



Online Nursing Student Handbook

2026-2027

The information in this Online Nursing Student Handbook is intended to provide you with the current policies and guidelines important to your success in either the RN to BSN or MSN Programs here at Tennessee Wesleyan.

Updated July 2026

Dear Online Student, **Welcome!**

Let me be the first to welcome you to Tennessee Wesleyan, we are grateful that you have selected our Online Nursing Program! Over the next few semesters, you will be adding new layers of essential skills to your current nursing practice. I hope these experiences build confidence, resilience, and grit to propel your passions forward.

To assist you on this new adventure, this student handbook is a resource tool that provides quick access to common questions and access to specific policies/procedures for online nursing students.

Thank you,

Kellee Vess PhD, RN
Professor
Online Program Director

The TWU-FSN, Online Student Handbook is supplemental to the Tennessee Wesleyan University Catalog and Student Handbook. The TWU Online Student Handbook contains policies and procedures to assist the student in the development of professional practice and to establish a learning community to quality educational outcomes and a successful learning experience. Hyperlinks to other TWU student policies and procedures listed below:

TWU Nursing Student Handbook

TWU Student Handbook

TWU Academic Catalog

Welcome to Tennessee Wesleyan Online Nursing!
 Start Here: Your First Week Success Checklist

During your first week, focus on these important steps to help you begin the semester feeling prepared, connected, and confident.

✓ Get Connected

- Attend (or watch) Online Orientation.
- Log into Canvas and explore each course.
- Verify access to your TWU email and Microsoft Teams.
- Save the IT Help Desk contact information.

✓ Get Organized

- Review each course syllabus.
- Add assignment due dates to your personal calendar.
- Review the Late Assignment Policy.
- Review your program plan of study.

✓ Get Support

- Introduce yourself to your faculty advisor.
- Review the Responsible Use of AI guidelines.
- Reach out early if you have questions—we're here to help.

Remember: Successful online students don't wait until they're struggling to ask for help. Your faculty and staff are committed to helping you succeed every step of the way.

Table of Contents

<u>DEAR ONLINE STUDENT, WELCOME!</u>	<u>2</u>
<u>WELCOME TO TENNESSEE WESLEYAN ONLINE NURSING!</u>	<u>3</u>
<u>TENNESSEE WESLEYAN UNIVERSITY – ONLINE NURSING PROGRAMS</u>	
<u>DIRECTORY</u>	<u>8</u>
<u>UNIVERSITY CONTACT INFORMATION</u>	<u>8</u>
<u>WEST KNOXVILLE NURSING PROGRAMS</u>	<u>8</u>
<u>STUDENT SUPPORT SERVICES</u>	<u>9</u>
<u>WHO DO I CONTACT? – QUICK REFERENCE GUIDE</u>	<u>9</u>
<u>TENNESSEE WESLEYAN UNIVERSITY – FORT SANDERS NURSING DEPARTMENT</u>	
<u></u>	<u>10</u>
<u>NURSING DEPARTMENT MISSION STATEMENT</u>	<u>10</u>
<u>NURSING DEPARTMENT PHILOSOPHY</u>	<u>10</u>
<u>THE TENNESSEE WESLEYAN ONLINE NURSING PROMISE</u>	<u>11</u>
<u>STANDARDS FOR ONLINE LEARNING</u>	<u>12</u>
<u>GENERAL ONLINE NURSING STUDENT POLICIES</u>	<u>13</u>
CLASS ATTENDANCE AND PARTICIPATION	13
LATE ASSIGNMENT POLICY	13
HONOR CODE STATEMENT	14
HONOR PLEDGE	14
ACADEMIC DISHONESTY STATEMENT	14
IMPORTANCE OF ACADEMIC HONESTY	14
<u>RESPONSIBLE USE OF AI</u>	<u>14</u>
SANCTIONS FOR ACADEMIC DISHONESTY / VIOLATION OF THE HONOR CODE	15
STUDENT VERIFICATION IN DISTANT EDUCATION	15
TEST PROCTORING POLICY	15

LEAVE OF ABSENCE	16
INCOMPLETE GRADING POLICY	16
ONLINE STUDENT ADVISEMENT	16
<u>STUDENT RECORDS AND REPORTS (STUDENT RECORDS & SECURITY)</u>	<u>17</u>
<u>HEALTH PROGRAM.....</u>	<u>18</u>
<u>COUNSELING AND GUIDANCE SERVICES</u>	<u>18</u>
<u>DISTANT LEARNING/ INFORMATION TECHNOLOGY RESOURCES.....</u>	<u>18</u>
<u>EVALUATION METHODS</u>	<u>20</u>
<u>ONLINE PROGRAM DIRECTOR</u>	<u>21</u>
<u>TW RN-BSN PROGRAM OVERVIEW.....</u>	<u>23</u>
<u>NURSING DEPARTMENT PROGRAM OBJECTIVES (RN TO BSN)</u>	<u>23</u>
<u>PROFESSIONAL STANDARDS (RN TO BSN)</u>	<u>23</u>
<u>ONLINE RN TO BSN PROGRAM FORMAT</u>	<u>24</u>
<u>RN TO BSN ADMISSION REQUIREMENTS.....</u>	<u>25</u>
<u>RN TO BSN TUITION & FEES</u>	<u>25</u>
<u>RN TO BSN REQUIREMENTS RELATED TO NURSING CURRICULUM.....</u>	<u>26</u>
<u>RN TO BSN PROGRAM COMPLETION</u>	<u>26</u>
TRADITIONAL (FALL SEMESTER START)	27
TRADITIONAL (SPRING SEMESTER START)	27
ACCELERATED (FALL SEMESTER START)	28
ACCELERATED (SPRING SEMESTER START)	28
<u>CHALLENGE EXAMS</u>	<u>29</u>
<u>ACADEMIC INTEGRITY-CHALLENGE EXAM POLICY.....</u>	<u>29</u>
<u>RN-BSN COURSE CHALLENGE EXAM ATTESTATION FORM.....</u>	<u>31</u>

<u>RN TO BSN CLINICAL REQUIREMENTS</u>	<u>32</u>
<u>TWU-FSN MSN PROGRAM OVERVIEW.....</u>	<u>41</u>
<u>GRADUATES OF THE MASTER OF SCIENCE IN NURSING WILL (PLOS):</u>	<u>41</u>
<u>MSN PROFESSIONAL STANDARDS</u>	<u>42</u>
<u>MSN ADMISSION INFORMATION</u>	<u>42</u>
GENERAL MSN ADMISSION REQUIREMENTS	42
MSN ADMISSION REQUIREMENTS FOR BSN STUDENTS	42
MSN ADMISSION REQUIREMENTS FOR RN STUDENTS	42
RN TO BSN PREREQUISITE REQUIREMENTS FOR MSN PROGRAMS	43
MSN ADMISSION REQUIREMENTS FOR POST-MASTER'S CERTIFICATION	43
<u>MSN COURSE REGISTRATION & FEES</u>	<u>43</u>
<u>MSN CURRICULAR PLAN OF STUDY/ PROGRESSION.....</u>	<u>44</u>
<u>MSN COURSE DESCRIPTIONS.....</u>	<u>45</u>
CORE CURRICULUM	45
TRACK 1: NURSING EDUCATION	46
TRACK 2: NURSING ADMINISTRATION	46
<u>MSN GRADING SYSTEM.....</u>	<u>52</u>
<u>MSN GRADING POLICY/PROGRESSION.....</u>	<u>52</u>
<u>MSN GRADUATE COURSE REPEAT POLICY</u>	<u>52</u>
<u>MSN GRADUATION REQUIREMENTS</u>	<u>53</u>
<u>MSN PROGRAM CLINICAL REQUIREMENTS</u>	<u>53</u>
<u>MSN CLINICAL EXPERIENCES ACROSS THE CURRICULUM</u>	<u>54</u>
MSN SPECIFIC GUIDELINES FOR STUDENTS:.....	55
MSN QUALIFICATIONS OF PRECEPTOR:	55
MSN FACULTY OVERSIGHT/INVOLVEMENT:	55

