, School of Nursing	334-670-3745 334-670-3744 (fax)	<a href="mailto:lweed@troy.edu">lweed@troy.edu</a>
Terry Adams, Secretary Troy Campus	334-670-3428	<a href="mailto:tadams110587@troy.edu">tadams110587@troy.edu</a>
Amy Owens, Secretary Troy Campus	334-670-3428	<a href="mailto:acowens@troy.edu">acowens@troy.edu</a>
Denise Wade, Secretary Montgomery Campus	334-241-8654	<a href="mailto:dwade@troy.edu">dwade@troy.edu</a>
Andrea Pearson, Secretary Montgomery Campus	334-241-8653	<a href="mailto:alpearson@troy.edu">alpearson@troy.edu</a>
Amy Cox, Secretary Dothan Campus	334-983-6556 ext 1435	<a href="mailto:acox114746@troy.edu">acox114746@troy.edu</a>
Carol Vautrin, Secretary Phenix City Campus	334-448-5156	<a href="mailto:cvautrin@troy.edu">cvautrin@troy.edu</a>
Crystal Bishop, Director of Admissions ASN, RN-BSN, Graduate Programs	334-241-8631	<a href="mailto:cdgodwin@troy.edu">cdgodwin@troy.edu</a>
Lindsey Davis, Admissions and Records Specialist (Mtg)	334-241-8618	<a href="mailto:lhane@troy.edu">lhane@troy.edu</a>

### Graduate Nursing Program

Dr. Patsy Riley, Associate Professor MSN Program Coordinator (located on Montgomery campus)	334-241-8642 334-241-8627 (fax)	<a href="mailto:priley@troy.edu">priley@troy.edu</a>
Dr. Amy Spurlock, Professor DNP Program Coordinator (located on Troy campus)	334-670-3437 334-670-3744 (fax)	<a href="mailto:alspurlock@troy.edu">alspurlock@troy.edu</a>
Dr. Djuana Burns, Assistant Professor, (Troy)	334-670-3434	<a href="mailto:dburns@troy.edu">dburns@troy.edu</a>

Dr. Robin Farrell, Assistant Professor (Mtg)	334-241-8656	<a href="mailto:rgfarrell@troy.edu">rgfarrell@troy.edu</a>
Dr. Wade Forehand, Assistant Professor (Troy)	334-670-5864	<a href="mailto:4hand@troy.edu">4hand@troy.edu</a>
Dr. Bernita Hamilton, Professor (Mtg)	334-241-8651	<a href="mailto:bernitah@troy.edu">bernitah@troy.edu</a>
Dr. Sue Hayden, Associate Professor (Dothan)	334-983-6556 ext 1446	<a href="mailto:suhayden@troy.edu">suhayden@troy.edu</a>
Dr. Stacey Jones, Assistant Professor (Troy)	334-670-3430	<a href="mailto:sijones@troy.edu">sijones@troy.edu</a>
Dr. Noreen Lennen, Associate Professor (PC)	334-448-5153	<a href="mailto:nlennen@troy.edu">nlennen@troy.edu</a>
Dr. Missy Mason, Assistant Professor (Dothan)	334-983-6556 ext 1326	<a href="mailto:smmason@troy.edu">smmason@troy.edu</a>
Dr. Barbara Miller, Assistant Professor (Dothan)	334-983-6556 ext 1335	<a href="mailto:bamiller@troy.edu">bamiller@troy.edu</a>
Dr. Kelli Whitted, Associate Professor (PC)	334-448-5161	<a href="mailto:kwhitted@troy.edu">kwhitted@troy.edu</a>

### Lab Coordinators

Sharon Hamm-Wilson (Mtg)	334-241-8629	<a href="mailto:shwilson@troy.edu">shwilson@troy.edu</a>
Karri Booth (Troy)	334-670-3429	<a href="mailto:boothk@troy.edu">boothk@troy.edu</a>
Faculty (PC and Dothan)		

**FAX\* Numbers (include cover sheet, write to attention of: \_\_\_\_\_)**

School of Nursing, Troy	334-670-3744
School of Nursing, Montgomery	334-241-8627
School of Nursing, Phenix City	334-448-5206
School of Nursing, Dothan	334-556-1050

\*one FAX machine serves all faculty at each campus site. You must address the FAX to ensure the FAX goes to the intended recipient.

### Mailing Addresses:

#### Graduate Program (Montgomery campus)

Troy University School of Nursing  
340 Montgomery Street  
Montgomery, AL 36104

#### (TROY campus)

Troy University School of Nursing  
400 Pell Avenue  
Troy, AL 36082

#### (Phenix City campus)

Troy University School of Nursing  
One University Place  
Phenix City, AL 36869

#### (Dothan Campus)

Troy University School of Nursing  
500 University Drive (Malone Hall)  
Dothan, AL 36303

## Frequently Accessed Web Sites

*Most resources can be accessed from either the Troy University or School of Nursing home pages.*

Troy University home page: <http://www.troy.edu/>

Current Students: <http://trojan.troy.edu/students/>

Trojan Web express: <http://splash.troy.edu/go-to/webexpress/>

Trojan email: <https://mail.troy.edu/>

Blackboard: Course materials may be accessed on Blackboard after the student has registered for courses and after faculty have made the course available. To go to Blackboard:

- click on link on Troy University home page: <http://www.troy.edu> then click on Current Students then Blackboard or go directly to Blackboard: <https://troy.blackboard.com/>  
It is highly recommended that you bookmark this website.

Graduate School: <http://trojan.troy.edu/graduateschool/>

Graduate Catalog: <http://trojan.troy.edu/catalogs/1415graduate/index.html>

Libraries: <http://trojan.troy.edu/library/troy/>

Oracle (Troy Student Handbook): <http://trojan.troy.edu/oracle/>

School of Nursing home page: <http://trojan.troy.edu/healthandhumanservices/nursing/index.html>

Faculty and staff: <http://trojan.troy.edu/healthandhumanservices/nursing/facultystaff.html>

MSN Program : <http://trojan.troy.edu/healthandhumanservices/nursing/msn.html>

SON documents: <http://trojan.troy.edu/healthandhumanservices/nursing/resources.html>

DNP Program: <http://trojan.troy.edu/healthandhumanservices/nursing/dnp.html>

Sigma Theta Tau <http://trojan.troy.edu/organizations/honorsocieties/sigma-theta-tau.html>

(Iota Theta Chapter)

Troy University, Montgomery Campus <http://trojan.troy.edu/campus/montgomery/>

Troy University, Phenix City Campus <http://trojan.troy.edu/campus/phenix-city/>

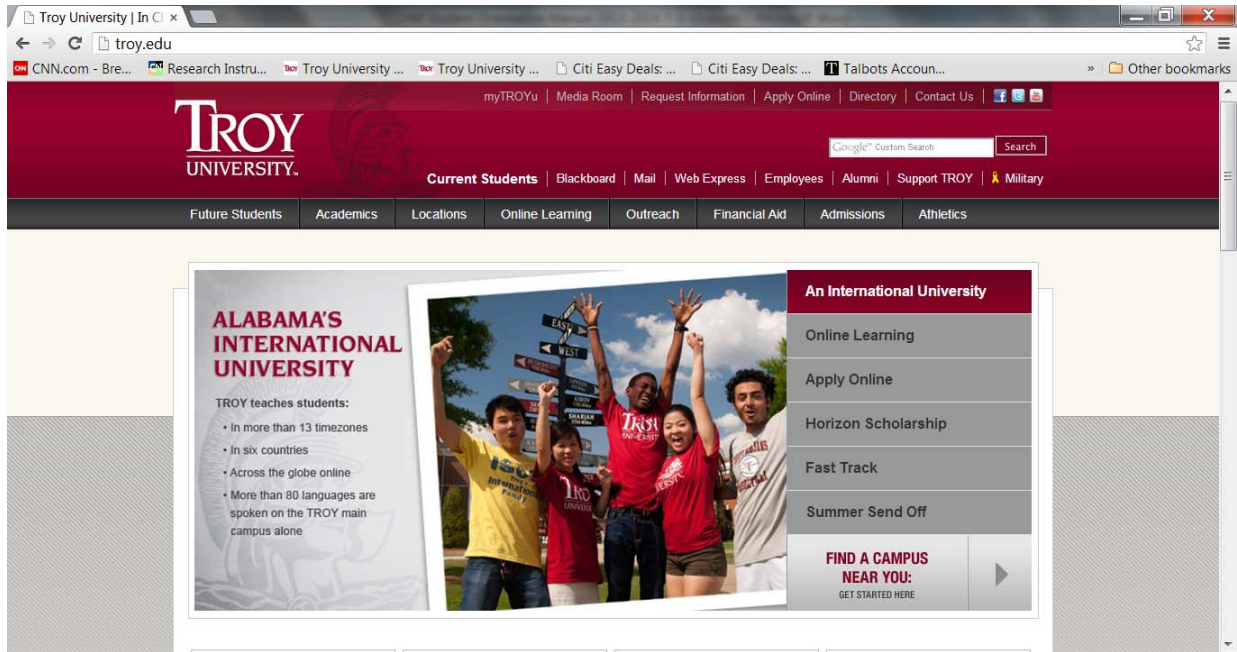
Troy University, Troy Campus <http://trojan.troy.edu/campus/troy/>

Troy University, Dothan campus <http://trojan.troy.edu/campus/dothan/>

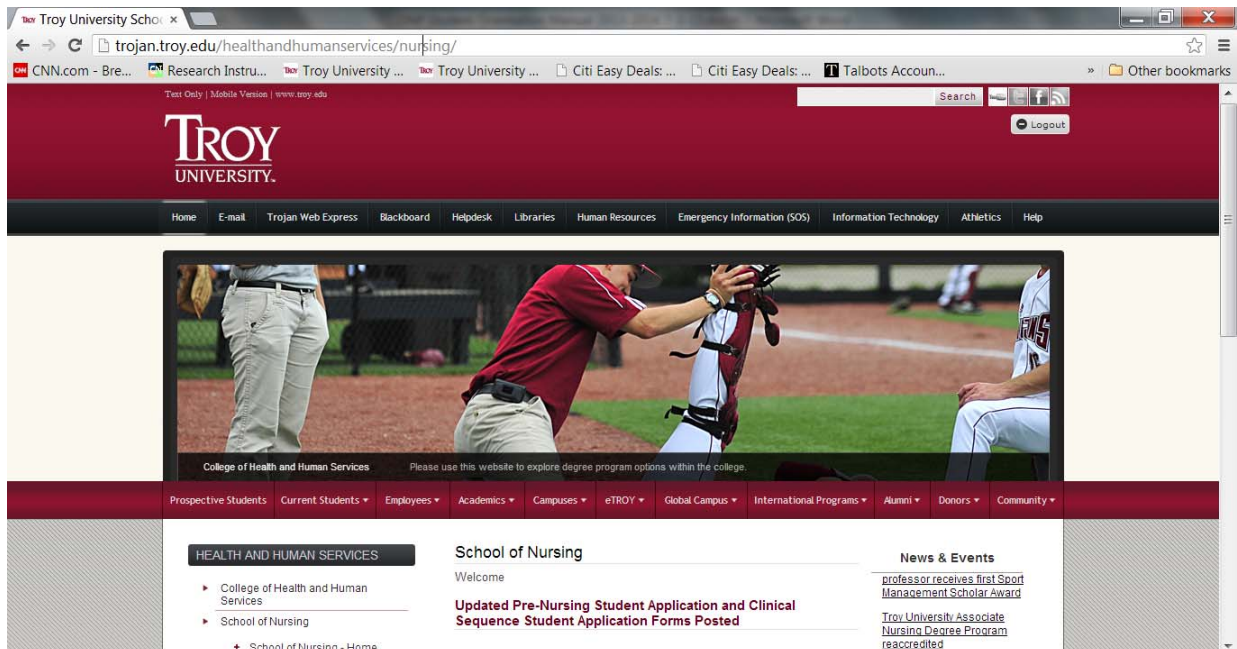
Blackboard bookstore <http://bookstore.mbsdirect.net>



TROY home Web Page: <http://troy.edu>



School of Nursing Web Page: <http://trojan.troy.edu/healthandhumanservices/nursing/>



Troy University  
School of Nursing

**Brief History of Troy University's Graduate Nursing Program**

The Master of Science in Nursing was organized by Troy University in 1983 to provide graduate study in three clinical fields (Adult Health, Maternal / Infant, & Child Health) and two functional roles (Educator and Administrator). In 1993, the Child Health clinical specialty was removed from annual offerings due to a decrease in enrollment. In 1995, the Family Nurse Practitioner clinical area was added to the degree program and a Post Masters Family Nurse Practitioner Certificate option was initiated. The Nursing Informatics Specialist track was first offered Fall 2004. In 2008 the MSN program celebrated its 25<sup>th</sup> anniversary! Admissions ended for the Maternal Infant CNS track for Fall 2012 due to decreased enrollment in the track. More than 95% of students enrolled in the MSN program are in the FNP track.

In order to bring the CNS track into compliance with the APRN Consensus Model adopted across the country, the curriculum was revised and updated as the Adult Gerontology Clinical Nurse Specialist track and is inclusive of content on the new certification exam offered beginning in 2014. Due to low enrollment in the CNS track, admissions to this track were temporarily suspended in Spring 2014. Students currently admitted to the CNS track will continue to progress through the courses.

Enrollment in the MSN program has steadily increased. With an increasing demand for online courses, live didactic courses are no longer offered. All didactic courses are offered online. Clinical courses are offered as web based courses. Beginning Spring 2010, graduate nursing courses were offered through TROY's global campus, eCampus, providing additional support to faculty and students. The Graduate Nursing Program has offered online courses for more than 10 years and has been a pioneer in the use of educational technology at Troy University.

Beginning in 1999, through the first cooperative program of its kind in Alabama, the MSN program at Troy University offered graduate courses online to students enrolled in the MSN Program at Jacksonville State University. Through a similar process courses were offered to students enrolled in the MSN Program at Auburn/Auburn at Montgomery. Because of the growth of all three programs, the universities agreed to end the cooperative program effective Fall 2014.

Troy's reputation for a quality graduate education geared toward the working nurse is well respected throughout our region. Graduates of the clinical nurse specialist track serve as faculty in numerous schools of nursing and in administrative, clinical, and educator roles in clinical agencies. The family nurse practitioner graduates have achieved a cumulative pass rate of more than 90% on national certification exams, a rate significantly above the national average. The graduate nursing program enjoys a positive relationship with clinical agencies throughout Alabama, Georgia, Mississippi, northern Florida, and other states.

The Doctor of Nursing Practice Program was first offered Fall 2009. Because this program is the first doctoral program for Troy University, TROY underwent a level change review by SACSCOC and was given continuing accreditation. The DNP program achieved NLNAC accreditation in 2011. The first group of DNP students graduated in May 2011.

**Organization**

The School of Nursing is part of the Troy University College of Health and Human Services. The School of Nursing offers ASN, BSN, RN to BSN/MSN track, MSN, and DNP Programs. The ASN program is in Montgomery. The BSN program is located on the Troy campus. The RN to BSN/MSN track, the MSN program, and DNP program are offered online with faculty based on the Montgomery, Troy, Phenix City, and Dothan campuses. The School of Nursing in Montgomery is part of Troy University- Troy Campus,

not the Montgomery Campus. Resources such as the library, parking, etc. are shared with the Montgomery Campus. The Office of Admissions in the School of Nursing in Montgomery processes all graduate nursing admissions for the MSN and DNP programs.

Troy University moved to “One Great University” (OGU) – bringing all Troy campuses under one administrative system. In 2004, the announcement was made that “State” was being dropped from the name of the University to more accurately reflect our global mission. Troy University offers educational programs on four campuses in the state of Alabama and on 60 campuses in 17 other states and 11 nations.

### **School of Nursing**

The Director of the School of Nursing (Dr. Diane Weed) reports to the Dean of the College of Health and Human Services and is responsible for oversight of all programs in the School. Each program has a coordinator:

ASN Program Coordinator: Dr. Judith St. Onge  
 BSN Program Coordinator: Dr. Kelli Cleveland  
 RN-BSN/MSN Program Coordinator: Dr. Shellye Vardaman  
 MSN Program Coordinator: Dr. Patsy Riley  
 DNP Program Coordinator: Dr. Amy Spurlock

### **Accreditation and Approval**

The ASN, BSN, MSN, and DNP programs of the Troy University School of Nursing are accredited by the:

Accreditation Commission for Education in Nursing, Inc. (formerly National League for Nursing  
 Accrediting Commission (NLNAC))

Address: 3343 Peachtree Road, N.E., Suite 850  
 Atlanta, Georgia 30326  
 Telephone: (404) 975-5000  
 FAX: (404) 975-5020  
 Web site: [www.nlnac.org](http://www.nlnac.org)

The BSN and MSN Programs were reaccredited for 8 years by the NLNAC in 2011. The DNP program received accreditation for 5 years, the maximum time given for a new program.