Section I: General Online Program Information

Tennessee Wesleyan University – Online Nursing Programs Directory

University Contact Information

Office/Department	Contact Information
Tennessee Wesleyan University	1-800-742-5892 or (423) 746-5286

West Knoxville Nursing Programs

Name	Title	Phone
Ashley West	Admissions Counselor/Recruiter	(865) 777-5100
Vickie Rose	Coordinator, Nursing Student Services	(865) 777-5104
Dr. Lisa Vesser, PhD, RN	Dean of Health Sciences	(865) 777-5100
Todd Miller, MSN, RN	Program Director BSN Faculty	(865) 777-5100
Dr. Kellee Vess, PhD, RN	Program Director Online Nursing Faculty	(865) 777-5109
Amanda Reece, MSN, NP-C	Faculty	(865) 777-5100
Heather Swift, MSN, RN	Online Nursing Faculty	(865) 777-5100
Hailey Croker, MSN, RN	Faculty	(865) 777-5100
Hannah Jenkins, MSN, RN	Faculty	(865) 777-5100

Adjunct Faculty

Cady McCarter, MSN, FNP-BC
Jane Parish, BBA, PhD, RN, CPN, CNE
Karen Burchfield, DNP, MSN, RN, CPN
Morella Herington, DNP, MSN, RN-C, CNE
Desiree Garcia, PhD
Judith "LeAnne" Gerrity, MSN, RN
Lynn Brown, DNP, RN-BC, CNE

Student Support Services

Office/Department	Contact Information
Chief Title IX Officer – Scott Mashburn, Ed.D.	(423) 746-5216
Business Office	(423) 746-5207
Financial Aid Office	(423) 746-5209
Registrar's Office	(423) 746-5222
Bookstore	TWU Bookstore
Library	Merner Pfeiffer Library
IT Helpdesk	Information Technology Services
IT Helpdesk Email	helpdesk@tnwesleyan.edu

Who Do I Contact? – Quick Reference Guide

If You Need...	Contact
Course questions	Your Course Faculty
Assignment clarification	Your Course Faculty
Academic advising	Faculty Advisor
Course registration	Registrar's Office
Tuition or billing questions	Business Office
Financial aid assistance	Financial Aid Office
Canvas, Microsoft Teams, or tech. support	IT Help Desk
Program concerns or unresolved issues	Online Program Director
Admission questions	Admissions Counselor
Student records or transcripts	Registrar's Office
Online orientation questions	Nursing Student Services Coordinator
Disability/Accommodations	Student Services
Title IX concerns	Chief Title IX Officer
Library resources or research assistance	Merner Pfeiffer Library
Graduation questions	Registrar's Office

Student Success Tip

Start with your course faculty for any course-specific issue. If additional assistance is needed, they can help guide you to the appropriate department or individual for support.

Tennessee Wesleyan University – Fort Sanders Nursing Department

The Tennessee Wesleyan University Fort Sanders Nursing Department (TWU-FSN) evolved in 1999 from a joint effort of two highly respected educational institutions in East Tennessee. The rich heritage in nursing education at Fort Sanders School of Nursing in Knoxville merged with the long tradition of Tennessee Wesleyan University of providing quality education to the community. This initiative created a baccalaureate degree nursing program for basic and registered nurse (RN) students.

Nursing Department Mission Statement

The mission of Tennessee Wesleyan University Fort Sanders Nursing is to prepare professional nurses for lives of significance, leadership and service through quality nursing education within the Christian tradition.

Nursing Department Philosophy

The faculty of the Tennessee Wesleyan University Fort Sanders Nursing Department believe people are unique, biological, emotional, social and spiritual beings with dignity, worth, and inherent rights of freedom and choice. Each person develops values and beliefs which are influenced by the social institutional forces of family, education, government, community and religion. People develop and change throughout the lifespan by interacting with the internal and external components of the environment which impact both human functioning and the state of health.

We believe health is a dynamic, multidimensional state of being, based on a wellness/illness continuum. People strive to attain, maintain, and promote a positive state of health by enhancing adaptation to environmental variables. We believe healthcare is a basic human right while the quality of health is an individual responsibility influenced by personal behaviors. We believe nursing is a profession and an academic discipline based on a scientific body of knowledge requiring critical thinking, problem-solving, ethical reasoning, accountability, scholarship and a commitment to lifelong learning. The primary goals of nursing are to maintain, restore and promote optimum health, and to provide end-of-life care with diverse populations in a variety of settings. Safe quality patient care is implemented through the roles of the nurse as a provider of care, manager of care and active member in the profession of nursing.

We believe education is a dynamic, on-going process of growth and development that involves acquisition and application of knowledge and skills culminating in new patterns of behavior. The men and women who demonstrate an interest and commitment to nursing are unique individuals with diverse backgrounds and learning styles. Education must take place in a non-threatening, open environment that fosters creativity, self-motivation, the spirit of scientific inquiry and effective communication. The responsibility for learning is shared by both student and faculty; thus, the curriculum is planned, implemented, and evaluated by the faculty with input from students and graduates to assist in meeting educational goals.

The Tennessee Wesleyan Online Nursing Promise

At Tennessee Wesleyan, we understand that choosing an online education program is a significant decision. We're committed to providing you with a high-quality learning experience that prepares you for success.

Our Promise to You:

- **Rigorous Academics:** We offer a challenging and engaging curriculum developed by experienced faculty who are experts in their fields. You'll be pushed to think critically, analyze information, and apply your knowledge to real-world scenarios.
- **Transparency & Clear Expectations:** Our program information, course syllabi, and assessments are clear and concise. You'll know exactly what's expected of you from day one, ensuring you can stay on track and succeed.
- **Open Communication & Support:** We are dedicated to fostering a supportive learning environment. You'll have access to dedicated faculty who are readily available to answer questions, provide feedback, and guide you through your online learning journey.
- **Best Practices in Online Education:** Our courses use best practices for online learning. This means interactive learning activities, engaging in multimedia resources, and opportunities for collaboration with fellow students.
- **Accessibility & Flexibility:** We recognize that online students have busy lives. Our program offers flexible scheduling options to fit your needs.
- **Technology & Tools:** We provide the latest technology and tools to ensure seamless online learning experience. You'll have access to a user-friendly learning management system, online collaboration tools, and ongoing technical and research support services.
- **Career Preparation & Resources:** We are committed to your professional success. We offer career services designed for online students, including micro-credentialing opportunities, career planning, and access to valuable professional learning experiences.

Together, we can make your online education a rewarding and transformative experience!

Standards for Online Learning

TWU faculty believes that online students enter this program with a wide variety of professional and life experiences, and are therefore considered to be adult learners with the following self-directed learning attributes: Guglielmino (1977)

A highly self-directed learner is one who exhibits initiative, independence, and persistence in learning; one who accepts responsibility for his or her own learning and views problems as challenges, not obstacles; one who is capable of self-discipline and has a high degree of curiosity; one who has a strong desire to learn or change and is self-confident; one who is able to use basic study skills, organize his or her time and set an appropriate pace for learning, and to develop a plan for completing work; one who enjoys learning and has a tendency to be goal-oriented (p. 73).

Based on this definition and the current delivery format of online education, students should maintain the following online learning “Netiquette” behaviors:

1. Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
2. Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
3. Don't type in ALL CAPS! If you do it will look like you are screaming.
4. Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
5. Always remember to say "please" and "thank you" when soliciting help from your classmates.
6. Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
7. If you ask questions, many people respond. Summarize all answers and post that summary to benefit your whole class.
8. Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
9. If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.
10. Check the most recent comments before you reply to an older comment.
11. Run a spelling and grammar check before posting anything to the discussion board. (List obtained from: essential-netiquette-guidelines)

General Online Nursing Student Policies

Class Attendance and Participation

Preparation and active participation are essential to success in this program. Active participation involves reading the assigned material while making notes and freely discussing and deliberating with class members and faculty. It is expected that each student will need to engage in two-way (or more) discussions in order to meet the level of learning that is required for this course. It will be necessary that you examine your own level of learning to ensure that you have met the course objectives. Multiple individual postings are expected.

Each learner is a member of a learning community and shall demonstrate respect for other members and openness to diverse opinions and perspectives.

Late Assignment Policy

It is vital to your success in this program that you routinely check Canvas (TWU's Learning Management System) course sites to ensure that you are up to date on all announcements, discussions, content, and email messages.

Online students are responsible for notifying the instructor if an assignment is going to be late. Scheduling make-up work is at the discretion of the instructor and requires documentation of extenuating circumstances.

Students should notify the instructor via email at least 24 hours before the assignment due date, provided evidence of extenuating circumstances.

Check email communications daily and respond to instructor's requests regarding assignment make-up arrangements.

Complete the assignment within 48 hours of the adjusted due date **Otherwise,**

Failure to make up work will result in a 5% reduction of the overall grade each day late. Once an assignment is seven, 7 days late the maximum score to achieve is 50% of the total points. Failure to follow this protocol may result in the loss of the opportunity to submit work for grading.

Exams must be made up within 48 hours of the due date. Failure to take the exam on, before or within the 48-hour window of the scheduled date will result in a 5% reduction of the exam grade each day late.

Students are expected to participate in all discussion forums. The student is to speak with or email the instructor if he or she is unable to participate in weekly discussion forums. Finally, any requests for special circumstances or arrangements shall be discussed individually with the instructor.

Honor Code Statement

Students enrolled in this course are expected to adhere to the Tennessee Wesleyan College Honor Code which reads: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." Hence, documented instances of academic dishonesty, including plagiarism, will result in [insert course policy on academic dishonesty].

Honor Pledge

Upon admission to the University, students agree to abide by the Tennessee Wesleyan Honor Pledge, which reads: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

Academic Dishonesty Statement

Nursing has been recognized by employers and the public as a highly ethical and honest profession for many years. Personal integrity, honesty and accountability of nursing practitioners are at the heart of this impression.

Importance of Academic Honesty

Integrity and academic honesty must be consistently witnessed in those that aspire to complete graduate-level education. Advanced nursing practice is complex and nursing professors and preceptors must be able to trust what is written and spoken by those being instructed.

Written work shows preparedness to render effective and appropriate care. It must be your own work. What you say must be true. There is no room for dishonesty. Ultimately, academic dishonesty (written or spoken) places the public, profession and college at significant risk.

Responsible Use of AI

While AI tools, such as ChatGPT and other generative platforms, can be powerful learning aids, misusing these tools compromises student growth and the integrity of academic work. At Tennessee Wesleyan University, we value the development of ethical, critical, and imaginative thinking; therefore, any use of generative AI must work in coordination with those values and should not be used to replace independent thinking. TWU's policies about AI are designed to prevent violations of academic integrity and to protect students' privacy.

Unauthorized use of AI, particularly when used to complete assignments without disclosure or in place of original student effort, will be treated as academic misconduct under the Student Code of Conduct. Students are expected to be transparent about any use of AI, follow faculty guidelines, and engage in learning with honesty and accountability.

If you have questions about what specifically constitutes ethical AI use on any assignment, be sure to communicate with your instructor.

The instructor reserves the right to restrict or prohibit the use of AI tools for completing course assignments.

Sanctions for Academic Dishonesty / Violation of the Honor Code

Given the potential impacts of academic dishonesty and the nursing profession's charge to protect the public, TWU-FSN has adopted the following consequences for academic dishonesty:

Written Work:

1st Offense: 0 on the assignment, written notification of incident to Vice President of Academic Affairs, and record of incident placed in student's file. The student will be placed on Academic or Clinical Warning (relative to the portion of the class in which the incident occurred).

2nd Offense: D in the course with the possible expulsion from the program and automatic referral to the Vice President of Academic Affairs.

Clinical Practice: The nursing faculty reserves the right to fail a student in the clinical component of the course or recommend he/she be expelled from the program. Each clinical situation is unique, and all the factors will be considered by the individual(s) determining the appropriate consequences.

Student Verification in Distant Education

Verification of MSN students is completed in a variety of methods: Orientation, class attendance, course participation, individual performance on instructor-made assignments, and proctored exams.

Test Proctoring Policy

Examinations are important mechanisms for evaluation of student learning. Tennessee Wesleyan adheres to standards of academic integrity as articulated by the TWU Honor System and Honor Code/Pledge and as described in the TWU Student Handbook and Academic Catalog.

Online examinations in TWU courses may be proctored. When examinations are proctored using a remote system, the Remote Proctor Now System is required to be used. Students who are notified by an instructor that a course is utilizing the Remote Proctor Now system are required to use this system while taking online examinations. Certain online examinations will not be available to students unless the Remote Proctor Now system is used. Please check with the instructor of your online course to determine if you will be using the Remote Proctor Now system.

Leave of Absence

Students who wish to take a leave of absence from the program must complete the procedure listed in the TWU student handbook and notify the Program Director if his or her intent is to initiate a leave of absence.

Incomplete Grading Policy

A student may receive a grade of incomplete (I) if for some reason there is a failure to complete a small portion of the work in a course. In all cases, the student must show that the work cannot be completed due to circumstances beyond the student's control.

A grade of "I" must be removed by the mid-term of the succeeding term after the student has taken the course. Otherwise, the grade will automatically be changed to an "F". Students are to make up examinations at the convenience of the instructors. In computing the student's average, an incomplete will be considered as an "F" until such time as the incomplete is removed.

Grade Appeal policy can be found in the TWU Academic Catalog

Online Student Advisement

Academic/Faculty Advisor - Each student accepted into the TWU-FSN online nursing program will be assigned a faculty advisor. Your faculty advisor can assist you if you have questions related to the following:

- Progression through the program.
- Counsel related to personal and interpersonal difficulties that have an impact on academic experience.
- Guidance related to difficulty with time management, organization, study skills, or academic achievement

Advisement Process

Before the advisement week, your advisor will contact you via email to schedule an advisement appointment. Online nursing students are responsible for responding to emails and finalizing the advisement appointment. Once the advisement appointment is determined, the advisor will enter the meeting in the MS Team Calendar application, which generates an email reminder for both participants. This appointment must be completed before the finalization of the student's course schedule for the next semester.

Student Records and Reports (Student Records & Security)

Student records and transcripts are considered official and confidential documents that are protected by the Family Educational Rights and Privacy Act (FERPA). Specific policy “Right to Privacy Under the Public Law 93-380,” information and chart titled: “Content and Location of Educational Records at Tennessee Wesleyan University,” can be found in the TWU Academic Catalog.

Security: TWU has a written procedure for protecting the privacy of students enrolled in online courses or programs. Tennessee Wesleyan University is committed to protecting the privacy of TWU students, no matter the method of course or program delivery. The TWU Academic Catalog states the University policy in compliance with Public Law 93-380. Tennessee Wesleyan University has developed the following policy (TWU Office of Institutional Effectiveness Handbook) regarding the protection of student privacy for all students.

TWU commits to protecting the right to privacy of all students including those taking courses in an online environment. TWU employs industry-standard measures to ensure student privacy in CRM, LMS, and student email. Within individual courses and programs, TWU ensures that protected student information is not shared with anyone other than the instructor for the course and appropriate University staff. TWU is committed to ensuring that the student enrolled in an online course is the student participating in and completing the course.