Troy University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Address: 1866 Southern Lane  
 Decatur, GA 30033-4097  
 Telephone: 404-679-4501

## **TROY School of Nursing Philosophy**

The University seeks to provide an appropriate academic, cultural, and social environment for the student. In accordance with the mission of the University, the School of Nursing serves a diverse student body linked through an environment supported by traditional, nontraditional and emerging electronic formats. Global access to University resources facilitates educational mobility for students who may be geographically bound. The School's faculty serves the students, the community, and the University through teaching, service, scholarship, research, and other creative activities.

The School of Nursing faculty believes that humanity consists of unique holistic beings with intrinsic worth and dignity who have the right to self-determination, well-being, and equity. As part of various groups, individuals interact according to individualistic and group needs in the community. These interacting individuals and groups, with their cultural beliefs and values, create the society within the larger environment.

The faculty believes that the environment, an aggregate of all internal and external dimensions, not only influences individuals and groups but is also influenced by them. The environment provides the context for the development of individuals, the identification of health needs and the evolution of nursing. Through ongoing, interactive processes, the environment and nursing influence each other. The nursing profession, therefore, advocates for and serves the health needs and interests of a global society and collaborates with other disciplines toward this goal.

The faculty believes that health, a dynamic state, is an observable manifestation of individual and group adaptive responses to the environment. Health is the focus of the discipline of nursing and includes physical, psychosocial, cultural, and spiritual components. Since the state of health is culturally defined, health seeking behaviors reflect cultural perceptions and values. Individuals have the right to make decisions about their health. The ability to make informed decisions is influenced by knowledge, perceptions, and values.

As an art and a science, nursing practice utilizes cognitive, affective, and psychomotor skills in meeting the health needs of individuals and groups of all ages. Nursing practice applies nursing theory and research as well as knowledge from other sciences and the humanities.

Nursing practice is the application of evidence-based clinical decisions in a caring environment for the improvement and achievement of optimal states of health for individuals and groups. Clinical decisions lead to therapeutic nursing interventions, which are based on assessment, diagnosis and evaluation of human responses to internal and external environmental dimensions that affect actual or potential health states. Key elements used in professional nursing practice within a multidisciplinary health care system are caring, evidence-based clinical decisions, communication, collaboration, cultural humility, patient safety, ethical competence, information, research, and patient care technologies.

Nursing practice includes the right and responsibility for continuous evaluation of personal and professional behaviors and values in addition to development and maintenance of legal and ethical standards for professional excellence. Nursing practice utilizes lifelong learning and application of sound evidence and research for quality improvement. Nursing participates in political processes to influence healthcare policy and outcomes.

The faculty believes that education is a process shared by the teacher and the learner and is the exploration, utilization and generation of knowledge through a spirit of inquiry and self-motivation. The learner and the teacher share the right and responsibility to achieve educational goals through participation in the educative process. An organized setting with planned learning activities, utilizing traditional, nontraditional and emerging electronic formats, provides opportunities to achieve these educational goals. The approach to teaching and learning varies with individual needs, abilities, and experiences. Teachers and learners are responsible for creating, promoting, and maintaining standards of academic and professional excellence through individual lifelong learning.

The faculty believes that nursing education is the means by which students are prepared for competent nursing practice at multiple levels. These levels of nursing practice are facilitated through various educational opportunities that are best provided in a collegiate setting.

**Associate degree in nursing education** is preparation for practice as a registered nurse and serves as the basis for further nursing education. The practice of the associate degree nurse includes functioning as a provider of care, a manager of care, consumer of best evidence, and a member within the discipline of nursing. The associate degree graduate is prepared to practice in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available.

**Baccalaureate education in nursing** is preparation for professional nursing practice and graduate study. The practice of the baccalaureate degree nurse includes functioning as a designer, manager and coordinator of care, member of the profession, provider of direct and indirect care, and evaluator and consumer of research and best evidence. The BSN graduate reflects accountable, evidence-based clinical decision-making in environments where outcomes of health states may or may not be predictable to ensure safe, quality patient-centered care. The baccalaureate degree graduate is a generalist who provides comprehensive nursing care for all ages of individuals, families, communities, and populations in a variety of dynamic and complex health care settings.

**Master's education in nursing** is preparation for the beginning level of advanced practice in nursing and doctoral study. Advanced practice encompasses the roles of expert clinician, educator, administrator, consultant, and translator of research and evidence-based practice. Decision-making encompasses patient safety, quality improvement and the ability to evaluate and influence health policy at the system's level for the master's prepared nurse. Learning at the graduate level emanates from an open collegial relationship between faculty and students that allows for challenges of nursing knowledge and theories.

**Doctor of Nursing Practice** is preparation for nursing practice at the most advanced level of nursing. The Doctor of Nursing Practice is a terminal degree with a focus on clinical nursing practice. It prepares advanced practice nurses as clinical scholars in patient care outcomes and clinical leadership. Advanced practice at this level is a form of nursing intervention that influences: health care outcomes for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy.

Revised 2014

### **MSN Program Outcomes**

Upon successful completion of the MSN program, the student will be able to:

1. Incorporate advanced knowledge and theories from nursing and related disciplines to continually improve nursing care across diverse settings;
2. Integrate leadership, management and education principles into advanced nursing care that utilizes ethical and critical decision-making;
3. Apply the evolving standards and principles of quality improvement and safety for advanced nursing within a defined setting;
4. Evaluate research outcomes and current evidence in conjunction with culturally-appropriate, patient-centered care for the purpose of selectively integrating research findings into the practice setting;
5. Manage informatics and communication technologies to enhance, integrate and coordinate appropriate patient care;
6. Develop interdisciplinary advocacy strategies to impact healthcare policy at the system level;
7. Communicate, collaborate and consult as a leader and member of intraprofessional and interprofessional teams for improvement of health care outcomes;
8. Integrate clinical prevention interventions for the provision of culturally responsive advanced nursing care to individuals and populations in a global society;
9. Demonstrate role competencies in a specialized area of advanced nursing practice at the master's level.

Revised 12/12

### **DNP Program Outcomes**

Upon successful completion of the Doctor of Nursing Practice the graduate will be able to:

1. Evaluate advanced knowledge and theories from nursing and related disciplines for advanced practice nursing at the highest level.
2. Design quality, cost effective and innovative nursing care models based on the knowledge of interrelationships among nursing, organizational, political, and economic sciences.
3. Incorporate systems engineering concepts to prevent and solve complex health care delivery problems.
4. Translate research to transform nursing practice and support evidence-based nursing practice for diverse patient populations and organizations.
5. Provide leadership in the integration of technology and information systems for quality improvements in patient care and healthcare systems.
6. Develop effective practice standards for managing ethical issues inherent in patient care, health care organizations and research.
7. Initiate changes in health care systems through the design and implementation of health policies that strengthen the health care delivery system.
8. Evaluate system responses to health and illness as a basis for clinical prevention and population health services in rural and urban settings within a global market.
9. Demonstrate role competencies in a specialized area of advanced practice nursing as a Doctor of Nursing Practice.

## Section 2: Admission and Progression through the MSN Curriculum

### Admission

Students accepted into the graduate program are admitted as either “unconditional” or “conditional”. Upon admission to the graduate nursing program, the student is sent a letter from the MSN Program Coordinator that states the student’s admission status. A student admitted as unconditional fully meets the Graduate School and MSN Program admission requirements.

A student admitted as conditional to the graduate nursing program must clear conditional admission after nine semester hours. Conditional status is usually assigned when the student does not meet EITHER the required GPA or test score (MAT or GRE) required for unconditional admission. To clear the conditional status, the student must attain an overall GPA of 3.0 on a 4.0 scale by the end of the semester/term in which they complete 9 semester hours of credit. Students who do not meet this GPA requirement will be dropped from the program at the end of that semester/term for one calendar year, after which time the student may petition for readmission (see Graduate Catalog <http://trojan.troy.edu/catalogs/1415graduate/index.html> ) **Students who are admitted conditionally are strongly encouraged to enroll as a part-time student (< 9 semester hours).**

Completed applications are sent to the Graduate Nursing Admissions Committee for admission determination. Students should contact the Admissions Office in Montgomery regarding the status of their admission application. Deadlines for admission applications for the MSN program are: October 1 for spring admission, March 1 for summer admission, and May 1 for fall admission.

### Criminal Background Check

Students selected for admission to graduate programs of the School of Nursing are admitted pending a satisfactory background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Coordinators have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected. (See policy in Appendices.) Instructions for completing the background check are included in the student’s admission packet.

### Progression

Students in the adult/gerontology clinical nurse specialist (CNS), family nurse practitioner (FNP), and nursing informatics specialist (NIS) tracks achieve program outcomes as they progress through common core courses and major-focused role and clinical courses. Most courses are taught once a year but scheduling supports full-time and part-time study. Students engaged in full-time study are encouraged to begin courses in the fall semester. A full-time graduate load is defined by Troy University as enrollment in a minimum of 9 semester hours of course credit during a semester. Many courses have prerequisites; the student is referred to the Troy Graduate Catalog (<http://trojan.troy.edu/catalogs/1415graduate/index.html> )- click on Course Descriptions, scroll down to courses with NSG prefix. Graduate nursing courses are 6000 and 8000 level courses. Most core courses must be taken before beginning clinical courses or concurrent with clinical courses in the CNS and FNP tracks. The student is referred to the Graduate Catalog, Course Descriptions section, for course descriptions with prerequisite or co-requisite courses. Most courses are offered one term each year.

When applying for admission to the CNS track, the adult/gerontology focus is offered . Full time CNS students can complete the program in 4 terms (Fall, Spring, Fall, Spring). Most preceptorship courses



require 135 clock hours of clinical experiences with an approved preceptor. CNS students may enroll on a part-time or full-time basis.

FNP students may enroll on a part-time or full-time basis. Full time FNP students can complete the FNP program in 5 terms (Fall, Spring, Summer, Fall, Spring) if admitted unconditionally. FNP students admitted conditionally are encouraged to enroll part-time and can complete the program in 8 terms. The Program of Studies for the FNP student follows the pages showing the CNS Program of Studies. For FNP students, clinical courses are sequential and taken every term except the first fall semester. The first three clinical courses require 135 clock hours of clinical experiences per term. The last clinical course is the FNP Internship and requires 300 hours of clinical experiences. The FNP Certificate is offered to MSN-prepared nurses. At the completion of the certificate option, these students earn a certificate and not a second degree. Because the FNP is the role focus, FNP students do not declare the educator or administrator role focus.

NIS students are admitted each semester but mainly in the Fall. The Program of Studies for the NIS student follows the page showing the FNP Program of Studies. Full time NIS students can complete the program in 4 terms (Fall, Spring, Fall, Spring). The NIS Internship requires 240 hours of clinical experiences.

Graduates of the MSN program and those who complete certificate options are academically qualified to apply to take certification exams in their specialty areas after completion of their Program of Study.

The Program of Studies for CNS, FNP, and NIS students are shown on the following pages.

**Troy University  
SCHOOL OF NURSING  
MSN PROGRAM**

**Program of Studies for Advanced Adult Gerontology Clinical Nurse Specialist Track**

<p><b>A. Nursing Core (6 Hours)</b></p> <p style="text-align: right;"><b>SH*</b></p> <p>NSG 6604 Theories in Nursing 2</p> <p>NSG 6605 Health Care Economics 2</p> <p>NSG 6660 Foundations of Advanced Practice 2</p> <p><b>B. Nursing Specialty (20 Hours)</b></p> <p>NSG 6612 Advanced Health Assessment 3</p> <p>NSG 6618 Advanced Health Assessment Practicum 1</p> <p>NSG 6671 Advanced Pathophysiology 3</p> <p>NSG 6649 Advanced Pharmacology 3</p> <p><b><u>Adult Health Nursing</u></b></p> <p>NSG 6620 Advanced Adult Gerontology Care I 2</p> <p>NSG 6621 Advanced Adult Gerontology Care I Preceptorship 3</p> <p>NSG 6622 Advanced Adult Gerontology Care II 2</p> <p>NSG 6623 Advanced Adult Gerontology Care II Preceptorship 3</p> <p>NSG 6638 Advanced Adult Gerontology Care III 2</p> <p>NSG 6639 Advanced Adult Gerontology Care III Internship 3</p> <p><b>C. Nursing Research (7 Hours)</b></p> <p style="text-align: right;"><b>SH</b></p> <p>NSG 6691 Research Methodology 3</p> <p>NSG 6692 Data Analysis Techniques in Research 2</p> <p>NSG 6696 Scholarly Inquiry Practicum I 1</p> <p>NSG 6697 Scholarly Inquiry Practicum II 1</p> <p style="text-align: center;"><b>Optional</b></p> <p>NSG 6695 Thesis (1-4) Optional</p>	<p><b>D. Nursing Synthesis and Evaluation (1 Hour)</b></p> <p>NSG 6655 Synthesis and Evaluation of Advanced Nursing Practice 1</p> <p>* Semester Hours</p> <p>Revised 1/20/04, 8/10/06, 8/1/12, 7/14/2014</p> <p>Refer to <i>Troy Graduate Catalog</i> for course descriptions.</p>
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**Troy University  
SCHOOL OF NURSING  
MSN PROGRAM  
Program of Studies for Family Nurse Practitioner Track**

<p><b>A. Nursing Core (6 Hours for FNP or 1 Hour for FNP-PM)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><b>SH*</b></td> </tr> <tr> <td>NSG 6604 Theories in Nursing</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NSG 6605 Health Care Economics</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NSG 6660 Foundations of Advance Practice</td> <td style="text-align: right;">2</td> </tr> </table> <p><b>B. Nursing Specialty (27 Hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NSG 6649 Advanced Pharmacology</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6671 Advanced Pathophysiology</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6612 Advanced Health Assessment</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6613 Advanced Health Assessment Preceptorship</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6665 Primary Care I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6666 Primary Care I Preceptorship</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6667 Primary Care II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6668 Primary Care II Preceptorship</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6645 Family and Cultural Theories in Advanced Practice Nursing</td> <td style="text-align: right;">3</td> </tr> </table> <p><b>C. Nursing Research (7 Hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NSG 6691 Research Methodology</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NSG 6692 Data Analysis Techniques in Research</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NSG 6696 Scholarly Inquiry Practicum I</td> <td style="text-align: right;">1</td> </tr> <tr> <td>NSG 6697 Scholarly Inquiry Practicum II</td> <td style="text-align: right;">1</td> </tr> </table> <p style="text-align: center;"><b>Optional</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NSG 6695 Thesis (1-4)</td> <td style="text-align: right;">Optional</td> </tr> </table>		<b>SH*</b>	NSG 6604 Theories in Nursing	2	NSG 6605 Health Care Economics	2	NSG 6660 Foundations of Advance Practice	2	NSG 6649 Advanced Pharmacology	3	NSG 6671 Advanced Pathophysiology	3	NSG 6612 Advanced Health Assessment	3	NSG 6613 Advanced Health Assessment Preceptorship	3	NSG 6665 Primary Care I	3	NSG 6666 Primary Care I Preceptorship	3	NSG 6667 Primary Care II	3	NSG 6668 Primary Care II Preceptorship	3	NSG 6645 Family and Cultural Theories in Advanced Practice Nursing	3	NSG 6691 Research Methodology	3	NSG 6692 Data Analysis Techniques in Research	2	NSG 6696 Scholarly Inquiry Practicum I	1	NSG 6697 Scholarly Inquiry Practicum II	1	NSG 6695 Thesis (1-4)	Optional	<p><b>D. Nursing Role (6 Hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NSG 6670 Role Synthesis Seminar</td> <td style="text-align: right;">1</td> </tr> <tr> <td>NSG 6680 Family Nurse Practitioner Internship</td> <td style="text-align: right;">5</td> </tr> </table> <p><b>E. Nursing Synthesis and Evaluation (1 Hour)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NSG 6655 Synthesis and Evaluation of Advanced Nursing Practice</td> <td style="text-align: right;">1</td> </tr> </table> <p>Refer to <i>Troy Graduate Catalog</i> for course descriptions.</p> <p>Revised 1/20/04, 8/10/06, 8/1/12, 8/1/2013</p>	NSG 6670 Role Synthesis Seminar	1	NSG 6680 Family Nurse Practitioner Internship	5	NSG 6655 Synthesis and Evaluation of Advanced Nursing Practice	1
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\* Semester Hours

**Troy University  
SCHOOL OF NURSING  
MSN PROGRAM**

**Program of Studies for Post Masters Family Nurse Practitioner Option**

<p><b>A. Nursing Specialty (27 Hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">NSG 6649 Advanced Pharmacology</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6671 Advanced Pathophysiology</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6612 Advanced Health Assessment</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6613 Advanced Health Assessment Preceptorship</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6665 Primary Care I</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6666 Primary Care I Preceptorship</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6667 Primary Care II</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6668 Primary Care II Preceptorship</td> <td style="text-align: right; padding: 5px;">3</td> </tr> <tr> <td style="padding: 5px;">NSG 6645 Family and Cultural Theories in Advanced Practice Nursing</td> <td style="text-align: right; padding: 5px;">3</td> </tr> </table> <p style="margin-top: 20px;">* Semester Hours</p>	NSG 6649 Advanced Pharmacology	3	NSG 6671 Advanced Pathophysiology	3	NSG 6612 Advanced Health Assessment	3	NSG 6613 Advanced Health Assessment Preceptorship	3	NSG 6665 Primary Care I	3	NSG 6666 Primary Care I Preceptorship	3	NSG 6667 Primary Care II	3	NSG 6668 Primary Care II Preceptorship	3	NSG 6645 Family and Cultural Theories in Advanced Practice Nursing	3	<p><b>B. Nursing Role (6 Hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">NSG 6670 Role Synthesis Seminar</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">NSG 6680 Family Nurse Practitioner Internship</td> <td style="text-align: right; padding: 5px;">5</td> </tr> </table> <p style="margin-top: 20px;"><i>Refer to Troy Graduate Catalog for course descriptions.</i></p> <p style="margin-top: 20px;">The FNP Post-Master's (FNP-PM) Certificate option requires 33 semester credit hours and includes all FNP clinical specialty and nursing role courses.</p> <p style="margin-top: 20px;">Revised 1/20/04, 8/10/06, 8/1/12, 8/1/2013</p>	NSG 6670 Role Synthesis Seminar	1	NSG 6680 Family Nurse Practitioner Internship	5
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**Troy University  
SCHOOL OF NURSING  
MSN PROGRAM**

**Program of Studies for Nursing Informatics Specialist Track**

<p><b>A. Nursing Core (6 Hours)</b></p> <p style="text-align: right;"><b>SH*</b></p> <p>NSG 6604 Theories in Nursing 2  NSG 6605 Health Care Economics 2  NSG 6660 Foundations of Advanced Practice 2</p> <p><b>B. Nursing Specialty (11 Hours)</b></p> <p>NSG 6631 Concepts of Health Care Informatics 3  NSG 6632 Theoretical Foundations of Nursing Informatics 2  NSG 6633 Health Care Information Systems 3  NSG 6635 Informatics Applications 3</p> <p>Refer to <i>Troy Graduate Catalog</i> for course descriptions.  * Semester Hours</p>	<p><b>C. Nursing Research (7 Hours)</b></p> <p style="text-align: right;"><b>SH</b></p> <p>NSG 6691 Research Methodology 3  NSG 6692 Data Analysis Techniques in Research 2  NSG 6696 Scholarly Inquiry I 1  NSG 6697 Scholarly Inquiry I 1</p> <p style="text-align: center;"><b>Optional</b></p> <p>NSG 6695 Thesis (1-4) Optional</p> <p><b>D. Nursing Role (6 Hours)</b></p> <p>NSG 6634 Role of the Nursing Informatics Specialist 2  NSG 6636 Nursing Informatics Internship 4</p> <p><b>E. Nursing Synthesis and Evaluation (1 Hour)</b></p> <p>NSG 6655 Synthesis and Evaluation of Advanced Nursing Practice 1</p> <p><b>F. Elective (3 Hours)</b></p> <p>5000/6000 Approved Graduate Elective 3</p> <p>Revised 1/20/04, 8/10/06, 8/1/12</p>
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## **TROY Academic Regulations and Policies**

The TROY graduate nursing student is a member of the Troy University student body and is therefore entitled to the same privileges enjoyed by other Troy University students while also subject to applicable Troy University regulations, policies and procedures. Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff are bound to comply with specific policies outlined in legal agreements. These include, but are not limited to: dress codes; codes of conduct; and requirements for health, insurance and academic status. The student's responsibility for all University regulations and policies begins with registration for classes.

### ***TROY Catalog and Oracle***

Students are referred to the *TROY Graduate Catalog* and the *Oracle* (TROY student handbook) for policies, procedures, guidelines and current fees.

**Note:** Any related policy or procedure published in the *TROY Graduate Catalog* and the *Oracle* supersedes this manual. Both of these publications are available upon request and online.

## **2 DOCUMENTS EVERY STUDENT MUST SUBMIT:**

### ***1. Graduate Student Acknowledgement***

In order to register for courses for the second semester of study, students must complete a **Graduate Student Acknowledgement Only Form** of their degree plan in order to remove a hold on their ability to register. The form is located online at <http://trojan.troy.edu/graduateschool/forms.html>. You will be required to acknowledge that you have read and accept responsibility for knowledge of the contents of the current year's Graduate Catalog and the requirements for your degree.

### ***2.Intent to Graduate Form***

The semester before the semester the student plans to graduate, the student must file the Intent to Graduate form. The deadline is usually within the first 2 weeks of the term. The 2-page form may be obtained from Office of Admissions and Records and is available online at <http://trojan.troy.edu/graduateschool/forms.html>. The completed form is submitted to the Office of Admissions and Records with the required processing fee by the due date. Graduate Nursing Students graduate in May. Student should keep documentation of payment of the fee.

**It is the student's responsibility to submit the Graduate Student Acknowledgment form and Intent to Graduate for at the appropriate time. Failure to submit as required may result in a delay of progression through the program and/or a delay of graduation.**

### ***Removal of Conditional Admission Status***

Students admitted conditionally because of a low undergraduate grade point average will be cleared of their conditional status if, at the completion of nine (9) semester hours, they have achieved a 3.0 grade point average or greater on all graduate work attempted. Students must clear the conditional admission requirement of a 3.0 average at the completion of nine semester hours, or they will be dropped (suspended) from the graduate program for one calendar year after which they may petition the Dean of the Graduate School for readmission to the graduate program.

### ***Full-Time Status***

The definition of a "full-time" graduate student for admission status purposes is a student taking nine or more semester hours per semester (Fall, Spring) or six semester hours per term (Summer). A part-time

student is defined as a graduate student taking less than “full-time” load. Students who will graduate within the academic year may be considered “full time”.

### ***Request for Transfer Credit***

Transfer credit is not automatically granted for courses taken at other institutions that appear to be similar to courses in the MSN Program of Studies (CNS, NIS, FNP). No transfer credit will be awarded until the student is unconditionally admitted and has completed a minimum of nine semester hours of credit at Troy University. Please see catalog for further details.

To request transfer credit the student must complete a “Petition for Transfer of Graduate Credit” form available on the Graduate School website, submit a copy of the official transcript showing the course(s) taken, submit a copy of the syllabus for the course(s) at the time the course was taken, and a course description taken from the college catalog where the course was taken. This information must be submitted to the MSN Program Coordinator. A recommendation regarding equivalency is made by the MSN Program Coordinator but the final decision is made by the Graduate Dean. Officially accepted transferred graduate coursework will be posted on the official Troy University transcript. NOTE – All transfer credits used to satisfy degree requirements may not exceed 5 years at time of the degree completion. A maximum of six semester hours of credit may be transferred into the graduate nursing program.

The student should verify that approved transfer credit is shown on the grade reports.

### **Suspension from Program**

According to Graduate School policy, a student who earns more than six (6) hours of “C” grades in graduate coursework will be suspended for the program for one calendar year after which they may petition the Dean of the Graduate School for readmission to the graduate program. The petition must include the Petition for Readmission form (on Graduate School website), a letter from the student explaining the circumstances that led to the low grades and what has been done to allow the student to be successful if readmitted, a copy of the student’s grades, and two letters of support from graduate nursing faculty. The petition and supporting documents should be submitted to the MSN Program Coordinator at least three months prior to the semester the student is requesting to be readmitted.

### ***Time Limit to Complete MSN Degree Program***

All credits used to satisfy MSN degree requirements may not exceed five years at the time of degree completion.

## **STANDARDS OF CONDUCT .... Graduate Nursing Program Policy**

### Cheating, Plagiarism & Falsification of Patient Information Policy (also included in Appendices)

It is a requirement that each student review the “Standards of Conduct” published in the *Oracle* (Troy University Student Handbook). Be aware that students will be held accountable for these provisions.

The “Standards of Conduct” are applicable to behavior of students on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the “Standards of Conduct”, for the commission of or the attempt to commit various offenses. This includes dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University or faculty.

There will be no toleration for dishonesty or furnishing false information to the faculty in any course. The student will be suspended from the School of Nursing program track and receive a grade of “F” for such offenses in the specific course involved and a grade of “I” (incomplete) in other courses in which he/she is enrolled at that time. The student will be eligible for consideration for readmission as noted in the Graduate School catalog. If readmitted, the student will be allowed to clear the incomplete grades.

Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student's clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion. Plagiarism also include self-plagiarism, in which the writer submits portions or all of an assignment for another courses as original work in another course.

In addition to plagiarism, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity, up to and including suspension or expulsion. These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

### **TROY University Policy on Plagiarism....published Summer 2011**

Plagiarism is academic dishonesty and is an unacceptable activity at Troy University. Based on United States law, words and ideas are intellectual property and are protected from theft.

#### Defining Plagiarism:

***Plagiarism is representing someone else's ideas or work as your own original ideas or work.***

Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book, a website, or any other source into a paper without using quotation marks *and* explicitly citing the source is plagiarism. *Additionally, **paraphrasing** is plagiarism where you fail to cite your original source and, in some cases, where you fail to use quotation marks as well.* It is very important that students properly acknowledge all ideas, work, and even distinctive words or phrases that are not their own. (1)

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (2)

Additionally, if you download a paper from the Internet and submit it as your own work or if you submit a paper you wrote and submitted in a previous class, you have committed acts of plagiarism.

#### Penalties:

At Troy University, penalties for plagiarism include, but are not limited to, a reduction of grade on an assignment and/or a course as well as such sanctions as loss of student privileges, probation, suspension, and expulsion. These penalties for plagiarism are described in the Standards of Content section of *The Oracle: The Troy University Student Handbook*. (4)

#### Guidelines to Academic Honesty:

If you are unsure if an assignment is plagiarized, use the following checklist for guidance: You need to cite the specific source(s) in your work, even if:



1. You put all direct quotes in quotation marks.
2. You changed words used by the author into synonyms.
3. You completely paraphrased the ideas to which you referred.
4. Your sentence is mostly made up of your own thoughts, but contains a reference to the author's ideas.
5. You mention the author's name in the sentence.

When in doubt, provide the proper citation to show that the ideas and materials are not your own. (3)  
**Academic honesty is a cornerstone of learning and should be practiced with all academic assignments.**

Sources:

1. [http://trojan.troy.edu/library/assets/documents/pdf/plagiarism\\_student\\_guide.pdf](http://trojan.troy.edu/library/assets/documents/pdf/plagiarism_student_guide.pdf)
2. *Oracle: Troy University Student Handbook, 2013-2013*

The student is also referred to links re: plagiarism on the TROY Libraries website:

<http://trojan.troy.edu/library/assets/tutorial/>

See module 8.

### **Turnitin (“Turn- It- In”)**

Papers in most courses are submitted to Turnitin - an Internet-based plagiarism detection service that compares the student's paper to published sources that include texts, web based information, and papers submitted by other students from TROY and universities worldwide. Turnitin reports the percentage of similarity between a student's paper and published sources.

### **Trojan Web Express**

Trojan Web Express is the online student accounting system for Troy University. This system houses student account information, course schedules, grades, financial aid award status, and many other convenient information services. Students and faculty can access Trojan Web Express to view records at any time from the following Web address: <https://trojanweb.troy.edu/WebAdvisor/WebAdvisor> Follow the instructions for logging into Web Express.

The following list is an example of the activities a student may perform online using Web Express:

- register for courses
- drop/add courses
- check status of financial aid
- view grades, grade point average, and transcript
- pay education expenses

### Academic Counseling / Advisement

1. When formally admitted to the Graduate Nursing Program, the MSN Program Coordinator mails a letter to the student that provides information about the student's admission status and the assigned advisor with contact information.
2. Each student should contact his/her advisor immediately following their formal admission to the program to discuss scheduling plans and options.
3. Each student is advised to anticipate counseling needs and to contact the assigned advisor as needed.
4. Any Graduate Faculty member may assist the student with advisement during scheduled registration periods.

The Graduate Nursing Admissions Committee assigns the student an advisor upon admission to the program. Advisor assignment is based upon the student's track (FNP, CNS, NIS) and/or nearest campus (Troy, Montgomery, Phenix City). Out of state students (except for Georgia) are usually assigned to the Montgomery campus. Information on contacting faculty and staff of the School of Nursing is given at the beginning of this manual. The registration process is discussed later in this manual.

#### Planning Your Program of Studies

The next several pages are the Semester Planners for you to use in planning your course of study. Most courses are only offered once a year in the terms indicated on the semester planners. Semester planners follow in this order:

- CNS Full-time Students
- CNS Part-time Students (Option 1)
- CNS Part-time Students (Option 2)
- FNP Full-time Students
- FNP Part-time Students
- FNP Post Master's Certificate Students
- NIS Full-time Students
- NIS Part-time Students

These semester planners reflect the Program of Studies documents included in this manual. Course descriptions, prerequisites, and co-requisites may be found in the *Troy University, Graduate Catalog*.

All theory (didactic/lecture) courses are offered online via eCampus. Clinical (preceptorship, practicum, internship) are not considered online courses. Course documents are provided online for clinical courses, but preceptorships are arranged in the student's locale. Online courses, when compared to traditional course offerings, often require more self-discipline to meet course requirements. Students must adhere to the course calendar and meet due dates for assignments.

**NOTE:** During Fall semester, CNS students only may take NSG 6612: Advanced Health Assessment, either online or as a live course. The CNS must also register for NSG 6618: Advanced Health Assessment practicum, a one-semester-hour course, as a co-requisite course during the Fall term.

During Spring semester, FNP students only may take NSG 6612: Advanced Health Assessment either online or as a live course. The FNP student must also register for NSG 6613: Advanced Health Assessment Preceptorship, a three-semester hour clinical course, as a co-requisite during the Spring

term. Prerequisites for NSG 5513 include NSG 6649: Advanced Pharmacology and NSG 6671: Advanced Pathophysiology. There are no exceptions to these requirements.

Students must meet prerequisites or corequisites for courses (see Course Descriptions section of Graduate Catalog). Students who have not met prerequisites may be dropped from a course.

**Remember:**

In order to register for courses for the second semester of study, students must complete a **Student Acknowledgement Only Form** of their degree plan in order to remove a hold on their ability to register.

and

The semester before the semester you plan to graduate, the ***Intent to Graduate Form*** must be submitted with the required fee by the due date (usually early in the term).

**Notes:**

**Troy University School of Nursing  
MSN Clinical Nurse Specialist  
Semester Planner – Full Time**

Fall		
NSG 6604	Theories in Nursing	2
NSG 6612	Adv. Health Assessment	3
NSG 6618	Adv. Health Assessment Practicum	1
NSG 6671	Advanced Pathophysiology	3
NSG 6692	Data Analysis Techniques in Research	2
		11

Spring		
NSG 6691	Research Methodology	3
NSG 6660	Foundations of Advanced Practice	2
NSG 6620	Advanced Adult/Gero Care I	2
NSG 6621	Advanced Adult/Gero Care I Preceptorship	3
		10

Summer		

Fall		
NSG 6649	Advanced Pharmacology	3
NSG 6605	Health Care Economics	2
NSG 6622	Advanced Adult/Gero Care II	2
NSG 6623	Advanced Adult/Gero Care II Preceptorship	3
NSG 6696	Scholarly Inquiry Practicum I	1
		11

Spring		
NSG 6638	Advanced Adult/Gero Care III	2
NSG 6639	Advanced Adult/Gero Care III Internship	3
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
NSG 6697	Scholarly Inquiry Practicum II	1
		7

Total semester hours = 39  
 Total clinical specialty clock hours = 300  
 Total role clinical clock hours = 180  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 540

Revised 1/20/04, 8/10/06, 8/1/12, 7/14/14

**Troy University School of Nursing  
MSN Clinical Nurse Specialist  
Semester Planner – Part Time (Option 1)**

Fall		
NSG 6612	Adv. Health Assessment	3
NSG 6618	Adv. Health Assessment Preceptorship	1
NSG 6604	Theories in Nursing	2
		6

Spring		
NSG 6691	Research Methodology	3
NSG 6660	Foundations of Advanced Practice	2
NSG 6671	Advanced Pathophysiology	3
		8

Fall		
NSG 6649	Advanced Pharmacology	3
NSG 5505	Health Care Economics	2
NSG 6692	Data Analysis Techniques in Research	2
		7

Spring		
NSG 6620	Advanced Adult/Gero Care I	2
NSG 6621	Advanced Adult/Gero Care I Preceptorship	3
		5

Fall		
NSG 6622	Advanced Adult/Gero Care II	2
NSG 6623	Advanced Adult/Gero Care II Preceptorship	3
NSG 6696	Scholarly Inquiry Practicum I	1
		6

Spring		
NSG 6638	Advanced Adult/Gero Care III	2
NSG 6639	Advanced Adult/Gero Care III Internship	3
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
NSG 6697	Scholarly Inquiry Practicum II	1
		7

Total semester hours = 39  
 Total clinical specialty clock hours = 300  
 Total role clinical clock hours = 180  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 540