Mechanisms used to achieve this end include unique student login information for LMS, registration portal and university e-mail, faculty-student engagement in the course environment including forum discussions and communication by university email, and when applicable, proctored high-stakes examinations through a remote proctoring service. TWU will notify in writing at the time of enrollment of any projected additional student charges associated with the verification of their identity.

TWU is committed to protecting the right to privacy of students taking courses in an online environment. Mechanisms are employed to ensure this privacy in the CRM, LMS, and student email communication using industry-standard third-party vendor hosts. Access to TWU applications including student access to the LMS and student email account is provided by centralized Active Directory-based TWU NetID. Student identity is verified through the admissions process leading to the issuance of an email to the student instructing them on how to perform an initial login with a temporary password and the selection of a unique password.

Health Program

Students must provide proof of health insurance each academic year. All health care expenses, and chronic conditions shall be the responsibility of the student.

Counseling and Guidance Services

Suicide Prevention Statement: Tennessee Wesleyan is committed to and cares about all students. If you or someone you know at the university feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available and effective. For immediate help, contact the National Suicide Line at #988 or 1-800-273-8255. On campus, you may contact Dean Mashburn in the Student Life Office, Monday-Friday, 8:30 a.m.-5:00 p.m., Monday- Friday at 423-746-5203.

Distant Learning/ Information Technology Resources

Academic support services are provided to assist faculty and students in successful achievement of program objectives. The Merner Pfeiffer Library, located on the Tennessee Wesleyan campus in Athens, provides students and faculty with library instruction classes, research assistance, and other scholarly needs.

Students have access to thousands of books, e-books, journals, magazines, music files, images, and films. The Nursing research guide on the library's website <https://library.tnwesleyan.edu/nursing> provides links to nursing resources including CINAHL Complete, and other library resources. The Merner Pfeiffer Library is also an affiliated member of the Appalachian College Association (ACA) consortium, which increases the availability of library resources.

Tennessee Wesleyan has the following resources to meet student and faculty needs:

My Portal: Tennessee Wesleyan's Intranet site helps students and faculty stay connected to and informed about campus news, search course offerings, register for classes, and more.

Canvas: Tennessee Wesleyan's Learning Management System offers a user-friendly learning platform with many useful features (see table below).

Email: Tennessee Wesleyan utilizes Microsoft Office 365 Outlook for email, and with this software package, students and faculty are granted access to a wide variety of resources/applications (see table below).

Tools	Descriptions/Uses
Announcements	For posting and viewing current, time-critical information.
Assignments	For posting, submitting, and grading assignments online.
Calendar	For posting and viewing events, such as due dates, meetings, and other important dates.
Dashboard	For accessing program courses
Discussions	For asynchronous, written conversations organized by topics.
Gradebook	For storing, calculating, and viewing grades.
Modules	For creating, organizing, and delivering content modules and sequences, such as by week or unit.
Files	For creating, uploading, organizing, and viewing site files, including documents and URLs, to be used throughout the site.
Quizzes	For assessing students' understanding of course content.
Rubrics	For creating and managing grading rubrics for use in the Gradebook and in individual assessment tools
New Analytics	Interactive tool to track performance and activities within the course.
Syllabus	For Posting an outline of the site's information, objectives, requirements, etc.

Applications (Apps)	Descriptions/Uses (Information Retrieved from https://superfast-it.com/office-365-list-applications-uses/)
Teams	Chat-centered workspace where SharePoint and OneNote are built-in. Also, this app can support live team video conferencing.
Sway	Digital Story telling app, expresses ideas using an interactive web-based canvas.
Stream	Allows users to organize, upload, and stream videos securely
OneDrive	OneDrive is a cloud storage system. Plans tend to come with 1TB storage per user which should be plenty for most people. You can share files with specific people and access them anywhere with an internet connection.
Word, Excel, Outlook, PowerPoint	Word: Word processing application used to create a variety of typed documents. Excel: Spreadsheet application for basic data analysis. Outlook: Office 365's solution for managing email and an appointment calendar. PowerPoint: Allows users to create, display, and disseminate information in formats ranging from the basic slide to animation to video.
SharePoint	File sharing application. Users can download only the data needed and make them easily accessible to others in on team.

Applications (Apps)	Descriptions/Uses (Information Retrieved from https://superfast-it.com/office-365-list-applications-uses/)
Kaizala	Mobile communication application for secure mobile messaging.
OneNote	Creates notes by typing, drawing or writing OneNote is a digital notepad. Users can pick up where you left off on another device and share notes with selected teams.
Forms	Allows users to create forms, make survey's, and quizzes. Results can be exported to excel for analyses.
Video	Very similar to Microsoft Stream. Video allows users to upload and share videos.
Whiteboard	freeform, digital canvas.
Yammer	Yammer allows you to share updates, comment on other people's updates and have private communication.

IT Support is available by contacting the TWU Helpdesk via email (helpdesk@tnwesleyan.edu)

Evaluation Methods

Grading for online nursing courses measures how well students have mastered all learning objectives of the assigned course. All assignments must be submitted through the assignment tab, unless otherwise specified. Feedback will be provided on an individual basis or through a message to the class. It is the goal of each online instructor to provide graded feedback in a timely manner. The faculty strive to have feedback submitted within 1 week of the assignment due date.

The deadline for all submissions is 2359 (ET) on the date indicated. All late assignments will need to be referenced through the late assignment policy. Policies regarding attendance, tardiness, examinations, and written assignments are stated in the TWU Student Handbook. Students are responsible for knowing these policies and adhering to them. Students are expected to be respectful in all communication to instructor and/or peers.

The majority of class assignments are evaluated against a rubric. Rubrics are attached to each assignment in the assignment tab in Canvas. For those assignments which do not have a rubric assigned, assignments will be evaluated on fully answered questions, completion, legibility, and spelling, grammar, and APA.

Online Program Director

The Online Program Director is responsible for the implementation and oversight of the accredited undergraduate RN-BSN and the graduate MSN programs consistent with the mission and goals of the Nursing Department and the University. The Director collaborates with online and campus-based faculty and support resources to foster student success and program effectiveness in distance learning environments. You may contact the Online Program Director if you have unresolved advising issues or questions after you have contacted your faculty advisor.

Kellee Vess, PhD, RN
9845 Cogdill Road, Knoxville, TN 37923

kvess@tnwesleyan.edu
(865) 777- 5109

Accreditation Status of the Controlling Agency: Tennessee Wesleyan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees.

Commission on Collegiate Nursing Education (CCNE)

655 K Street NW, Suite 750, Washington DC 20001
Phone: 202-887-6791 Fax 202-887-8476

Approval: Tennessee Board of Nursing
665 Mainstream Drive, Nashville, TN 37243
Phone: 615-532-5166

www.ncsbn.org/Tennessee.htm

**Section II: Tennessee Wesleyan's
RN to BSN Program Overview**

TW RN-BSN Program Overview

The Tennessee Wesleyan Fort Sanders Nursing Department offers an online RN to BSN program for registered nurses to earn a Bachelor of Science in Nursing degree. The program features a flexible schedule designed specifically for working registered nurses returning to school. You can complete the program in as little as three semesters, depending on earned University credits and the rate at which courses are taken.

Nursing Department Program Objectives (RN to BSN)

As a professional nurse, embodying the roles of provider of care, manager of care, and member of the profession, the graduate will:

- 1) Coordinate the delivery of health and nursing care through the application of knowledge from the nursing discipline, humanities, and natural and behavioral sciences.
- 2) Synthesize a plan of care using a systematic problem-solving process for the provision and management of care in a variety of settings for individuals, families, and communities from diverse cultures across the lifespan.
- 3) Utilize knowledge of the research process and research findings to enhance evidence-based nursing practice.
- 4) Collaborate effectively with individuals, groups, and members of the health team using various informatics to promote the achievement of healthcare goals.
- 5) Demonstrate leadership in the provision and management of healthcare and in the advancement of professional nursing.
- 6) Integrate ethical and legal principles into nursing practice.
- 7) Participating in the social, political, and professional arena influences the health and welfare of culturally diverse communities of interest.
- 8) Assume responsibility for personal and professional growth and development through lifelong learning.
- 9) Minimize the risk of harm to patients and providers through both system effectiveness and individual performance in clinical experience.
- 10) Incorporate spirituality and a servant-leader perspective into culturally diverse nursing care during clinical experience.

Professional Standards (RN to BSN)

The Nursing Department's philosophy and objectives embody an identified set of professional nursing standards. The selected standards include:

1. The Essentials of Baccalaureate Education for Professional Nursing (American Association of Colleges of Nursing, 2008).
2. Standards of Clinical Nursing Practice (American Nurses Association, 2010)
3. Tennessee Nurse Practice Act (2010).
4. Quality and Safety Education in Nursing (Case Western University, 2014)

Students who have completed an Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science degree from a regionally accredited post-secondary institution will be considered to have met the Wesleyan Essentials (WE) at Tennessee Wesleyan with the following exceptions:

- Must complete a minimum of 30 hours of general education courses from each of the following areas: humanities/fine arts, social/behavioral science, and natural science/mathematics.
- Must complete at least one religion course.
- Must complete any prerequisites for upper-division major courses.

To earn your BSN, you must complete 64 nursing credit hours: 33 of these hours are taken within the upper-division nursing curriculum, and the remaining 31 credit hours are placed in escrows based on your previous nursing coursework. You will have the opportunity to challenge up to 12 credit hours (pharmacology, health assessment, and advanced nursing). A total of 120 credit hours is needed for graduation.

Online RN to BSN Program Format

The RN-BSN program is delivered mostly in an asynchronous online format, except for an online synchronous orientation session and a few scheduled synchronous class sessions each semester. Orientation day is designed to orient students to the program, review the Learning Management System (CANVAS), and library/student resources, and provide opportunities for course overviews and general advisement. Scheduled synchronous class sessions allow for active engagement and community building through meaningful discussion and sharing of ideas.

Applying to the Online RN to BSN Program

1. Complete the online application through the Tennessee Wesleyan University website <https://www.tnwesleyan.edu/academics/rntobsn.php>
2. For more information about the Online RN to BSN Program, contact the TWU-Fort Sanders Nursing Department at (865)777-5100, Ashley West

RN to BSN Admission Requirements

The requirements for admission to Tennessee Wesleyan and application to the Nursing Department are the same as for the traditional student, with the following additional requirements. Qualified applicants must:

1. Be a graduate of a regionally accredited Associate of Applied Science in Nursing (AAS) or Associate of Science in Nursing (ASN) Program. (For the purpose of admission into the RN to BSN Program, the AAS degree will be considered equivalent to the ASN degree.)
2. Have an overall college GPA of 2.75.
3. Provide evidence of a non-restricted RN license.
4. Provide proof of professional work experience as a registered nurse.

RNs who have graduated from a non-NLNAC/CCNE accredited school will be required to validate prior learning by ACT-PEP nursing exams. A conditional acceptance will be granted to RN applicants awaiting NCLEX-RN results. Applicants conditionally admitted to the RN to BSN program may complete 3 semester hours of coursework (NU 305 Transition to Professional Nursing) and Challenge Exams (Health Assessment, Pharmacology, and Advanced Nursing). This conditional acceptance will be removed upon receipt of an active RN license. RN licensure is required for program progression.

Providing that the above admission criteria have been met, applicants will be exempt from University adult studies admission requirements as outlined in the admission section of this catalog. Further exceptions to these requirements will be subject to individual reviews by the Nursing Admissions Review Committee.

RN to BSN Tuition & Fees

The online RN to BSN is offered at a rate of \$375 per credit hour. Tuition for employees of Covenant Health is discounted. The Challenge Exam Fee is \$175 per credit hour.

There are two official starts each year for the RN-BSN Nursing Program

1. Fall Semester
2. Spring Semester

RN to BSN Requirements Related to Nursing Curriculum

1. Students must earn a grade of “C” (70%) or above in all general education courses taken to meet Tennessee Wesleyan University’s Wesleyan Essentials (WE) requirements.
2. Students must earn a grade of “C” (80%) or above in all nursing courses. A grade of “D” is considered a failure of the nursing course. Students who withdrew from a nursing course but desire to continue in the program shall submit an application for readmission within 60 days.
3. A nursing course may be repeated only once if a failing grade is obtained. No more than one nursing course may be repeated. A student must successfully repeat a failed course before taking other nursing courses. A student failing two or more nursing courses is not eligible for readmission to the nursing major.

RN to BSN Program Completion

All RN to BSN students has the option to complete this program within 3 semesters. An accelerated option is available upon request and is available to only those RN students who meet the following criteria:

- Holds an active Tennessee RN License
- Completed all Wesleyan Essential (General Education) requirements, except for a 3-credit hour religion or nutrition course.

Curriculum Plan Options

Traditional (Fall Semester Start)

Fall (7 cr. hrs.)	Spring (5 cr. hrs.)	Summer	Fall (9 cr. hrs.) December Graduation
NUR 305- Transition to Professional Nursing Practice (1st 7 weeks)	NUR 413 – Community Health	Challenge Exams NUR 301, 303, 431	NUR 443 – Nursing Synthesis for the RN
NUR 405- Nursing Research (2nd 7 weeks)	NUR 416- Community Health Capstone	R100 or R 207- Religion Course (if Needed)	NUR 442 – Leadership/ Management for the Registered Nurse
NUR 316 – Future of Nursing			NUR 451 – Leadership/Management Clinical Capstone

Traditional (Spring Semester Start)

Spring (7 cr. hrs.)	Summer	Fall (5 cr. hrs.)	Spring (9 cr. hrs.) May Graduation
NUR 305- Transition to Professional Nursing Practice (1st 7 weeks) NUR 405- Nursing Research (2nd 7 weeks)	Challenge Exams NUR 301, 303, 431	NUR 413 – Community Health	NUR 443 – Nursing Synthesis for the RN
	R100 or R 207- Religion Course (if Needed)		
NUR 316 – Future of Nursing		NUR 416- Community Health Capstone	NUR 442/ 451 – Leadership& Management for the Registered Nurse/ CAPSTONE

Accelerated (Fall Semester Start)

Fall (12 cr. hrs.)	December Mini (6 cr. hrs.)	Spring (7 cr. hrs.) May Graduation
NUR 305 Transition to Professional Nursing Practice (1 st 7 weeks)/ NUR 405- Nursing Research (2 nd 7 weeks)	NUR 301, 303, & 431 Challenge Exams	NUR 443 – Nursing Synthesis for the RN
NUR 316 – Future of Nursing	R100 or R 207- Religion Course (if Needed)	NUR 442 – Leadership/Management for the Registered Nurse
NUR 413 – Community Health		NUR 451 – Leadership/Management Clinical Capstone
NUR 416- Community Health Capstone		

Accelerated (Spring Semester Start)

Spring (12 cr. hrs.)	Summer	Fall (9 cr. hrs.) December Graduation
NUR 305- Transition to Professional Nursing Practice (1 st 7 weeks) / NUR 405- Nursing Research (2 nd 7 weeks)	NUR 301, 303, & 431 Challenge Exams	NUR 443 – Nursing Synthesis for the RN
NUR 316 – Future of Nursing	R100 or R 207- Religion Course (if Needed)	NUR 442 – Leadership/Management for the Registered Nurse
NUR 413 – Community Health		NUR 451 – Leadership/Management Clinical Capstone
NUR 416- Community Health Capstone		

Challenge Exams

RN to BSN students can challenge 12 credit hours of upper-level course curriculum. These courses include NUR 301 Pharmacology, NUR 303 Health Assessment, & NUR 430 Advanced Nursing.