Revised /20/04, 8/10/06, 8/1/12, 7/14/14

**Troy University School of Nursing  
MSN Clinical Specialist  
Semester Planner – Part Time (Option 2)**

Summer			Fall			Spring		
NSG 6604	Theories in Nursing	2	NSG 6612	Adv. Health Assessment	3	NSG 6691	Research Methodology	3
NSG 6692	Data Analysis Techniques in Research	2	NSG 6618	Adv. Health Assessment Practicum	1	NSG 6660	Foundations of Advanced Practice	2
			NSG 6671	Advanced Pathophysiology	3			
		4			7			5
Fall			Spring			Fall		
NSG 6649	Advanced Pharmacology	3	NSG 6620	Advanced Adult/Gero Care I	2	NSG 6622	Advanced Adult/Gero Care II	2
NSG 6605	Health Care Economics	2	NSG 6621	Advanced Adult/Gero Care I Preceptorship	3	NSG 6623	Advanced Adult/Gero Care II Preceptorship	3
						NSG 6696	Scholarly Inquiry Practicum I	1
		5			5			6
Spring								
NSG 6638	Advanced Adult/Gero Care III	2						
NSG 6639	Advanced Adult/Gero Care III Preceptorship	3						
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	2						
NSG 6697	Scholarly Inquiry Practicum II	3						
		1						
		1						
		7						

Total semester hours = 39  
 Total clinical specialty clock hours = 300  
 Total role clinical clock hours = 180  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 540

Revised 1/20/04, 8/10/06, 8/1/12, 7/14/14

**Troy University School of Nursing  
MSN Family Nurse Practitioner  
Semester Planner – Full-time**

Fall		
NSG 6604	Theories in Nursing	2
NSG 6692	Data Analysis	2
NSG 6649	Advanced Pharmacology	3
NSG 6671	Advanced Pathophysiology	3
		10

Spring		
NSG 6691	Research Methodology	3
NSG 6660	Foundations of Advanced Practice	2
NSG 6612	Advanced Health Assessment	3
NSG 6613	Advanced Health Assessment Preceptorship	3
		11

Summer		
NSG 6665	Primary Care I	3
NSG 6666	Primary Care I Preceptorship	3
NSG 6645	Family and Cultural Theories in Advanced Nursing Practice	3
		9

Fall		
NSG 6605	Health Care Economics	2
NSG 6667	Primary Care II	3
NSG 6668	Primary Care II Preceptorship	3
NSG 6696	Scholarly Inquiry Practicum I	1
		9

Spring		
NSG 6670	Role Synthesis Seminar	1
NSG 6680	Internship	5
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
NSG 6697	Scholarly Inquiry Practicum II	1
		8

Total semester hours = 47  
 Total clinical clock hours = 705  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 765

Revised 1/20/04, 8/10/06, 8/1/12

**Troy University School of Nursing  
MSN Family Nurse Practitioner  
Semester Planner – Part-time**

Fall		
NSG 6604	Theories in Nursing	2
NSG 6692	Data Analysis	2
		4

Spring		
NSG 6691	Research Methodology	3
NSG 6660	Foundations of Advanced Practice	2
		5

Summer		
NSG 6645	Family and Cultural Theories in Advanced Nursing Practice	3
		3

Fall		
NSG 6649	Advanced Pharmacology	3
NSG 6671	Advanced Pathophysiology	3
		6

Spring		
NSG 6612	Advanced Health Assessment	3
NSG 6613	Advanced Health Assessment Preceptorship	3
		6

Summer		
NSG 6665	Primary Care I	3
NSG 6666	Primary Care I Preceptorship	3
		6

Fall		
NSG 6605	Health Care Economics	2
NSG 6667	Primary Care II	3
NSG 6668	Primary Care II Preceptorship	3
NSG 6696	Scholarly Inquiry Practicum I	1
		9

Spring		
NSG 6670	Role Synthesis Seminar	1
NSG 6680	Internship	5
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
NSG 6697	Scholarly Inquiry Practicum II	1
		8

Total semester hours = 47  
 Total clinical clock hours = 705  
 Total scholarly inquiry hours = 60  
 Total clinical hours = 765

Revised 1/20/04, 8/10/06, 8/1/12



**Troy University School of Nursing  
Family Nurse Practitioner Post Master's Certificate  
Semester Planner**

Fall		
NSG 6649	Advanced Pharmacology	3
NSG 6671	Advanced Pathophysiology	3
		6

Spring		
NSG 6612	Advanced Health Assessment	3
NSG 6613	Advanced Health Assessment Preceptorship	3
		6

Summer		
NSG 6665	Primary Care I	3
NSG 6666	Primary Care I Preceptorship	3
NSG 6645	Family and Cultural Theories in Advanced Nursing Practice	3
		9

Fall		
NSG 6667	Primary Care II	3
NSG 6668	Primary Care II Preceptorship	3
		6

Spring		
NSG 6670	Role Synthesis Seminar	1
NSG 6680	Internship	5
		6

Total semester hours = 33  
Total clinical clock hours = 705

Revised 1/20/04, 8/1/12

**Troy University School of Nursing  
MSN Nursing Informatics Specialist  
Semester Planner - Full Time**

Fall		
NSG 6604	Theories in Nursing	2
NSG 6692	Data Analysis Techniques in Research	2
NSG 6631	Concept of Health Care Informatics	3
NSG 6632	Theoretical Foundations of Nursing Informatics	2
		9

Spring		
NSG 6691	Research Methodology	3
NSG 6660	Foundations of Advanced Practice	2
NSG 6633	Health Care Information Systems	3
		8

Summer		

Fall		
NSG 6605	Health Care Economics	2
NSG 6635	Informatics Applications	3
5000/6000	Approved Elective	3
NSG 6696	Scholarly Inquiry Practicum I	1
		9

Spring		
NSG 6634	Role of the Nursing Informatics Specialist	2
NSG 6636	Nursing Informatics Internship	4
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
NSG 6697	Scholarly Inquiry Practicum II	1
		8

Total semester hours = 34  
 Total clinical role clock hours = 200  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 260

Revised 1/20/04, 8/10/06, 8/1/12, 8/1/13

**Troy University School of Nursing  
MSN Nursing Informatics Specialist  
Semester Planner - Part Time**

Fall		
NSG 6604	Theories in Nursing	2
NSG 6692	Data Analysis	2
		4

Spring		
NSG 6691	Research Methodology	2
NSG 6660	Foundations of Advanced Practice	3
		5

Fall		
NSG 6631	Concept of Health Care Informatics	3
NSG 6632	Theoretical Foundations of Nursing Informatics	2
		5

Spring		
NSG 6633	Health Care Information Systems	3
5000/6000	Approved Elective	3
		6

Fall		
NSG 6696	Scholarly Inquiry Practicum I	1
NSG 6635	Informatics Applications	3
NSG 6605	Health Care Economics	2
		6

Spring		
NSG 6697	Scholarly Inquiry Practicum II	1
NSG 6634	Role of the Nursing Informatics Specialist	2
NSG 6636	Nursing Informatics Internship	4
NSG 6655	Synthesis & Evaluation of Advanced Nursing Practice	1
		8

Total semester hours = 34  
 Total clinical role clock hours = 200  
 Total scholarly inquiry clock hours = 60  
 Total clinical hours = 260

Revised 1/20/04, 8/10/06, 8/1/12, 8/1/13

### Planning Your Course of Study

This page is provided for you to use if your course of study varies from the preceding semester planners. You must discuss this plan of study with your advisor. Most courses are only taught one semester each year, and many courses have prerequisites. All courses listed on the first year of the full-time semester planners must be taken before beginning 2<sup>nd</sup> year courses (with the exception of NSG 6605: Healthcare Economics). All courses must be completed within 5 years.

<b>Fall</b> _____	<b>Spring</b> _____	<b>Summer:</b> _____
<b>Fall</b> _____	<b>Spring</b> _____	<b>Summer:</b> _____
<b>Fall</b> _____	<b>Spring</b> _____	<b>Summer:</b> _____
<b>Fall</b> _____	<b>Spring</b> _____	<b>Summer:</b> _____

## REGISTRATION

A student must be admitted to the graduate nursing program to enroll in graduate nursing courses. New students enrolling in courses for the first time may register in person at their respective campus site during scheduled registration periods **OR** may fax or mail their registration to the Registrar's office (see instructions below). Any graduate student may register in Montgomery if so desired.

After the first semester, students may enroll online in courses without going through the registrar.

### **You may not register by fax, mail, or online if you:**

1. Are on academic hold for admission and/or academic purposes. Holds must be removed before a student is allowed to register.
2. Are indebted to the University.
3. Have been enrolled in another college or university since last enrolled in the Troy nursing program.
4. Have not submitted the Student Acknowledgement Only Form.

If you are in one of the above NOT ELIGIBLE categories, you must clear the reason before you can register.

## REGISTRATION PROCESS

### **Early On Campus Registration**

Early on campus registration is held in March or April for summer term, June/July for fall term, and in October/ November for spring term and is scheduled for one or two days. The actual dates may vary among the campus sites. The schedule of classes will give the registration dates. Online registration usually opens a few days prior to onsite registration and remains open.

1. Students should use the appropriate Semester Planner to anticipate courses in which to enroll. Students are encouraged to contact advisors prior to registration. Students should consult the course description section of the TROY Graduate Catalog for course information, prerequisites, and/or co-requisites.
2. You may make a phone or office appointment with your advisor. Each faculty has scheduled office hours. Faculty phone numbers are found at the beginning of this manual. Faculty may also provide advising by email.
3. When registering in person, pick up registration material in the Office of Admissions and Records prior to your appointment with your advisor or during registration periods.
  - a. During the scheduled early registration period, other graduate faculty may sign your registration form.
  - b. Complete the registration form according to your planned program of studies. You must sign your completed registration form.
  - c. Take the completed registration form to the Office of Admissions and Records to receive registration verification and tuition statement.
4. If you are currently enrolled as a student, you may register by fax, mail, or Internet.

**Registration by fax or by email:**

1. Using your semester planner, select the course(s) for which you wish to register from the course listings in the class schedule. List the course by prefix and number (e.g., NSG 6671) and name (e.g., Advanced Pathophysiology). Include your full name and student identification number or Social Security number.
2. Fax the course list to (334) 241-8626 or mail the course list to Registration Clerk, Troy College of Health and Human Services, 340 Montgomery Street, Montgomery, AL 36104 by the designated date. The Offices of Admissions and Records posts schedules and deadlines each term.
3. Within a few days following your mail or fax registration processing, you will a computer-generated copy of your registration statement. Check all information on the form carefully to ensure that all information is accurate. Please report any inaccuracies to the Office of Admissions and Records for correction [(334) 241-8617 or (334) 241-8631].
4. You should view your schedule and billing statement by logging on to your Trojan Web Express student account.

**Late On-Campus Registration**

Late on campus registration is scheduled shortly before the beginning of each term and is usually limited to 1 day, depending on the site. The student should pick up necessary registration material, take the completed form to an academic advisor (a graduate faculty member) for approval and signature, and then take the completed form to the Office of Admissions and Records to receive registration verification and tuition statement. This procedure may vary for Phenix City and Troy campuses.

**Online Registration Procedures**

1. Go to the Troy University home page: [www.troy.edu](http://www.troy.edu) and click on **Trojan Express**. Continue on to Trojan Web Express.

Log in to Trojan Web Express. All students have been assigned a Username and Password or PIN to access your personal information on the Trojan Web Express.

Once you have successfully logged in to Trojan Web Express for the first time, you will need to change your password from the originally assigned SSN to something unique to you. Students who have previously accessed Trojan Web Express should have already completed this process and must use his/her chosen "unique" password.

2. After logging in to Trojan Web Express, click on Search for Classes, select the **Term**, scroll down to **location**, and select T08 (Montgomery and Troy students). If you are a Phenix City student, your location will be T02. You may register for any course for which you are academically eligible (see course descriptions in Graduate Catalog for prerequisites and corequisites). Select **Academic Level**. Press **Submit** and all of the courses offered through the School of Nursing will appear.

**Changes in Class Schedules**

Changes in the class schedule are not permitted after the close of the registration period except through drop/add procedures.

**Registration for a course makes the student responsible for completing the course unless he/she officially withdraws from the course(s). Refer to your home campus location's operating schedule for specific drop/withdrawal deadlines.**

**Drop**

Definition: Student is still enrolled in at least one course after the drop is processed. Failure to participate in course activities or to submit assignments does not withdraw the student from the course. The student who is enrolled in a course, but does not meet course requirements may receive a grade of "F" or "FA" (failure due to absence).

**Drops Before Semester/Term Begins**

Students who, for any reason, drop a class(es) before classes begin MUST complete a "Drop" form and submit it to the appropriate office before the semester or term begins. Any student who fails to do so will be responsible for payment of tuition and may receive failing grades.

**Drop After Semester/Term Begins**

Students who drop after classes begin must complete a Drop form and submit to the appropriate office in order to protect their records and to qualify for partial refunds (refer to local policy). Drop forms are available in the Student Services Office or the site office.

**Explanation of grade status at the time of drop:**

1. Before the Last Day to Drop Cutoff Deadline: The symbol "DR" (drop) will be entered on the student's record for each course, and the hours will not be charged as attempted. See the Schedule of Classes for the exact date.
2. After Last Day to Drop: With the exception of those who drop for documented reasons beyond their control, students who drop after the last day to drop will be assigned the symbol "DP" or "DF" for each course. Students who receive the "DF" will be charged with hours attempted in the overall grade point average. See the Schedule of Classes for the exact date.

**Last Day to Withdraw**

Each semester the deadline to withdraw from a course or courses is posted. Failure to withdraw prior to that date, will result in the student receiving the grade earned for the full semester.

**Withdrawals**

Definition: Student is no longer enrolled in any graduate course(s). Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term.

**Withdrawal – From Early Registration through Late Registration**

Students who wish to withdraw from all classes prior to the start of the term through the last day of late registration must CANCEL their registration (in writing) through their home location's Records Office. Cancellation (in writing) prior to the beginning of the term through the last day of late registration does not require the completion of the withdrawal form or an exit interview. Financial obligations for payment of course tuition and fees will be removed when course cancellations have been completed in writing.

**Withdrawal – From End of Registration through Last Day to Withdraw**

1. Students who wish to withdraw from the university during a semester and/or term must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal prior to the last day to withdraw will result in a grade of W, withdrawal, which is non-punitive.

## Instructions for Blackboard, Trojan E-Mail, and Web Express Access

About 24 hours (during regular registration periods) after you register for the first time, an IT account will be created for each student.

To access these accounts you must go to [www.troy.edu](http://www.troy.edu). And click on *Current Students* or go to <http://trojan.troy.edu/students/>

Click on 'Trojan Web Express' (at end of "Online Resources") and on the next screen click 'Continue to Trojan Web Express.'

Under User Account click on 'What's My User ID'

Enter the requested information and your user ID for Web Express, Trojan E-mail , and Blackboard will be displayed.

**TROJAN WEB EXPRESS—** <http://splash.troy.edu/go-to/webexpress/>

You will log on using your User ID and you password. Your initial password will be the last four digits of your Social Security Number. When you log in for the first time you will be required to change your password.

**Trojan Email—** <https://mail.troy.edu/>

You must log on to Trojan E-mail using a user id and password.  
Your user id will be the same as your Web Express ID.  
Your password will be your date of birth in the format mmddyyyy.  
Once logged in you may change your password.

**The Trojan E-mail system is the official means of communication for the University. All communication with instructors or University staff should be handled through your troy.edu account.**

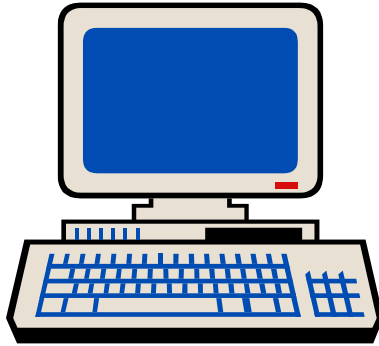
**Blackboard—** <https://troy.blackboard.com/webapps/login/>

You must log on to Blackboard using a user id and password.  
Your user id will be the same as your Web Express ID.  
Your password will be the last four digits of your Social Security Number. You may change your password after you have logged in for the first time.



## Blackboard

Troy University uses the Blackboard Learning System for delivery of online courses. Students will access Blackboard to obtain course syllabi and other materials and resources for each course.



1. The student must be registered for a course to access that course on Blackboard. Faculty must also have made the course “available” on Blackboard. Go to the Troy University web page: [www.troy.edu](http://www.troy.edu) , then click on *Current Students* and click on the link to **Blackboard** or go to <https://troy.blackboard.com/webapps/login/>.
2. All students are encouraged to complete the tutorial **How Students Learn at eTROY**. Click on the link to the left of the login. You will be prompted to login to begin this tutorial.

To login: enter your Username and password. Your username is the same as your Trojan Web Express username. If you don’t know your username, look at item #1 in the Trojan Web Express box below the login area. Your initial password is the last four digits of your social security number. If your username is correct, but your password does not work, call the toll-free number in item #2 of the Web Express box to have your password reset.

3. Successful login (without clicking on the tutorial) will take you to a Blackboard screen that lists courses in which you are enrolled. If a course in which you have enrolled is not listed or is listed as unavailable, it means the faculty has not yet made the course available to students. Check again later. Click on a specific course to access materials about that course. Course materials will be available by the first day of class.