Challenge Exam Coordinator: Heather Swift MSN, RN
Contact email: hswift@tnwesleyan.edu

Challenge Requirements: The student will have 2 attempts to achieve 80%. Students must complete all Challenge Exams by the first day of class of the semester the student is planning to graduate. For example, students planning a December (winter) graduation need to have all challenge exams completed by August prior to the ceremony date. Students planning a May (spring) graduation need to have all challenge exams completed by January prior to the ceremony date.

NUR 301 Pharmacology (4 credit hours) – The student must pass an instructor made exam or activity at 80% or greater.

NUR 303 Health Assessment (4 credit hours) - The student must pass an instructor made exam or activity at 80% or greater.

The second requirement is the completion of a head-to-toe assessment, which can be done face-to-face with an instructor, or video recorded. The student is responsible for selecting a volunteer patient (18 yrs. or older), recording the assessment, or arranging a time to meet with the instructor.

NUR 430 Advanced Nursing (4 credit hours) – The student must pass an instructor made exam or activity at 80% or greater.

Academic Integrity-Challenge Exam Policy

To ensure the integrity of the academic process and uphold the standards of ethical conduct among RN-BSN students when challenging a course through examination.

This policy applies to all RN-BSN students enrolled in the program who wish to challenge a course by taking an exam.

All students are expected to adhere to the highest standards of academic integrity as outlined in the Tennessee Wesleyan University Student and Nursing Handbook and in addition the specifics of this policy.

Any form of academic dishonesty, including but not limited to cheating, plagiarism, or facilitating dishonesty, and collaboration in exam taking is strictly prohibited.

Preparation for Examination

Students are encouraged to prepare using appropriate academic resources such as textbooks, course materials, and study guides. Collaborative study with peers is permitted; however, the exam must be completed individually and without collaboration.

Examination Conduct

Exams must be completed independently and without the use of unauthorized resources or assistance, including but not limited to notes, electronic devices, or third-party aid.

Behavior that raises concerns about academic integrity will be reviewed in accordance with university policy.

Reporting Violations

If any student, faculty, or staff member observes or suspects a potential breach of academic integrity, it should be reported to the course faculty member for appropriate follow-up.

Investigation Process

All reports of academic integrity concerns will be reviewed by the RN-BSN faculty. Students involved will be informed and given an opportunity to respond.

Faculty will review relevant evidence, which may include exam materials and data from the learning management system.

Consequences

If a violation is substantiated, outcomes may include the following:

- A score of zero for the initial exam attempt
- A 25% grade reduction on a second attempt
- The second attempt must be completed in person at the Knoxville Campus under supervision
- Documentation of the incident in the student's academic file
- Faculty and staff may decline to provide academic or character recommendations

These measures are intended to preserve the integrity of the program and ensure fairness for all students

Appeal Process

Students have the right to appeal any decision related to academic integrity concerns. Appeals must be submitted in writing to the RN-BSN Program Director within 10 business days of receiving the decision

Remediation for unsuccessful challenges will require completion of the following:

- For each topic missed, complete an active learning template and/or identify three critical points to remember.
- Minimum one-hour Focused Review

Remediation must be completed before the student can complete his/her second attempt. After two unsuccessful attempts, the student will be required to complete designated ATI (Assessment Technologies Institute) learning modules, interactive video case studies, and end of module test questions. Students will be required to pay an ATI student enrollment fee.

RN-BSN Course Challenge Exam Attestation Form
Attestation Statement (collected prior to the start of exams)

I, the undersigned, attest that I have read and understand the academic integrity policy related to challenging a course through examination for the RN-BSN program at Tennessee Wesleyan University. I acknowledge my responsibility to uphold the standards of academic honesty and integrity as outlined in the policy.

By signing below, I confirm the following:

1. I will prepare for the exam using only legitimate resources and will not engage in any form of academic dishonesty.
2. I understand that while general study collaboration with peers is permitted, I will complete the exam independently without sharing or receiving specific exam questions, answers, or content during the examination period.
3. I am aware that any violation of the academic integrity policy may result in disciplinary action, including a failing grade on the exam or course, and other sanctions as deemed appropriate.

Print Name: _____

Signature: _____

Date: _____

RN to BSN Clinical Requirements

RN students at Tennessee Wesleyan University complete a total of **251 clinical experience hours**. Successful completion of these clinical hours for RN students includes a variety of experiences in both direct and indirect patient care settings (e.g., acute care [grand rounds], community health, and leadership settings). Clinical experiences are designed to build knowledge and skills in all three domains of learning: psychomotor, cognitive, and affective. Clinical experiences are supervised in both clinical capstone courses, with evaluations completed by faculty. TWU's RN to BSN program faculty have developed clinical experiences to build upon previously earned academically/supervised clinical hours, and to provide experiences that focus on the development of competencies in professional communication, managing care as a part of interprofessional teams, clinical reasoning, diversity, population health, informatics, and being a member of a profession.

TWU defines "clinical practice" for the RN student, as any clinical activity or experience, whether through direct or indirect patient contact, that prepares students to care for a variety of patients across the lifespan and across the continuum of care.

Direct Care: "Refers to a professional encounter between a nurse and an actual individual or family, either face to face or virtual, that is intended to achieve specific health goals or achieve selected health outcomes. Direct care may be provided in a wide range of settings, including acute and critical care, long-term care, home health, community-based settings, and telehealth. (AACN, 2021, p. 62)

Indirect Care: "Refers to nursing decisions, actions, or interventions that are provided through or on behalf of individuals, families, or groups. These decisions or interventions create the conditions under which nursing care or self-care may occur. Nurses might use administrative decisions, population or aggregate health planning, or policy development to affect health outcomes in this way. Nurses who function in administrative capacities are responsible for direct care provided by other nurses. Their administrative decisions create the conditions under which direct care is provided. Public health nurses organize care for populations or aggregates to create the conditions under which improved health outcomes are more likely to occur. Health policies create broad-scale conditions for the delivery of nursing and health care (AACN, 2021, p. 63).

RN to BSN Clinical Experiences – Tennessee Wesleyan University		
RN to BSN Courses	Activities and Learning Domain (Psychomotor [P], Affective [A], Cognitive [C])	Clinical Hours
NUR 303 OL Health Assessment (Challenge)	Demonstration of Head-to-Toe Assessment – (C, P, A) Exam - C	10 hours
NUR 431 OL Advanced Nursing (Challenge)	Unfolding Case Study – (C)	10 hours
NUR 305 OL Transition to Nursing Practice	Clinical Blog – (C, P, A) Attend Professional Meeting- (C, A) Obtain 3 professional letters verifying current nursing practice skills (P) Reflection on current and future clinical competencies (A)	10 hours – Clinical Blog Assignment 90 hours – Awarded for previously earned academically supervised clinical hours. Validated by 3 recommendation letters and RN licensure.
NUR 405 OL Nursing Research	Professional EBP Poster Presentation – (C)	15 hours - Poster Development 1 hour - Live Presentation
NUR 413 OL Community Health for the RN	FEMA NIMS Certification – (C) Health Promotion Public Service Announcement (PSA) – (C, P, A) Miss Evers Boys Viewing with Reflective Questions – (C, A) SPENT – (C, A, P) Letter to an Elected Official – (C, A, P)	4 hours – Certification 2 hours – Professional Speaking Activity 4 hours – Reflection Experience 2 hours – Community Health Simulation Experience 4 hours – Member of the Profession, Professional writing experience
NUR 416 OL Community Health Capstone	Community Assessment, Windshield Survey, Associated Pamphlet, Plan of Care- (C, P, A) Art Mural Project, Community Assessment – (C, A) Mobile Meals Assignment Experience – (C, P, A) Supermarket Experience – (C, P, A) Clinical Evaluation – (Completed by instructor)	10 hours – Community Assessment 10 hours – Community Assessment 8 hours – Mobile Meals 4 hours – Supermarket Assignment

RN to BSN Clinical Experiences – Tennessee Wesleyan University (Cont..)		
NUR 442 OL Leadership and Management for the RN	IHI Certification – (C) Day in the Life of a Charge Nursing Experience – (P, A) QSEN Case Study – (C, A) SWOT Analysis – (C, A)	8 hours – Certification 4 hours – Charge nurse experience 3 hours – QSEN Case Study 2 hours - SWOT
NUR 451 OL Leadership and Management for the RN Capstone	Virtual Clinical Experience (C, P, A) Resume Writing – (C, A) e-Portfolio – (C, A) Grand Rounds Clinical Capstone Project (C, P, A) Clinical Evaluation (Completed by instructor)	1 hour -Simulation Experience 7 hours – Resume building/writing 12 hours – e-Portfolio 30 hours – Grand Rounds Clinical Capstone Project
TOTAL		251 Clinical Experience Hours

RN to BSN E-Portfolio

In this assignment, you will create an electronic portfolio (e-portfolio) for yourself. Accessible via the internet, your e-portfolio, will not only provide samples of your work but also highlight to potential employers your skills and accomplishments. It will also give you a chance to reflect on your achievements in the program and organize your thoughts about the knowledge, skills, and experience you bring to an organization as a prospective employee. Such reflections will aid you in communicating your strengths to prospective employers as you set out to further your career in nursing.

What is an E-Portfolio?

A portfolio is primarily a collection of an individual's work compiled over time. An e-portfolio presents the individual's works in electronic format. Files can be in HTML, pdf or other formats readily viewable in the internet environment.

Why Create an E-Portfolio?

“Creating a professional online presence is now more important than ever. A 2007, poll indicated that at least a quarter of all employers conduct an Internet search of job candidates before hiring them. A recent survey also found that 72% of companies plan to increase their use of social networks for job recruiting. If employers are searching the Internet for information about you, give them a professionally created website that will increase your chances of getting a job” (Dewane, p. 269).

Requirements:

Each student is required to create an electronic portfolio, have it open to the public for viewing and upload URL in the discussion board forum for faculty and student viewing. The portfolio should include, but is not limited to:

- About Me/Personal Page
- Nursing Philosophy Page
- Courses Page: courses you have taken in the RN-BSN Program (with course learning outcomes (CLOs) listed)
 - *You may opt to add courses from your ADN program if you desire-however CLOs would need to be listed-easily obtained from your college/university library*
- Curricular activities
 - *You may also elect to imbed links of assignments in the CLO sections and omit the curricular activities page.*
 - *Examples of assignments to imbed: Clinical Practice Blog, Article Critique Assignment, EBP Proposal, Clinical Projects, Patient- Centered Educational Materials, etc.*

- Resume
- Contact me page (a google number a great option to utilize instead of listing number online)

If you have a LinkedIn, feel free to list as well. Photographs of yourself (head shot) that you feel will increase your value to a prospective employer may also be included but are not required.

I recommend the site <https://www.wix.com/> to build your portfolio. There are numerous platforms to utilize; some are free, some are not. I do not require a specific website to use-however Wix is user friendly without the need for coding. Here is a brief tutorial: <https://www.youtube.com/watch?v=QYwJ8At-wgs>. I do encourage you to watch, as you should be keeping this portfolio and utilizing it in career advancement.

Evaluation:

See rubric attached, however your e-portfolio should have a professional appearance. It should be free of spelling and grammatical errors. Your portfolio should be visually uncluttered and well-organized. It should be easily navigated. Links should be clearly marked and work. Headings should be descriptive. Graphics should be appropriate for the content of the page.

Examples:

<https://jrk0023.wixsite.com/eportfolio2>

<https://mac00740.wixsite.com/mysite>

I hope that you will continue to build on your portfolio as you excel and advance in your career and utilize it not only as a class assignment

Scholarly Writing & APA Style Rubric

Effective writing skills are essential for today's professional nurse to thrive in an ever-changing health care environment and to succeed in an advanced practice role (Oermann et al., 2014; Trenary & Farrar, 2016). Therefore, TWU-FSN's RN to BSN program will utilize the following Professional Writing Rubric (PWR) for all paper and major project assigned throughout the program.

Professional Writing Rubric (PWR)	Level of Proficiency			
Criteria	Excellent	Good (- 1pt./category)	Needs Improvement (- 2 pts./category)	Poor (- 3 pts./category)
APA Format	_Entire paper is double-spaced with 1" margins _12 pt font, New Times Roman ____Title, name, school name centered and double-spaced (please also include course number and title, date and instructor's name) ____Length enough to properly develop written communication with respect to the main idea, subtopics, etc. ____All sources properly attributed (cited).	____Adheres to APA format but lacks 1-2 elements ____Sources properly attributed (cited), no plagiarism	____Adheres to a smaller number of APA elements ____Attribution (citations) present but significantly incomplete, papers contain plagiarism	____Does not adhere APA elements ____No attribution (citations)

Criteria	Excellent	Good (- 1 pt./ category)	Needs Improvement (- 2 pts./ category)	Poor (- 3 pts./ category)
References & Citations	___References on separate titled page (centered) ___In correct APA format (all information included and appropriate for type of source) ___Listed alphabetically ___Hanging indent ___Each source is cited at least once, and all cited sources are included in references ___All citations complete and correctly applied	___References on separate titled page (centered) ___Not all in correct APA format (all information included and appropriate for type of source) ___Less than the following (listed alphabetically; hanging indent; each source is cited at least once, and all cited sources are included in references, citations complete and correct)	___References present but significantly incomplete, unclear or otherwise minimally acceptable	___No references

Criteria	Excellent	Good (- 1 pt./ category)	Needs Improvement (- 2 pts./ category)	Poor (- 3 pts./ category)
Writing Mechanics (standard grammar, spelling, punctuation, and usage)	___ Assignment is at least checked using word processing spelling and grammar tools ___ Assignment is also checked visually for errors not detected electronically ___ Syntax, grammar, spelling, punctuation, usage, mechanics, organization, and clarity are at the highest level	___ Assignment is at least checked using word processing spelling and grammar tools ___ Few to several issues with writing mechanics	___ Assignment shows evidence of minimal review for spelling and grammar errors ___ Multiple issues with writing mechanics	___ Multiple issues with writing mechanics and no evidence of review

**Section III: Tennessee Wesleyan's
MSN Program
(Nursing Education &
Nursing Administration)**

TWU-FSN MSN Program Overview

The purpose of Tennessee Wesleyan University-Fort Sanders School of Nursing's (TWU-FSN) graduate-level curriculum is to inspire and develop the following actions: innovation, life-long learning, interprofessional collaboration, leadership for healthcare equality and change, and finally, to promote the translation and integration of evidence-based research into professional nursing practice (AACN, 2011).

Graduates of the Master of Science in Nursing will (PLOs):

1. Utilize core curriculum to assess, diagnose, plan, implement, and evaluate the delivery of advanced nursing care.
2. Integrate advanced theory, organizational science, informatics, and health policy into the delivery of nursing care for diverse populations and settings.
3. Synthesize, translate, and integrate evidence-based research to promote the health and wellness of diverse individuals, families, and communities.
4. Create strategies that promote lifelong learning for self and peers, incorporating professional nursing standards, and accountability for ethical practice.
5. Assume responsibility for the role of educator, executive, or nurse leader to maximize learning and innovation across settings.