You do not have immediate access to courses after registration. The Blackboard system is updated several times during the day, and your courses will not appear, if available, until after an update has occurred.

4. You should change your password in Blackboard after your initial login. Others who know the information listed above about you would be able to access your grades and other information on Blackboard if you do not change the password. When you are on a course page, click on tools in menu to left, click on personal information, click on change password and follow instructions.
5. Faculty often use the email tool within a Blackboard course to communicate with students. Students should check email and the Announcements section of each Blackboard (BB) course on a daily basis.

## Tips on Taking Exams on Blackboard

To access and use Blackboard, use Google Chrome (download from: [www.google.com/chrome](http://www.google.com/chrome)) or Mozilla FireFox (download from <http://www.mozilla.org/en-US/firefox/new/>)

eTROY recommends that you use a computer or laptop hard-wired (cable connected) to the Internet for exam.

Before logging on to the exam, maximize the Blackboard window so that it fills your computer screen.

Allow time for the exam to load – sometimes this may take several minutes.

Click only within the Blackboard window - if you click outside the window, you may be thrown out of the exam.

Never double click when working within a Blackboard exam.

Only click **once** to open the exam

Only click **once** to move from question to question, and

Only click **once** to move back to previous questions.

Just click **once** and then be patient as the computer opens the exam or moves to the next question, which can take some time. By making these simple changes students will reduce their chances of having future testing problems.

If you have problems with an exam – thrown out of exam, frozen screen that won't advance, etc. follow the instructions your instructor has given you. You will need to contact the instructor to have the exam reset. You will be required to submit a help ticket (see below) if your exam must be reset.

For assistance with Blackboard, Collaborate, and other online tools, please go to <http://helpdesk.troy.edu/> and submit a ticket.

The Educational Technology team is available 7:00 a.m. to 8:00 p.m. CT seven days a week to support users technical needs.

Tickets are answered in the order they are received and response times may vary.

Tickets received during peak times of the term will have longer wait times, while tickets received after 8:00 p.m. may not be addressed until the next day.

For instructions on submitting a ticket, go to: <http://it.troy.edu/helpdesk/index.html>

The Live Chat feature is available Monday-Friday, 7:00 a.m. CT through 6:00 p.m. CT.

## Section 3: CLINICAL REQUIREMENTS

Because of the cooperative educational relationship between private and public health agencies and Troy University, students and staff must comply with policies specific to these agencies outlined in legal agreements. These include conduct and dress codes as well as with compliance with health, insurance, and academic requirements. Students must report any arrests or legal convictions and may be subject to background checks. See the *Disclosure of Legal Convictions and Arrests Policy* in the Appendices.

### FNP Clinical Orientation

In late October each year, an orientation is held for FNP students planning to begin clinical courses (NSG 6612, NSG 6613) the following spring semester. Announcements for this orientation will be posted in Blackboard courses. This orientation is essential to help ensure completion of clinical requirements, communicate important dates, and facilitate the student's success in FNP courses.

### Clinical Documentation Requirements (pre-clinical)

Beginning Spring 2015, we will begin using TYPHON<sup>®</sup>, a document repository program, to upload and store documents required to meet clinical requirements. You will need to pay a one time fee of \$80 and will use this service for many purposes in the program. Instructions for uploading documents will be provided in the FNP Clinical Orientation session and provided by faculty to CNS and NIS students.

Required documents must be uploaded by the deadline specified in the course syllabus. Points will be deducted from the student's final course grade for each day submission of documents is late.

If you have previously submitted any of the required documents with your application to the MSN program, you will need to resubmit. Admission files are completely separate from clinical files maintained on students.

Some clinical documents must be submitted one time prior to beginning clinical courses; some must be updated annually; personal health insurance must be updated each semester.

### Documents Submitted One Time During the Program

**Background Check** requirement- this was required upon admission

- Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) (same company used for drug screen)
- The Graduate Program's PACKAGE CODE is **TR44**

### Drug Screen

- Drug Screen Policy and Procedure- read carefully the policy and procedure in the appendices of the *MSN Student Orientation Manual*. Follow procedure. All graduate students must complete the drug screen through LabCorp. Drug screens from employers are not accepted.
- A drug screen is required each time a student enrolls in a new program in the School of Nursing (e.g., RN-BSN graduate admitted to MSN program)

**Permission to Release Records** – see Appendices of this manual. We sometimes get requests from clinical agencies, certification agencies, or potential employers for some of these documents and need your permission to release them. You will upload this document to TYPHON.

**Disclosure of Legal Convictions and Arrests** form- see Appendices, *MSN Student Orientation Manual*. Complete and sign. You will upload this document to TYPHON.

**Core Performance Standards** form, see Appendices, *MSN Student Orientation Manual*. Complete and sign. You will upload this document to TYPHON.

- Some students submitted this form with the application to the MSN program; you must resubmit- those documents are maintained in your file in the Admissions office.

**Electronic Device Use Policy** form, acknowledging you understand policy. See Appendices, *MSN Student Orientation Manual*. Complete and sign. You will upload this document to TYPHON.

**Serum titers: (not immunization records)- within last 10 years**

- Measles (Rubeola)
- Mumps
- Rubella
- Varicella (chicken pox)
- Hepatitis B, if not immune, vaccination record also required– see form in Appendices (*MSN Student Orientation Manual*)

Can submit copies of titer reports from employer or go to local lab.  
 If not immune to any one of these, consider booster or revaccination.  
 Do not submit vaccination records or history documenting that you had these illnesses.

You will upload these documents to TYPHON. Each titer is listed separately.

<b>Documents That Must be Updated During the Program</b>
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**All documents must be current at the beginning of the semester and valid until at least the end of the semester. For example, if your BCLS card expires March 1, 2013, you must renew certification prior to starting clinicals in January or February.**

**RN License:** current license for state in which you plan to do clinicals.

- You will upload this document to TYPHON.
- Dependent upon your renewal date, you may not need to resubmit during the program.
- If you plan to do clinicals in a different state for one semester (e.g., Mississippi), you must apply for and be licensed as an RN in that state.
- Students employed by military must be licensed as an RN in the state in which clinicals are planned.
- If you are licensed in more than one state, you will also upload a copy of this document to TYPHON.

**Annual physical exam-** see form in Appendices, *MSN Student Orientation Manual*. You will upload this document to TYPHON

**Annual TB skin test/x-ray-** reporting section on Annual Physical form. May submit employer documentation. You will upload this document to TYPHON

**BCLS or ACLS certification-** copy of card. Dependent on expiration date, you may not need to resubmit during program. Must submit copy of back and front of card. You will upload this document to TYPHON

### **OSHA – Verification of Training**

- May submit employer record of training. The link to an approved OSHA Training program is available on the MSN program website:  
<http://trojan.troy.edu/healthandhumanservices/nursing/msn.html>  
 under the *Clinical Requirements* link. \*\*\* **You should bookmark the MSN website\*\*\***

The OSHA Statement Signature form is available in the Appendices and under *Clinical Requirements* on the MSN website. You will upload this document to TYPHON

### **HIPAA – Verification of Training**

- May submit employer record of training. The link to an approved HIPAA Training program is available on the MSN program website:  
<http://trojan.troy.edu/healthandhumanservices/nursing/msn.html>  
 under the *Clinical Requirements* link. \*\*\* **You should bookmark the MSN website\*\*\***

The HIPAA Statement Signature form is available in the Appendices and under *Clinical Requirements* on the MSN website. You will upload this document to TYPHON

### **Personal Health Insurance**

Verification of personal Health Insurance- see form in Appendices, submit form **each semester.** The form must be submitted, not a copy of your card. You will upload this document to TYPHON.

### **Student Professional Malpractice (Liability) Insurance**

- All students must purchase liability insurance through Troy University. Your RN liability insurance will not cover you as a graduate student. This insurance is only in effect during terms and is not in effect between terms.
- Cost \$25 for CNS and NIS students. Cost \$75 for FNP students. Initial purchase is for the first clinical course for Spring semester. Will need to renew August each year for the following fall and spring.
- Coverage: \$3,000,000 per occurrence /\$6,000,000 aggregate. A copy of the declarations page, if requested by your preceptor, is available upon request from the MSN Program Coordinator.

To purchase liability insurance:

- In person, on campus-

- Montgomery- see Denise Wade or Andrea Pearson
- Troy- see Terry Adams or Amy Owens
- Phenix City- see Carol Vautrin

You will be given a receipt- You will upload a copy of the receipt to TYPHON

- By mail:

- Send to: Denise Wade  
 Troy University SON  
 340 Montgomery Street  
 Montgomery, AL 36104

Denise will mail receipt to you. You will upload a copy of the receipt to TYPHON

**PRECEPTOR INFORMATION FORM**

- See Appendices. This form is completed by you and submitted to your clinical faculty and initiates the process to request an agreement/contract with your preceptor and/or agency.

**\*\*\*\*BEFORE YOU WILL BE CLEARED TO BEGIN CLINICALS IN A COURSE,**

- **ALL OF YOUR REQUIRED CLINICAL DOCUMENTS MUST BE VALID (up to date) FOR THE FULL SEMESTER**  
**and**
- **DOCUMENTS WE SEND TO YOUR PRECEPTOR MUST BE RETURNED TO US**

**Do not begin clinicals prior to receiving clearance from your campus clinical faculty.**

**Checklist of Clinical Documents**

<b>One Time submission</b>	<b>Updates Required During Program</b>
<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Permission to Release Records</li> <li>• <input type="checkbox"/> Background Check</li> <li>• <input type="checkbox"/> Drug Screen</li> <li>• <input type="checkbox"/> Disclosure Statement</li> <li>• <input type="checkbox"/> Core Performance Standards</li> <li>• <input type="checkbox"/> Electronic Device Use Policy</li> </ul> <p>Titers</p> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Measles</li> <li>• <input type="checkbox"/> Mumps</li> <li>• <input type="checkbox"/> Rubella</li> <li>• <input type="checkbox"/> Varicella</li> <li>• <input type="checkbox"/> Hepatitis B</li> </ul>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> RN License</li> <li>• <input type="checkbox"/> BCLS or ACLS</li> <li>• <input type="checkbox"/> Physical exam</li> <li>• <input type="checkbox"/> TB Skin Test</li> <li>• <input type="checkbox"/> Professional Liability Insurance</li> <li>• <input type="checkbox"/> OSHA update</li> <li>• <input type="checkbox"/> HIPAA update</li> <li>• <input type="checkbox"/> Personal Health Insurance</li> </ul>

**The student should retain copies of all clinical documentation submitted.**

## Guidelines for Graduate Nursing Clinical Preceptorship/Internship Courses

1. **FNP Clinical Courses Orientation** is held in October each year for those planning to begin FNP clinical courses (NSG 6612 and NSG 6613) the following spring. A handout is provided, and it is essential that students comply with instructions and requirements to be ready to start these courses in January.
2. All clinical courses in the graduate nursing program include clinical hours with a qualified preceptor in an approved clinical setting. In general, preceptors are expected to be prepared at a graduate level and hold an MSN degree. Other preceptors are considered on an individual basis. Your clinical faculty must approve preceptors.

Nurse practitioners who serve as preceptors must be licensed as nurse practitioners by the state in which they practice. Physicians, nursing faculty and, in some situations, physician's assistants may also serve as preceptors for FNP students.

Students contact prospective preceptors to ask them to serve in that capacity. Faculty can assist students by suggesting potential preceptors.

3. Students are not allowed to do preceptorships in the same area/setting where they work as an employee.
4. Students are required to use a variety of preceptors in a variety of settings. CNS students may utilize a specific preceptor and setting in one clinical course only. FNP students may utilize a specific preceptor and setting in no more than two courses.
5. Clinical hours should be planned so that they are spread out across the semester to maximize the learning experience.
6. The first two CNS nursing clinical preceptorship courses are three semester credit hours and each requires 135 clock hours of clinical time during that term. The last clinical course is an internship course and requires 185 clock hours of experience.

Similarly, the first three clinical courses for FNP students are three semester hours each and require 135 clock hours of clinical experience during each term.

- NSG 6613: Advanced Health Assessment Preceptorship is the first clinical course for FNP students. A preceptorship that will allow lifespan experiences is most appropriate for this course.
- NSG 6666: Primary Care I focuses on pediatrics and care of the childbearing woman (OB/Gyn focus). Usually students have two preceptors in NSG 6666.
- NSG 6668: Primary Care II focuses on adults and geriatrics.
- The last FNP clinical course is NSG 6680: FNP Internship and is a five semester credit hours course and requires 300 clock hours of clinical experience.

Students enrolled in the NIS track will complete a 240-hour internship in the last semester.

7. Course faculty must approve the preceptor and clinical setting prior to any written agency agreements being finalized for a course.

The student must submit a completed *Preceptor Information Form*. There is a form for **CNS** students, a form for **FNP** students, and a form for **NIS** students (see Appendices). The forms are also available in Blackboard courses. Students should type in information and submit as a Word

document via email to designated faculty member. The difference in the forms is the list of clinical courses for each major. This form should be submitted by **midterm** of the semester preceding the anticipated clinical experience or by the date specified by course faculty. An incomplete form or a delay in submission of the form will prolong the processing of the preceptorship agreement.

Submission of the *Preceptor Information Form* initiates the process. **Do not** ask the preceptor to sign the form. If the faculty member approves the preceptor, the faculty member gives the form to the School of Nursing secretary. A letter initiating a legal preceptor and agency agreement with Troy University is sent to the requested preceptor or agency. The preceptor and agency agreement must be signed and returned to the School of Nursing prior to the student beginning a clinical experience. It is the student's responsibility to confirm receipt of these documents by the School of Nursing prior to beginning clinical.

Most clinics and physician offices accept an "informal" contract that is a written agreement between the preceptor and Troy University that allows you to complete clinical hours. This paperwork is sent under the name of the Program Coordinator and is usually processed in a short period of time but must be completed before you can begin clinicals.

Hospitals and larger clinical agencies usually require a formal, legal contract between administration of those agencies and Troy University administration (up through the Chancellor). Attorneys for the agency and for the University must approve the contract prior to obtaining administrative signatures – obviously this may take some time.

The formal contract is between the agency and Troy University. After the formal contract is finalized, we will follow up by sending required documents to your preceptor/agency requesting a specific agreement for you to precept with that preceptor at that agency.

As more and more physician practices are being bought by hospitals and other large clinical agencies, an increasing number of formal contracts are being required.

**Students should be aware that if they plan to precept at an agency or institution with whom Troy University does not have an existing formal contract, and a formal contract is required by the agency or institution, the process will take much longer and requests should be submitted as early as possible to the MSN Program Coordinator.**

8. The student should discuss with the preceptor the objectives for the clinical course in which he/she is enrolled. The student will submit a clinical schedule to faculty after obtaining approval from the preceptor. Students must notify faculty immediately of any changes in their clinical schedule. Faculty may make unannounced site visits or phone calls to preceptor.

**A student cannot begin clinicals** prior to receiving clearance from the clinical faculty that he/she may begin clinicals. We must have received signed contracts from preceptors and all updates on any clinical documentation that is needed (e.g., OSHA, BCLS, Physical Exam, TB skin test, insurance, RN license renewal, etc.), and a clinical schedule prior to clearing a student for clinicals. Any clinical hours accrued by the student prior to receiving clearance from the faculty **will not count** toward hours required for that term.

**Clinical experiences are not allowed during semester breaks.** Professional liability insurance is not valid between semesters.



9. Nursing Informatics Internship (NSG 6636)

The preceptor should have:

1. a MSN and be directly involved in nursing informatics OR
2. a MS in computer technology and be directly involved in nursing informatics OR
3. a BSN with 3 or more years experience in nursing informatics (preferably certified) OR
4. a BS in computer technology with 5 years experience and directly involved in nursing informatics

The hour requirements for the Internship will be  
4 credit hours x 4 contact hours for Internship = 16 contact hours per week x 15 weeks = total of 240 hours.

The course objectives are:

1. Demonstrate competence in the role of the nursing informatics specialist by participating in the development and management of the health care information system.
2. Integrate advanced concepts, theories, and research findings related to nursing and nursing informatics in the role of the nursing informatics specialist.
3. Synthesize knowledge of information management in the evaluation of the effectiveness of information systems.
4. Assume responsibility for personal development as a nursing informatics specialist.

The students will also be reminded to complete the NI preceptor form found on the MSN web page, and will submit their clinical requirements such as drug screen, titers, etc to TYPHON.

10. **Electronic Device Use Policy**

Use of electronic devices in the clinical setting is for learning experience and health care reference only and not for personal use.

The following limitations apply:

- 1) Use is limited to study or conference rooms to avoid the appearance of personal use
- 2) The audio or visual recording of any individual, form, record, or parts of the environment is strictly prohibited; unless specifically directed by course requirements.
- 3) Posting or sharing of **any** information related to clinical or classroom experience on any social networking sites is strictly prohibited.

Violation of these limitations will result in disciplinary action up to and including program dismissal as well as possible referral for HIPAA violations.

## Section 4: RESOURCES

The School of Nursing web page provides access to most of the information in this orientation manual, forms, information about all nursing programs, Schedule of Classes, Blackboard, and a wealth of other helpful information. There are online help pages that provides helpful information and downloads. The SON's web page is: <http://trojan.troy.edu/healthandhumanservices/nursing/>

### School of Nursing Laboratories

Each campus site has a clinical laboratory. In Montgomery the lab serves both ASN and graduate nursing students. The Lab Coordinator is Sharon Hamm-Wilson. In Troy the lab serves BSN and graduate nursing students. The Lab Coordinator is Karri Booth. Students may arrange to go to the lab and practice skills independently. The Labs in Phenix City and Dothan may be used by arrangement with course faculty.

### Computer Access

In addition to personal computer access, students in Montgomery, Troy, Phenix City and Dothan have access to state-of-the-art computer labs within the School of Nursing and access to computers in libraries and other sites on campus. Sharon Hamm-Wilson coordinates the computer lab in Montgomery. Karri Booth coordinates the computer lab in Troy.

### Technology requirements

Students must have:

- A reliable working computer that runs Windows XP, Windows Vista, Windows 7, or Mac OS X 10.4.3 to 10.4.9
- A TROY e-mail account that you can access on a regular basis
- E-mail software capable of sending and receiving attached files.
- Access to the Internet with a high speed connection
- A personal computer capable with current versions of Internet Explorer, and Chrome or Firefox. Chrome or Firefox should be used with Blackboard. Students often have problems with Blackboard when using Internet Explorer. Use these websites to download the software (if you use other sites you may download a virus):
  - Firefox: <http://www.mozilla.org/en-US/firefox/new/>
  - Chrome: <https://www.google.com/intl/en/chrome/browser/index.html#eula>
- Microsoft WORD software (2007 or 2010-preferred). (We cannot grade anything we cannot open! This means NO MS-Works, NO WordPad, NO WordPerfect)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated! Virus protection is provided to all Troy students free of charge. Click on the following link <http://it.troy.edu/students/> and then supply your e-mail username and password to download the virus software.
- Adobe Acrobat Reader software (free download) <http://get.adobe.com/reader/> . Adobe Acrobat preferred.
- Connection to a printer and scanner.

- Videocam and microphone required for testing with ProctorU.
- Detailed Requirements for Blackboard:  
<http://trojan.troy.edu/etroy/documents/TechnicalMinimumRequirementsBB91SP9.pdf>

### Library Resources

The Troy University Library (located on Troy Campus) and the associated regional libraries (Montgomery and Dothan) provide students with a variety of printed and non-printed materials, media, equipment and services. In addition to the traditional library holdings (books, reference collections, periodicals, audio-visual materials, journals, etc) all three libraries offer cooperative lending services through the Interlibrary Loan Program and access to a multitude of online databases. The online catalog of the Troy Library system is known as WEBCAT. From the Library's home page (<http://trojan.troy.edu/library/troy/>) the following information is provided:

The databases provide access to more than 25,000 full-text journals, partial full text and/or bibliographic journal references and more than 100,000 online full text books. Students may access the electronic databases from either a computer at the library or from his/her home computer (if the computer has Internet capabilities). The online resources are available 24 hours a day from any location. Assistance is available via email [Ask a Librarian](mailto:Ask a Librarian) and through Live Chat <http://trojan.troy.edu/library/chat.html> when classes are in session. An online Tutorial on using the Library resources is available at <http://troy.libguides.com/librarytutorial>

### Locations and Operating Hours

**Troy Campus:** The TROY Library is located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Lurleen Burns Wallace Hall. (334-670-3255).

**Montgomery Campus:** The Rosa Parks Library is located at 252 Montgomery Street, on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Rosa Parks Building. (334) 241-9576.

A current student ID is required to check out books and other materials from the libraries. The ID must be updated each term.

### **Accessing Library Resources**

Go to the Troy University web site ( [www.troy.edu](http://www.troy.edu) ), and click on libraries or go to <http://trojan.troy.edu/library/troy/>

The library web page is shown below. Click on Services to search for texts and other holdings. This is a secure web site. If you are accessing the library from an off-campus computer, you will be prompted to enter your Social Security Number or other password.

**Library Presentation for Nursing:** <http://trojan.troy.edu/library/assets/documents/pdf/nursing.pdf>

Library's home page

(<http://trojan.troy.edu/library/troy/>) shown on next page:

The screenshot shows the Troy University Libraries homepage. The browser address bar displays [trojan.troy.edu/library/](http://trojan.troy.edu/library/). The page has a dark red header with navigation links: Home, E-mail, Trojan Web Express, Blackboard, Helpdesk, Libraries, Human Resources, Emergency Information (SOS), Information Technology, Athletics, and Help. Below the header is a large banner with the Troy University logo. A sidebar on the left lists library locations: Home, Dothan Campus Library, Global Campus Library, Montgomery Campus Library, and Troy Campus Library. The main content area is titled "Troy University Libraries" and includes a search bar, a "SEARCH LIBRARY RESOURCES" section with a search button, and a "Find" section with links to Catalog, Databases, and Citation Linker. A "Services" section includes Live Chat and Interlibrary Loan (ILL). A "we READ" logo is also visible.

To search online databases, click on *Databases* on the gray horizontal menu bar. The following screen appears. Scroll down to look at the list of available databases. There are a number of health related databases including CINAHL Complete, Health Source, ProQuest Nursing, OVID, Allied Health Source and PubMed.

The screenshot shows the Troy University Libraries "All Databases A-Z" page. The browser address bar displays [trojan.troy.edu/library/databases.html](http://trojan.troy.edu/library/databases.html). The page has a dark red header with navigation links: Home, E-mail, Trojan Web Express, Blackboard, Helpdesk, Libraries, Human Resources, Emergency Information (SOS), Information Technology, Athletics, and Help. Below the header is a large banner with the Troy University logo. A sidebar on the left lists library locations: Home, Dothan Campus Library, Global Campus Library, Montgomery Campus Library, and Troy Campus Library. The main content area is titled "All Databases A-Z" and includes a search bar, a "Database News & Notes" section, and a list of databases with a legend indicating that bold/red text means full or mostly full text, and black text means no full text. An alphabetical index "A-Z" is provided for navigation.

Scroll down this page to select databases. Databases vary in resources provided—some give the article citation only, some include an abstract, and some provide the full-text article. Student may use the Interlibrary Loan Service (ILL) of the libraries to request copies of articles. This may take 1-2 weeks or longer, so allow adequate time.

Scroll down this page to select databases. You can access CINAHL (Cumulative Index to Nursing and Allied Health Literature) and PubMed (medical literature-MEDLINE) as well as many other health related databases. Databases vary in resources provided—some give the article citation only, some include an abstract, and some provide the full-text article. Student may use the Interlibrary Loan Service (ILL) of the libraries to request copies of articles. This may take 1-2 weeks or longer, so allow adequate time.

Modules in the online tutorial (see gray menu bar) include:

1. Troy University Libraries
2. The Research Process
3. Books as Information Sources
4. Articles as Information Sources
5. Additional Database Information Sources
6. The WWW and Other Sources of Information
7. Evaluating Information Sources
8. Writing, Style and Documentation, and Plagiarism

All students are strongly encouraged to work through these tutorials.

### **Library Fact Sheets**

Each library provides a fact sheet listing available services, library hours, and some policies. . Fact sheets may be obtained from the Information Desk of all 3 libraries.

### **Other Resources**

You can also access a wealth of information on the Internet without going through the library system's WEBCAT. Free medical journals can be accessed at [www.freemedicaljournals.com](http://www.freemedicaljournals.com) .

### **NOTES:**

## Section 5: GENERAL INFORMATION

### **Comprehensive Exam/ Requirement**

Most programs in the Graduate School have a comprehensive exam in some form that assesses the student's ability to synthesize learning assimilated from courses. Effective Spring 2014, the comprehensive exam in the MSN program will be the scholarly inquiry project completed in NSG 6697. The student is expected to disseminate project findings by submitting an abstract for either a poster or paper presentation at a conference, and giving the presentation, if accepted. The student must earn a passing grade for NSG 6697.

The student must concurrently be enrolled in NSG 6655 (Synthesis and Evaluation of Advanced Practice Nursing). NSG 6655 is only offered in the spring semester (see semester planners). NSG 6655 requires the student to evaluate personal achievement of MSN Program Outcomes.

### **NSG 6696 and NSG 6697**

The purpose of this academic experience (NSG 6696 & 6697) is to allow the student an opportunity to demonstrate the ability to develop, **and/or** conduct, **and/or** present a scholarly project in a selected area of interest in advanced nursing practice. The student will be guided in this project by a faculty mentor assigned by the course leader.

It should be noted that there are two scholarly inquiry practicum courses. In NSG 6696 the focus on the course will be on the beginning phase of the scholarly activity. The culmination and dissemination of the activity occurs in NSG 6697. For this reason, the student will be required to utilize the same assigned mentor for both NSG 6696 & 6697.

Scholarly Inquiry Practicum I (NSG 6696) and Scholarly Inquiry Practicum II (NSG 6697) **must** be taken the last two semesters of the MSN Program, with NSG 6696 taken during the Fall Semester and NSG 6697 taken during the Spring Semester.

Since each student may have a different area of interest and a different mentor, this will result in a wide variety of student projects. For example, one student may elect to conduct an in-depth literature exploration and content analysis of a topic or area of research (this may include a "problem-specific" area of interest in a clinical setting) and present this information at a professional conference; while another may develop and implement a pilot study based on the research proposal they developed in their Research Methodology course. Another student may work with their mentor on a research study the mentor is conducting.

Please Note...When a student, as part of a course or any course presents (oral, written, poster, etc.) at a professional conference/meeting, he or she is representing Troy University. For this reason, before any student can present they must have their faculty mentor's approval of the material to be presented.

**Failure to get this approval will result in an automatic grade of 'F' for the course.**

### **Course Syllabi and Blackboard**

Course syllabi and other materials are available by Internet through Blackboard, a software program used by Troy University and used by the graduate program for all courses. Blackboard can be accessed from either the Troy web page: [www.troy.edu](http://www.troy.edu) or the School of Nursing web page: <http://trojan.troy.edu/healthandhumanservices/nursing/>. Students do not have access to Blackboard until they are registered for courses, and courses are not available on Blackboard until faculty makes them available. All courses will be available each term by the first day of classes.

**Communication with Course Faculty (email)**

Troy University provides each student with an email address so that every student receives timely information regarding administrative processes. In fact, all official University communications with TROY students will be sent through the Trojan (TROY) e-mail address assigned to them. The TROY Email Policy is included in the Appendices of this manual.

All TROY students must use their TROY email address to send and receive email in each course – there are no exceptions to this requirement. The Appendices to this manual contain the Troy University Email Policy, Instructions for Troy Email Account that details how to access and use your Troy email account. Students must communicate with faculty using their Troy email account.

All emails should include a subject line. Emails from personal email addresses (non-troy.edu) or those with no subject may not be opened by faculty due to the risk of viruses.

**Exams Policy**

Exams are either non-proctored or proctored. A proctored exam is taken under the direct observation of a proctor. Non-proctored exams are taken without this direct supervision; however, with all exams, students are expected to abide by Standards of Conduct in *The Oracle* (student handbook: <http://trojan.troy.edu/oracle/>). No resources should be used during an exam, unless otherwise directed by the faculty member teaching the class prior to the exam. Academic misconduct is not tolerated and at minimum will result in a “0” grade for the exam and may result in suspension from the University.

Exams should be taken on a computer or laptop that is hardwired to the Internet. If the student has technical difficulty during an exam with Blackboard, the student must immediately submit a help ticket to the IT help desk AND contact the course faculty by phone and email during the exam time. Students should arrange their environment so that they will not be interrupted while taking an exam.

If there is a compelling reason that a student is unable to take an exam on the scheduled date and time, the student must contact the faculty by email AND phone prior to the exam or receive a grade of “0” for the exam. Exams are rarely given early. Forgetting an exam, work conflicts, or schedule conflicts are not acceptable reasons for allowing a make-up exam. In case of illness, the student must provide a written excuse from a health care provider. Whether to allow a make-up exam is at the discretion of course faculty. A make-up exam will not be the same exam given on the scheduled date and time. Usually a make-up exam is in another format, and faculty will schedule the exam at their discretion.

**Non – Proctored Exams**

All students in a course are required to take exams on specific dates at specific times (usually a 2 hour window, e.g, 2:00-4:00pmCT). Most students take these exams on a home computer. The schedule for exams will be provided to students in the course syllabus at the beginning of each semester/term. Students must plan their schedules to arrange taking an exam on the date and during the time period specified for that exam. Unless otherwise specified, all exams will be taken on Blackboard. All students will take the exam at the same time on the same date. No resources should be used during an exam, unless otherwise directed by faculty. Academic misconduct is not tolerated and at minimum will result in a “0” grade for the exam and may result in suspension from the University.

**Proctored Exams**

Effective Fall Semester 2013, all proctored exams must be taken through ProctorU™. However, if a student has compelling reason/circumstance that precludes the use of ProctorU, the student must contact the lead faculty for the course within the first three weeks of the course to request alternative proctoring arrangements. Students are expected to have equipment required for ProctorU

All graduate nursing courses that require exams must have at least one exam designated to be proctored during the semester/term. Faculty will specify the date and time of all exams on the course syllabus available by the first day of classes. The exam(s) to be proctored will also be specified.

ProctorU charges a fee of \$25 per exam. Students are referred to the ProctorU online site: <http://www.proctoru.com/> and must follow the instructions on this site. The computer used for the exam must have a webcam and microphone so that ProctorU staff can assist the student and monitor the exam. Technical requirements for the computer, browser, Internet download/upload speeds, and web cam are given on the ProctorU website as well as free software downloads that are required and may not be on the student's computer. A demo video explains the process, and a link is provided to allow the student to test the computer hardware and software prior to taking the exam. The student is responsible for scheduling a time to take the exam with ProctorU within the time frame specified by course faculty (specific date and time, usually a 4-hour window). The student must submit documentation of the appointment with ProctorU by the date specified in the course syllabus.

Prior to a proctored exam, the student must take steps to ensure that there will be no interruptions while taking the exam. During a proctored exam, the student is connected with and observed by a ProctorU staff member. No textbooks, notes, resources, other electronic devices, etc. should be accessible while taking the exam. The exam will be terminated by ProctorU and reported to course faculty if the student answers a phone, talks with anyone, appears to look away from the computer, or leaves the computer during the exam.

### **Identification Cards**

Troy, Phenix City, Montgomery and Dothan campuses require an identification card for the use of the library and for other functions. Identification cards may be purchased at the student center (book store) in Troy. In Montgomery ID cards are made in Room 312 of Whitley Hall (across the street from Rosa Parks Library and Museum – where the electronic classroom is located). There is a charge for a replacement card.

### **Financial Aid**

Information about available financial aid is available by calling 1-800-551-9716. Financial Aid packets and loan applications are available from the Office of Admission and Records on the Montgomery Campus and from the Financial Aid Offices on the Troy and Phenix City Campuses.

A limited number of scholarships are available to registered nurses who are engaged in graduate study in nursing. The Alabama State Nurses Association (ASNA) offers scholarships to registered nurse members enrolled in full-time graduate study in nursing in Alabama. Inquiries should be addressed to the ASNA office at (334) 262-8321. The Alabama Board of Nursing offers a limited number of scholarships for graduate nursing study. Information on the Board of Nursing's scholarships can be obtained by calling (334) 262-4060 or obtained from their web site: <http://www.abn.state.al.us/>

Federal funding for scholarships from the National Health Services Corps (NHSC) is awarded annually. The individual student submits an application to NHSC (<http://nhsc.hrsa.gov/scholarships/index.html>) These scholarships, when funded, are available to nurse practitioner students who agree to participate in a 160 hour primary care clinical experience in a federally-designated health provider shortage area or a medically underserved area.

### **Grading**

The graduate program of the School of Nursing uses the following grading scale:



A = 90 – 100  
 B = 80 – 89  
 C = 70 – 79  
 D = 60 – 69  
 F = < 60

TROY uses a 4.0 grade point average scale. Grades below a C are not acceptable for progression in 6000 level courses. Students who earn more than 6 semester hours of grades below “B” are automatically dropped from the Graduate School (see TROY Graduate Catalog).

Grades below a B are not acceptable in 8000 level courses. Students who make a grade lower than a B in any 8000 level course must repeat the course and earn a “B” or higher prior to graduation.

### **Appeal of Grades**

The procedures for appealing grades are detailed in the *Troy Graduate Catalog* and the *Oracle*.

### **Incomplete Grade Request**

Students who wish to request an incomplete grade(s) from their instructors must use an electronically routed form located on the Records website at <http://trojan.troy.edu/records/forms.html>

Students are asked to give their email address, instructor’s email address, and course information. The form is electronically routed to the appropriate instructors using EchoSign.

#### *Instructions*

1. The student requests the incomplete grade and supplies necessary documentation (at least one attachment of supporting documentation is required).
2. Request is routed to the instructor who is notified by email that a request is ready for review.
3. Instructor approves/denies request, lists what is required to complete the course, etc., and form is electronically signed.
4. Form is routed to Records and a copy of the request form is placed in document imaging.
5. Instructor posts incomplete grade (if approved) using Trojan Web Express.

From the *Troy University Graduate Catalog* (<http://trojan.troy.edu/catalogs/1415graduate/index.html>), General Regulations section:

### **Research Requirement**

Each graduate program at Troy University has a course designated as a “research course”. NSG 6691: Research Methodology is the designated course in the MSN Program. A grade of “B” is required in this course. If a student earns less than a “B” in NSG 6691, the student must retake the course.

### **Time limit for removal of incomplete grade**

Any student who receives an “I” must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the “I” was awarded. All instructor set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit a “Change of Grade” form to the registrar on or before the last day to remove an Incomplete from the previous term or semester published in the university’s master calendar. Student assignments not received by instructor’s deadlines will not be graded and a “Change of Grade” form will not be submitted. If a “Change of Grade” form is not submitted by the appropriate time, the “I” will automatically be converted to an “F1”. An “F1” is calculated as an “F” when determining grade point average.

### **Guide to Scholarly Writing**

The ability to communicate effectively in writing is an essential skill for graduate students. Most courses require at least one paper. The School of Nursing uses the current APA format for formal papers. The *Guide to Scholarly Writing* was developed to help smooth your path through the graduate program. This document is found in the Appendices and is also available online through the School of Nursing web site. The TROY Writing Center also provides a 10 page handout titled *APA Documentation Guide*. The link to this document is given on the *Guide to Scholarly Writing*. Each student should own a copy of the current APA Manual, the 6<sup>th</sup> edition, and specifically the second printing (October 2009)- see citation page at front of book. The first printing of manual in July 2009 had many errors.

### **Parking**

**Troy Campus** students must purchase parking stickers from the TROY police at the Trojan Center. These stickers are issued on an annual basis for a fee (not available per term, price subject to change). Students may park in any parking area designated student parking on the Troy Campus. **Montgomery Campus** students may purchase parking placards from the Registrar's Office on the 1<sup>st</sup> floor of the School of Nursing Building for \$50 per year (price is subject to change). **Phenix City Campus** students are not required to purchase decals.

All students are encouraged to lock their cars and leave no valuables in their vehicles.

### **School of Nursing Pin**

Troy University School of Nursing Pins are available for those graduating from the graduate nursing program. See secretaries at each campus.

### **Student Health**

The Mary E. Rich Health Center, located in Hamil Hall on the Troy Campus, offers health care services for students. The Health Center employs registered nurses and a physician is on call. Hours of operation are listed in the [Troy Oracle](#).

Except for the Student Health Center, Troy University does not contract with any physicians or health care organization and is not responsible for students' health care fees. Students at the Montgomery and Phenix City Campuses may utilize the health care services available on the Troy Campus, if they wish to do so. Emergencies arising while the student is in a clinical facility will be treated at the student's expense.

### **Sigma Theta Tau**

Sigma Theta Tau is the International Honor Society for Nursing. The Troy Chapter is Iota Theta. The chapter admits members once a year. BSN and graduate nursing students from all three campus sites (Troy, Montgomery and Phenix City) are eligible to apply for admission to the Troy Chapter.

Students who wish to apply for membership should: (1) meet specified criteria, (2) make an application for admission, and (3) obtain two recommendations from current members. Application and recommendation forms may be obtained from the faculty. Deadlines for application are usually early in the term.

Specific criteria for a graduate student's application to Sigma Theta Tau includes: (1) completion of at least one-third of the graduate curriculum before applying, and (2) a GPA in graduate courses of at least

3.5 Forms are available on the web site – click on the link for Sigma Theta Tau on the School of Nursing web page or go to <http://trojan.troy.edu/organizations/honorsocieties/sigma-theta-tau.html> .

### **Student Representation on School of Nursing Committees**

Student participation in the governance of Troy University School of Nursing is greatly valued. Graduate students are invited to participate as a student representative on School of Nursing Committees. If you are willing to be considered for appointment as a student representative please notify your advisor.

### **Textbooks**

Textbooks may be purchased from the TROY Bookstores on the Phenix City Campus and the Montgomery Campus. Students may also order their textbooks from various online sources. TROY's eCampus makes textbooks available online at <http://bookstore.mbsdirect.net/troy.htm> . Book vouchers provided by some financial aid programs can be used at this web site.

### **Tobacco Free University**

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.

This new policy, which will go into effect on August 13, 2012, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

### **Writing Assistance**

Smarthinking® is a resource provided on the login page for Blackboard that offers online tutoring in many areas, including writing. The Writing Center on the Troy campus can assist students who bring papers to the Center for help with writing skills, vocabulary, and articulation. The Writing Center is located in Wright Hall. The telephone number is (334) 670-3305. In addition, many helpful documents are available online at the Writing Center's web site: <http://trojan.troy.edu/writingcenter/> Click on *Research and Documentation*.

## APPENDICES

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**APPENDIX A: CRIMINAL BACKGROUND CHECK (page 1)****Troy University  
School of Nursing****Criminal Background Check Policy and Procedure**

As a precursor to participating in clinical learning activities, students seeking admission to the clinical nursing sequence of the ASN, BSN, or Graduate Nursing programs are required to have criminal background checks. Students may also be required to have additional checks once enrolled in the program. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render students ineligible for placement in a clinical agency for participation in clinical activities. Eligibility to participate in all clinical activities is required for enrollment in the clinical nursing sequence. The School of Nursing must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse finding.

**Background Checks upon Admission to the Clinical Nursing Sequence**

Students selected for admission to the clinical nursing sequence of the undergraduate or graduate programs of the School of Nursing are admitted pending a background check. Admission will be withdrawn for students who in the judgment of the Director of the School of Nursing and Program Coordinators have been convicted of or have pending a charge that would not be acceptable to our clinical agencies. The background check is conducted by a qualified agency using established methods and procedures. All costs related to the background checks are the responsibility of the student. Confidentiality of the student will be protected.

**Procedure for Background Check**

Students selected for admission to either the ASN, BSN, or Graduate Nursing program are required to follow the procedure outlined below for the criminal background check.

1. Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) and select Troy University School of Nursing. When prompted to enter Package Code, select/enter TR44 "Graduate Programs".
2. Provide the necessary information (i.e. name, date of birth, etc.) to complete the background check
3. Select a method of payment and submit payment to Certified Background
4. Submit password to the Program Coordinator for accessing the criminal background check report

**Background Check after Admission**

A criminal background for any student enrolled in the clinical nursing sequence of the ASN, BSN, or Graduate Nursing program can be requested by the School of Nursing at any time. Refusal by the student to submit to the check will result in the student's dismissal from the program and the School of Nursing.

## **APPENDIX A: CRIMINAL BACKGROUND CHECK (page 2)**

Depending upon results of the background check, continued participation in the program will be at the discretion of the Director and Program Coordinators.

### **Admission/Readmission after an Adverse Criminal Background Check**

A student whose admission is withdrawn or who is dismissed from the School of Nursing due to findings from a background check will be considered for readmission on a case basis depending upon the particular situation.

**APPENDIX B: DISCLOSURE OF LEGAL CONVICTIONS AND ARRESTS POLICY****Troy University  
College of Health and Human Services  
School of Nursing****Disclosure of Legal Convictions and Arrests**

Students who are admitted to the Troy University School of Nursing must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release relevant information regarding a student's criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the School of Nursing.

Students enrolled in the School of Nursing clinical nursing sequence are subject to background checks. Certain arrests or convictions which could jeopardize the health and safety of patients may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from the ASN, BSN, or Graduate Nursing programs. Students must consent to background checks as required by contractual agreements with clinical agencies. These background checks may include:

- 1) Federal criminal background check
- 2) State criminal background check
- 3) Sexual offender check
- 4) Office of Inspector General check

At such time a nursing student is arrested, the student has 24 hours to report this arrest to the appropriate Program Coordinator. Failure to report the arrest will result in automatic dismissal from the School of Nursing. Students may not report to clinicals until the issue is resolved.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student may be denied permission by the Alabama Board of Nursing to write the licensing examination to become a registered nurse (RN) if he/she has been convicted of a felony.

Approved 5/19/2005  
Revised 6/22/2009

**Troy University School of Nursing**

**Disclosure of Legal Convictions and Arrests Statement for Nursing Students**

As a precursor to participating in clinical learning activities, nursing students in the School of Nursing at Troy University must have completed and signed this “Disclosure of Legal Convictions and Arrests Statement for Nursing Students” which indicates understanding of the following statements and reporting of legal convictions.

**I understand that it is a requirement for students enrolled in the School of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.**

**I understand that history of legal convictions or arrests while enrolled in the School of Nursing may prevent my participation in clinical activities and result in dismissal from the School of Nursing.**

**I understand that I have 24 hours to report any arrest to the appropriate Program Coordinator and that I will be unable to participate in clinical activities until the issue is resolved.**

**I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.**

**I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.**

For each of the statements below indicate your legal convictions by circling the appropriate response.

**I (*have been*) (*have not been*) convicted of a misdemeanor crime within the last 7 years (repeated misdemeanor convictions). If yes please give date(s) and explanation:**

\_\_\_\_\_

**I (*have been*) (*have not been*) convicted of a felony. If yes, please give date(s) and explanation:**

\_\_\_\_\_

**I (*have been*) (*have not been*) convicted of a sexual offender crime. If yes, please give date(s) and explanation:**

\_\_\_\_\_

**I (*have been*) (*have not been*) sanctioned by the Office of the Inspector General (OIG). If yes, please give date(s) and explanation: \_\_\_\_\_**

(Additional explanation information may be provided on the reverse side.)

I do hereby swear or affirm that I have read and understand the requirements of this policy, I have reported true and accurate information regarding legal convictions, and I will comply with the requirements of this policy.

Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_



**APPENDIX C: CORE PERFORMANCE STANDARDS**  
**CORE PERFORMANCE STANDARDS**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

**(Abilities needed by the nursing student to meet program objectives and requirements)**

Issue	Standard
Critical Thinking	Critical thinking ability sufficient for clinical judgment.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.  <i>Proficiency in use of English language is sufficient for written and oral communication. (Consistent with Alabama Board of Nursing procedure for administration of the NCLEX-RN exam, no special accommodations are provided by the School of Nursing.)</i>
Mobility	Physical abilities sufficient to move from room to room and maneuver in small places.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.
Hearing	Auditory ability sufficient to monitor and assess health needs.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.
Tactile	Tactile ability sufficient for physical assessment.

The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The School of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The School of Nursing reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

Students who are unable to meet core performance standards cannot meet objectives for clinical courses; therefore, cannot meet course requirements. Students must withdraw from the program and may apply for readmission at such time that he/she is able to meet the core performance standards required for the practice of nursing.

If you are unable to fully meet any criterion, you will need to make an appointment with the Coordinator of your program.

I have read and I understand the above Core Performance Standards. To the best of my knowledge, I am able to fully meet all these criteria.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

ID Number

Amended 2/1/06, 8/2/06, 11/20/06

\_\_\_\_\_

Print Name

**APPENDIX D: STANDARDS OF CONDUCT****STANDARDS OF CONDUCT****Cheating, Plagiarism & Falsification of Patient Information Policy**

It is a requirement that each student review the “Standards of Conduct” published in the *Oracle* (Troy University Student Handbook). Be aware that students will be held accountable for these provisions.

The “Standards of Conduct” are applicable to behavior of students on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the “Standards of Conduct”, for the commission of or the attempt to commit various offenses. This includes dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University or faculty.

There will be no toleration for dishonesty or furnishing false information to the faculty in any course. The student will be suspended from the School of Nursing program track and receive a grade of “F” for such offenses in the specific course involved and a grade of “I” (incomplete) in other courses in which he/she is enrolled at that time. The student will be eligible for consideration for readmission as noted in the Graduate School catalog. If readmitted, the student will be allowed to clear the incomplete grades.

Faculty have full control of their courses and approval of any student activities must be done through the faculty prior to the activity being done by the student.

In addition, there will be no toleration of plagiarism of any person’s work, including that of another student. Work turned in to faculty must be the original work of that particular student. This also includes giving false information to the faculty about a student’s clinical activities, i.e., patient information or clinical hours. If a student knowingly submits false information, he or she, will receive a failure from the course, up to and including suspension or expulsion. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a “zero” for that activity, up to and including suspension or expulsion. These “Standards of Conduct” apply to all students regardless of their mode of learning (inclusive of online students also).

**APPENDIX E: VERIFICATION OF ANNUAL PHYSICAL EXAM**

**NOTE:** *The use of white-out or other correction fluid is not acceptable on this form.*

**VERIFICATION OF ANNUAL PHYSICAL EXAMINATION**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

I certify that of this date, \_\_\_\_\_, I have examined  
 \_\_\_\_\_ and found this person to be free of  
 communicable diseases and physically able to carry out nursing functions in a clinical setting.

\*Tuberculin skin test within last 12 months \_\_\_\_\_  
 (Date)

Results: \_\_\_\_\_

\*If TB skin test results were positive, a chest x-ray will be required at the time of admission to clinical nursing courses, and every two years thereafter. If TB skin test results were positive, another TB skin test is not required.

Chest x-ray date: \_\_\_\_\_

Current Health Problems: \_\_\_\_\_

\_\_\_\_\_

Signature

Name of Physician or Qualified RN (i.e.,  
 Certified Nurse Practitioner or Employee  
 Health Nurse)

Address:

**NOTE:**

The School of Nursing requires that the physical include a tuberculin skin test or chest x-ray. The School of Nursing should be notified if findings represent a hazard to clients with whom the student would come in contact. Providing any false information will be grounds for denial of admission to the program or grounds for dismissal.

**APPENDIX F: HEPATITIS B VACCINATION VERIFICATION FORM**

**HEPATITIS B VACCINATION VERIFICATION**

(see Section 3: Clinical Requirements, MSN Student Orientation Manual)

Submit this form only if your Hepatitis B titer is equivocal or does not show immunity. Consider a booster. Please read the following carefully and provide all the information requested. =

\*\*\*\*

I understand that I must have three doses of the Hepatitis B vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I understand that my signature releases the School of Nursing, its Faculty, Program Coordinators, Directors, Deans, and Chancellor, Board of Directors, and all employees of Troy University of and from legal and financial responsibilities in the event I contract Hepatitis-B or experience any side effect from having received the vaccine while a student/faculty at Troy University.

		<u>Date Vaccinated</u>	<u>Lot #</u>
_____	(1)	_____	_____
Date/Time			
_____	(2)	_____	_____
Date/Time			
_____	(3)	_____	_____
Date/Time			

I signify by my signature below that the above information is true and accurate.

\_\_\_\_\_  
Signature of Person Receiving Vaccine

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

Documentation from you physician will be necessary if you have a medical contraindication for receiving this vaccine. This documentation must be on physician's letterhead.

**APPENDIX G: OSHA TRAINING SIGNATURE FORM**

**OSHA  
Acknowledgement of Understanding  
Graduate Nursing Students  
Troy University**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

My signature below indicates that I have completed the required annual OSHA training for the graduate nursing program through:

\_\_\_\_\_ my employer (specify: \_\_\_\_\_)

\_\_\_\_\_ website provided by graduate nursing program

Date of training: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**APPENDIX H: HEALTH INSURANCE VERIFICATION**

Troy University  
School of Nursing

**Health Insurance Verification**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual,  
Submit each semester enrolled in clinical courses)*

I hereby declare that I have current health care insurance that is valid in Alabama. The health care insurance company with which I have coverage is

---

The contract number of my health care insurance is:

---

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be submitted each term you are enrolled in a clinical nursing course.

**NOTE: Falsifying information on this form may result in dismissal from the School of Nursing.**

## **APPENDIX I: DRUG SCREEN POLICY AND PROCEDURE (page 1)**

### **Troy University School of Nursing Drug Screen Policy and Procedure**

The purposes of the School of Nursing Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the Troy University Oracle Student Handbook and the Troy University Faculty Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing LabCorp Laboratories to collect and test body fluids for the presence of illicit drugs and verify results through **CertifiedBackground.com**. In addition to initial screening that will occur when the student is admitted to the School of Nursing, students may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the School of Nursing director, appropriate program coordinator, and clinical faculty of the student's clinical courses notified.

In the event that a student is suspected of illicit use of substances while participating in clinical practicums, the coordinator of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual will be asked to have a drug screen done immediately at his/her own expense and to have a report sent to the program coordinator as soon as possible (within 24 hours). The person will be dismissed from all School of Nursing activities until the issue is resolved. Permission to make up work, such as clinical experiences, will be granted based on the drug screen report. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up clinical practicums. If the test is positive for the use of medication that has not been prescribed for the student, the student will not be allowed to make up clinical practicums.

Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted.

Students who test positive for one or more illicit drugs may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Students who test positive for illicit drugs (in their first drug screen required by Troy University School of Nursing) are notified by their program coordinator. If the student denies having used an illicit drug, the student will be given the option of re-testing at his/her expense within the following 24 hours of the notification – the student must provide proof of the date and time of the drug screen re-test to the program coordinator **HOWEVER, A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN A CLINICAL EXPERIENCE AT ANY TIME A DRUG SCREEN RESULT IS POSITIVE!** If the second drug screen is also positive, the student must withdraw from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If the student is readmitted and tests positive for substance abuse a second time, the student is not eligible for continuation or readmission to the School of Nursing. If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, **BUT THE STUDENT WILL BE REQUIRED TO HAVE AT LEAST ONE RANDOM DRUG SCREEN AT HIS/HER EXPENSE DURING THE TIME HE/SHE CONTINUES IN THE NURSING PROGRAM.** (This random drug screen will be at a time determined by the student's instructor/program coordinator, and proof that the drug screen was conducted within 24 hours of written notification to the student must be submitted to the program coordinator within the 24 hours.) If the random drug screen is positive, the student must withdraw from the nursing program, and he/she is not eligible for continuation or readmission to the School of Nursing.

If a student tests positive for a prescribed drug, the student must contact the (Medical Review Officer) University physician and the physician must give the student approval to practice in the clinical area and the physician will notify the School of Nursing director. All test results will be filed in the School of Nursing and shall remain confidential.

Procedure

1. Students will be notified by the School of Nursing in advance of the date and time for the initial screening.
2. Students will be required to sign a consent form allowing testing of body fluids for illicit drug content. The consent form will be filed in the School of Nursing.
3. LabCorp Laboratories ([www.LabCorp.com](http://www.LabCorp.com)) is the approved lab for processing MSN School of Nursing drug screens.

Students must go to a LabCorp Laboratory([www.labcorp.com](http://www.labcorp.com) lists location of labs) for drug testing before attending their first clinical practicums (a deadline date will be announced by the faculty member.) **Before** going to a LabCorp office, students **must** go online to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students". In the Package Code box, students must enter the package code:

**(ro72)**

and select a method of payment and pay the fee for drug testing. After paying for the drug test, the student will receive an email from LabCorp with the specimen ID number. The student must take this number to LabCorp and have the drug test done. Advance payment is required through Certified Background before completing the drug test at a LabCorp Laboratory.

4. The student will pay the cost of the initial drug screen and all future drug screens.
5. The student shall provide photo proof of identification upon arriving at the specimen collection site. LabCorp Laboratory will provide instructions for specimen collection.
6. LabCorp Laboratory will report results to Certified Background.com for processing by their Medical Review Officer and reporting to the TROY School of Nursing program. Results of all drug tests are reported to the Director of the School of Nursing and Program Coordinators.
7. If the results are positive, the student, the coordinator of the program, and the director of the School of Nursing will be notified and the student will not be allowed to attend clinical practicums. The student will be referred to appropriate resources for assistance in dealing with substance abuse.
8. If the student is not allowed to attend clinical practicums and therefore cannot meet course requirements, he/she must withdraw from the program and may apply for readmission (IF the positive result was with the initial screening).





**APPENDIX J: HIPAA Training Statement Form****Troy University****HIPAA****Acknowledgement of Understanding**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

I have participated in a training session on the requirements for ensuring the privacy of patients' protected health information under the Health Insurance Portability and Accountability Act (HIPAA).

I understand what protected health information is, and have been informed of the civil and criminal penalties for unauthorized disclosure of protected health information.

I understand that I am responsible for keeping protected health information from unauthorized disclosure, and that I will not share any patient's or client's protected health information with anyone who is not engaged in treatment, payment, or healthcare operations, unless authorized by the Privacy Officer in the organization where I am assigned. I also agree that I will not access any patient's protected health information unless I have a legitimate need to know that is related to my assignment.

I understand that I am responsible for learning the particular policies and procedures of the clinical agency where I have been placed. I also understand that I am subject to the sanctions those clinical agencies may impose for a breach of confidentiality. I also understand that my failure to abide by the agency's policies and procedures related to confidentiality of protected health information and could result in a variety of academic and/or disciplinary sanctions, up to and including dismissal from my academic program.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of Training Session: \_\_\_\_\_

Program (circle):  MSN       DNP

**APPENDIX K:****Permission to Release Records from School of Nursing Files**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

My signature below authorizes the Troy University School of Nursing to release information and data found in my School of Nursing files to approved TROY School of Nursing clinical agencies. This authorization for release of information is for the purpose of meeting clinical agency requirements for participation in clinical experiences.

In addition, I authorize Troy University School of Nursing to release information and data found in my School of Nursing files to any prospective employer or his designated representative or to an educational institution in writing, in person, or by telephone upon my written request. This authorization for release of information is for the purpose of my obtaining employment or further education, and I fully understand the necessity of a potential employer or school official having access to this information.

---

Print Name

---

Signature

---

Date

**Troy University  
School of Nursing  
Electronic Device Use Policy**

*(see Section 3: Clinical Requirements, MSN Student Orientation Manual)*

I, \_\_\_\_\_, understand that use of  
(print name)  
electronic devices in the clinical setting is for learning experience and health care  
reference only and not for personal use.

The following limitations apply:

- 1) Use is limited to study or conference rooms to avoid the appearance of personal use
- 2) The audio or visual recording of any individual, form, record, or parts of the environment is strictly prohibited; unless specifically directed by course requirements.
- 3) Posting or sharing of **any** information related to clinical or classroom experience on any social networking sites is strictly prohibited.

Violation of these limitations will result in disciplinary action up to and including program dismissal as well as possible referral for HIPAA violations.

\_\_\_\_\_  
(Print) Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## **APPENDIX M: TROY EMAIL POLICY**

### **TROY E-mail Policy**

All University official communications with the student will be provided through the Trojan E-mail address that is assigned to the student. All official information, (including but not limited to, student billing, faculty-student communications, registration changes, financial aid information and the like), sent to this email address will constitute official notice. The University accepts no responsibility for any forwarding of e-mail that the student may choose from their official Trojan E-mail account. The University is only responsible for ensuring the e-mail gets the student's e-mail account maintained by the University. All students are responsible for monitoring their Trojan E-mail account frequently. Students can access their e-mail by visiting [www.troy.edu](http://www.troy.edu) and selecting the Trojan E-Mail link.

## APPENDIX M: INSTRUCTIONS FOR TROY EMAIL ACCOUNTS

### Using Troy E-Mail

Troy University students are required to use their Troy University email account for all official correspondence, such as related to courses, faculty-student communication, etc. There is no additional charge for this email account. All official University communications with TROY students will be sent through the TROY email accounts.

#### NOTE SENT TO ALL TROY STUDENTS ABOUT THEIR TROY EMAIL ACCOUNTS:

Only your TROY email address will work in Blackboard. If you try to change this email account it will automatically revert back to your troy.edu account when the daily Bb updates are performed. It is important that you begin using your troy.edu email account NOW.

#### HOW TO USE YOUR TROY EMAIL ACCOUNT:

- Email accounts use the same UserID currently used by the students on Trojan Web Express and Blackboard.
- If a student needs to request their UserID for Trojan Web Express, they can do so by going to the following link, <http://www.troy.edu>.
  - Click on Trojan Web Express on the left hand side of the page
  - Click on Continue to Trojan Web Express → then click on Students → and then on what's my User ID?
  - Once the student has their UserID, they can return to <http://www.troy.edu> and click on Trojan E-mail on the bottom left of the screen.
  - The UserID will be entered along with the student's 8-digit birth date (01/01/1927) for Jan. 1st, 1927.
  - At that point the student will be successfully logged into their new Trojan email account. In order to ensure the integrity and security of your Trojan email account the university strongly recommends that you change your password after having first logged on. The change password option is listed on the left side of your screen. Also, you may want to reference the IT student email support page at the following link: <https://it.troy.edu/students/email.html>. Troy University does not record email passwords and cannot help you if your password is forgotten.
- **Routinely check your troy.edu email account for official communications** from the university, your instructor, or other university constituents.
- **Check your email quota (green bar along the top of the email page) to ensure you have not reached the quota.** You may reduce the quota by deleting emails from your inbox and then “Emptying Trash” often. If the quota says 90 % you will need to reduce the quota immediately.
- Create your Profile. After you log in to your Troy email click the Preference link.

- Enter your name in the first text box. This is the name that will show up on all your emails to faculty, friends, and all other correspondence.
  - Enter your Troy University email address in the 'reply to' box. When you send emails to people and they reply, this is the address that their reply will come to. Your email address is your [username@troy.edu](#) (example [priley@troy.edu](#) or [cdgodwin@troy.edu](#) or [jsmith34512@troy.edu](#) ).
  - Skip down a few lines to the area concerning Reply: choose the middle option, 'include original inline'. When you reply to another persons email, what they just wrote to you will be in your email message. This is really helpful, especially when someone is replying to a question – it helps them remember what the question was!
  - Optional: Signature – This is an automated signature that you can add to messages if you would like. This can be your name, contact information – anything. Create a signature, and choose the 'yes' option to include your signature in your email messages. You can always come back and change your signature options.
  - Optional: Mode – you can change the look of your email window by selecting one of the options; the default is frames – the one in the middle. The left one is plainer (and faster to open) and puts all links at the top of the screen. The one on the right is fancier...try different ones until you find one you like best.
  - Time Zone: We are in the GMT 05:00 American/Chicago time zone. Be sure you select the correct time zone.
- REMEMBER: Your email address is [username@troy.edu](#).

Revised: July 2008

**APPENDIX N:  
GRADE APPEAL FOR GRADUATE PROGRAM**

The graduate nursing program adheres to the policy and procedures for grade appeals given in the *Graduate Catalog* available at <http://trojan.troy.edu/catalogs/1415graduate/index.html> in the “General Regulations” section. As stated in the policy,

“Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed.

While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures”.

Course grades may be appealed, according to the procedure and timeline described in the Graduate Catalog. The first step of the procedure is to appeal the grade to the instructor.



## APPENDIX O: Guide to Scholarly Writing (page 1)

Troy University School of Nursing

Graduate Guide for Scholarly Writing (APA 6<sup>th</sup> ed.)

This guide is to assist the graduate student in utilizing the American Psychological Association (APA) format and writing in a professional style. It is not meant to replace the APA publication manual. The focus of this guide is to help the graduate student in areas students have historically had difficulty. For additional assistance, the student is directed to the Writing Center's online handouts at <http://trojan.troy.edu/writingcenter> . **Students are expected to use the sixth edition APA publication manual**, second printing or later, published October 2009.\*

Solutions for problem areas:

1. **Paraphrase** information , and **avoid long quotes**. This will require time and effort. Do not plagiarize or self-plagiarize. [see pp. 15-16, 170-173.]
2. **Paragraphs that are paraphrased from one reference** require only one citation at the end of the paragraph.
3. As a general rule, **direct quotes comprise 10% or less** of a professional paper.
4. For an example of a **title page**, see pp. 41. For a description see page 229.
5. For correct use of **headings**: see pages 62-63. The major sections of a paper usually serve as Level 1 headings.
6. Use a **running head** with page numbers [page 229]. To insert a running head, use the "header" function in Microsoft Word.
7. Students are responsible for **proofreading the final draft** of the paper. Students must use the software required by the Troy University School of Nursing. Other software frequently changes the format resulting in incorrect formatting.

Software: Word processing software compatible with Microsoft Office 97 or Office 2000 and Acrobat Reader (downloadable free from internet). Students with Microsoft Vista often have Microsoft Office 2007. Documents created in Office 2007 must be "down-saved" to Word 97-2003 file type (click on down arrow on *Save As File Type* line, select Word 97-2003) prior to submission to faculty.

8. **The formal papers, required in graduate courses, must be written using professional resources for references**, such as professional journals, professional books and professional or government web sites such as American Nurses Association, National Institute of Health, and Healthy People 2010. Usually personal or public web sites, special interest websites, newspapers, or magazines are not considered professional publications and may not be used without special permission from the instructor. Wikipedia is NOT an acceptable resource.
9. **Every citation in the body of the paper must have a corresponding reference listed on the reference list**, except personal communication from an expert. See pages 174-179.
10. **Every reference in the reference list must be cited in the body of the paper**. See

pages 180-205+.

11. For correct use of **et al.** see pages 108 and 175.
12. For correct use of **abbreviations.** see pages 106-111.
13. APA recommends **not using third person**, see page 69.
14. For correct use of **numbers** see pages 111-112.
15. **Electronic references.** Students are reminded to refer to the APA textbook for other types of electronic references. [see pages 187-192]. Use the “doi” (digital object image) if available. If no doi has been assigned, provide the home page URL of the journal or of the book or report publisher. Always check URLs to make sure the links are correct prior to submitting the paper.

### Examples of Electronic Resources:

American Heart Association. (2002). *ATP III Final Report: Rationale for intervention.*

<http://circ.ahajournals.org/cgi/content/full/106/25/3163?maxtoshow=&HITS=10&>.

Bedinghaus, J., Leshan, L., & Diehr, S. (2001). Coronary artery disease prevention: What's different for women? *American Family Physician, 63*(7), 1393-1400.

Eaton, S., Brent, S., Shah, N. & Masters, G. (2008). Expenditure on diabetes treatments and achievement of glycaemic control: retrospective analysis. *Diabetic Medicine, 25*, 738-742.  
doi: 10.1111/j.1464-5491.2008.02429.x

Keely, E., Malcolm, J., Hadjiyannakis, S., Gaboury, I., Lough, G., & Lawson, M. (2008).

Prevalence of metabolic markers of insulin resistance in offspring of gestational diabetes pregnancies. *Pediatric Diabetes, 9*, 53–59. doi: 10.1111/j.1399-5448.2007.00258.x

Sharp, D., Santos, L., & Cruz, M. (2009). Fatty liver in adolescents on the U.S.-Mexico border.

*Journal of the American Academy of Nurse Practitioners, 21*, 225-230.

doi: 10.1111/j.1745-7599.2009.00397.x

U.S. Department of Health and Human Services. (2000). *Healthy People 2010: Understanding and Improving Health* (2<sup>nd</sup> ed.). Washington, DC: U.S. Government Printing Office.

U.S. Department of Health and Human Services. (2005). *Healthy People 2010: The cornerstone for prevention.* <http://www.healthypeople.gov/Publications/>

**APPENDIX P: PRECEPTOR INFORMATION FORM (CNS)**

**Troy University  
Preceptor Information Form (CNS)**

Students: Please complete *entirely* and return to your instructor. This form will not be processed if not complete. Please be sure to *print* all information.

Course Number: \_\_\_\_\_ NSG 6621 Advanced Adult/Gerontology Care I Preceptorship  
 (Check one) \_\_\_\_\_ NSG 6623 Advanced Adult/Gerontology Care II Preceptorship  
 \_\_\_\_\_ NSG 6639 Advanced Adult/Gerontology Care III Internship

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Name: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Phone: Work ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Preceptor: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Preceptor Unit: \_\_\_\_\_

Instructor: \_\_\_\_\_ Approval: \_\_\_\_\_

<p><b>Office Use Only</b></p> <p>Received: _____</p> <p>Letter Sent: _____</p> <p>Agency Agreement Received: _____</p>
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APPENDIX Q: PRECEPTOR INFORMATION FORM (FNP)

**Troy University**  
**Preceptor Information Form (FNP)**

Revised 11/26/2013

Students: Please complete **entirely** and return to your instructor. This form will **not** be processed if not complete. Type the information in the form. Submit as a Word document attached to an email to your clinical faculty\*.

Course Number: \_\_\_\_\_ NSG 6613 Advanced Health Assessment Preceptorship  
 (Check one) \_\_\_\_\_ NSG 6666 Primary Care I Preceptorship  
 \_\_\_\_\_ NSG 6668 Primary Care II Preceptorship  
 \_\_\_\_\_ NSG 6680 FNP Internship

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Name: \_\_\_\_\_@troy.edu  
First name Last Name email address

Phone: Work ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Do you have an RN license in preceptor's state? \_\_\_\_\_ Have you posted on Certified Background? \_\_\_\_\_

Contact Person: \_\_\_\_\_@\_\_\_\_\_  
First name Last Name email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Preceptor: \_\_\_\_\_@\_\_\_\_\_  
First name Last Name email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
(MD, NP, PA)

Preceptor Unit: \_\_\_\_\_

\*\*\*\*\*Hospital experiences (rounds, ER, Hospitalist, etc) are reserved only for NSG 6680\*\*\*\*\*

Faculty: \_\_\_\_\_ Approval: \_\_\_\_\_

\* Clinical Faculty: Mtg- Dr. Farrell/ Dr. Riley PC- Dr. Whitted Troy- Dr. Burns

<p><b>Office Use Only</b></p> <p>Received:</p> <p>Letter Sent:</p> <p>Agency Agreement Received:</p>
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APPENDIX R: PRECEPTOR INFORMATION FORM (NIS)

**Troy University**  
**Preceptor Information Form (NIS)**

Students: Please complete *entirely* and return to your instructor. This form will not be processed if not complete. Please be sure to *print* all information.

Course Number: \_\_\_\_\_ NSG 6636 Nursing Informatics Internship

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Name: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Phone: Work ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Preceptor: \_\_\_\_\_ @ \_\_\_\_\_  
 email address

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Preceptor Unit: \_\_\_\_\_

Instructor: \_\_\_\_\_ Approval: \_\_\_\_\_

<p><b>Office Use Only</b></p> <p>Received:</p> <p>Letter Sent:</p> <p>Agency Agreement Received:</p>
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