Guiding sub-concepts derived from the program's philosophy (Dev. 2000):

Provider of Care, Manager of Care, and Member of the Profession.

Provider of Care - In this role the nurse utilizes a systematic problem-solving process for assessing, diagnosing, planning, implementing, and evaluating outcomes of care in a variety of settings to diverse populations. As a patient advocate and educator, the nurse employs a holistic approach based on an accumulated knowledge base to assist individuals in preventing and managing illness.

Manager of Care - As a manager, the nurse assumes a leadership role in designing and coordinating quality, cost-effective care for individuals, groups, families, and communities. Essential to this role are the abilities to effectively communicate/collaborate and utilize research findings for enhancing outcomes of care.

Member of the Profession - In this role, the nurse assumes responsibility and accountability for practice based on professional nursing standards and development of a value system within an ethical/legal framework. As a professional, the nurse must be committed to personal growth and lifelong learning as well as active involvement in social, political, and regulatory processes that influence the health and welfare of the community.

MSN Professional Standards

The Nursing Department's philosophy and objectives embody an identified set of professional nursing standards. The selected standards include:

- (1) The Essentials of Master's Education for Professional Nursing (American Association of Colleges of Nursing, 2011).
- (2) Standards of Clinical Nursing Practice (American Nurses Association, 2010).
- (3) Tennessee Nurse Practice Act (2010).
- (4) Competencies for Nursing Education (National League for Nursing, 2012).
- (5) AONE Nurse Executive Competencies (American Organization of Nurse Executives, 2015).

MSN Admission Information

TWU-FSN offers three pathways for completing graduate-level nursing education; these include: (1) MSN, (2) RN-BSN to MSN, and (3) Post-Master's Certification. Students may then select from two MSN degree concentrations: Nursing Education or Nursing Administration.

General MSN Admission Requirements

All applicants interested in completing graduate-level course work here at TWU are required to complete the following steps:

1. Complete application for the graduate program.
2. Submit official transcripts from all previous college work, undergraduate and graduate, with an undergraduate cumulative GPA of 3.00 or higher and a conferred baccalaureate degree.
3. Submit three letters of recommendation: Two references from prior university or college instructors who can address the applicant's abilities to complete graduate-level studies, and one reference from a current or past employer.
4. Provide a current curriculum vitae or resume.
5. Provide proof of an active RN nursing license (RN Licensure Verification).
6. Students will be required to submit documentation of at least 1,000 hours of direct-patient care experience.

MSN Admission Requirements for BSN Students

Applicants to the MSN program must hold a bachelor's degree in nursing from a regionally accredited college or university.

MSN Admission Requirements for RN Students

TWU-FSN's RN-BSN to MSN Program is designed for the registered nurse who is committed to pursuing a Master of Science degree in Nursing. The program accelerates the student through the RN-BSN Program by permitting enrollment in selected graduate-level courses while completing the BSN. RN students may substitute MSN courses for the following BSN required courses NUR 303 Health Assessment and NUR 431 Advanced Nursing.

RN to BSN Prerequisite Requirements for MSN Programs

- RN applicants will be required to take one religion course unless the requirement is met by an equivalent course at the transfer institution.
- RN applicants will be required to complete any prerequisites for upper-division major courses. (i.e., College Algebra or Statistics, Nutrition, Microbiology, Anatomy & Physiology I & II; Chemistry is waived)
- Documentation provided through the advising process and transcript evaluations will verify that applicants have completed a minimum of 30 hours of general education courses including a least one course from each of the following areas: humanities/fine arts, social/behavioral science, and natural sciences/mathematics. In the event of a deficiency, the students will be required to complete the necessary coursework.
- Students will be required to submit documentation of at least 1,000 hours of direct-patient care experience. Documentation is required at the completion of the BSN degree. Students will not be eligible to complete the remaining MSN curriculum without this documentation.

MSN Admission Requirements for Post-Master's Certification

TWU-FSN's Post-Master's Certificate program is designed for the registered nurse who already holds a master's degree in nursing and is interested in pursuing additional specialization in either nursing education or nursing administration.

Post-Master's Certificate Admission Requirements:

1. An MSN degree from a regionally accredited university.
2. Current, unencumbered RN nursing license.

MSN Course Registration & Fees

A student in the MSN program will be considered full-time if enrolled in nine or more graduate hours in one semester. A student enrolled in eight or less graduate hours in one semester will be considered part time. The maximum number of graduate hours permitted in any semester is 12 hours.

MSN Fees

TWU-FSN makes every effort to ensure an affordable/competitive tuition rate and fees for services plan. Below is general list of MSN graduate student tuition and fees.

Tuition Rate	\$ 700 per credit hour
Online Technology Fee	\$ 10 per credit hour
Graduation Fee	\$ 150.00

MSN Curricular Plan of Study/ Progression

Curriculum progression options for obtaining an MSN will include the following pathways for degree completion: (1) MSN, (2) RN-BSN to MSN, (3) Post Master's Certificate.

Curriculum Plan (MSN): (35 Credit Hours)

MSN Core..... Total 19 s.h.

NUR 503 Advanced Health Assessment	3 s.h.
NUR 501 Advanced Pathophysiology/Pharmacology	4 s.h.
NUR 506 Advanced Nursing Theory	3 s.h.
NUR 515 Health Policy & Leadership	3 s.h.
NUR 514 Health Informatics	3 s.h.
NUR 505 Research for Evidence Based Practice	3 s.h.

Track 1: Nursing Education..... Total 16 s.h.

NUR 520 Principles of Teaching and Learning in Nursing Education	3 s.h.
NUR 522 Designing Nursing Curriculum	3 s.h.
NUR 524 Assessment & Evaluation of Learning for Nurse Educators	3 s.h.
NUR 532 MSN Internship	4 s.h.
NUR 533 MSN Capstone Project	3 s.h.

Track 2: Nursing Administration..... Total 16 s.h.

NUR 525 Human Resource Management for Nursing Leadership	3 s.h.
NUR 521 Financial Management in Nursing Administration	3 s.h.
NUR 523 Strategic Management for Nurses	3 s.h.
NUR 532 MSN Internship	4 s.h.
NUR 533 MSN Capstone Project	3 s.h.

MSN Course Descriptions

Core Curriculum

NUR 501 Advanced Pathophysiology/Pharmacology

This course focuses on advanced concepts of nonpathological physiology by systems. Variations from normal and pathophysiologic processes across the life span are presented. In addition to the pathophysiology, classifications of pharmaceuticals are examined in relation to indication for use and evidence of efficacy. Elements of health promotion, quality/safety, evidence-based practice, and education are integrated throughout the course. (4 s.h.)

NUR 503 Advanced Health Assessment

Advanced health assessment builds upon the professional nurse's assessment and clinical reasoning skills. Emphasis is placed on advanced health assessment skills, risk assessment, integration of evidence-based practice guidelines, and patient education (health promotion) across the life span and health care setting. (3 s.h.)

NUR 505 Evidence-Based Research

In this course students are introduced to evidence-based practice as it relates to the science of nursing. Students gain practical knowledge of research principles/methodologies through the initial development of a research-driven capstone project. At the completion of this course students will have determined an area of interest (research agenda), developed a clinical practice research question (PICOT question), and completed an integrated literature review (project prospectus). (3 s.h.)

NUR 506 Nursing Theory

In this nursing theory course students will examine the development and utilization of nursing theory, including its history, influencing factors, and future applications. At the completion of this course students will be able to connect the utility of nursing theory to clinical practice. (3 s.h.)

NUR 515 Health Policy & Leadership

The purpose of this course is to explore the connections between healthy policy and patient care within a framework of nursing education and nursing leadership. (3 s.h.)

NUR 514 Health Informatics

Health informatics is focused on the optimal use of data, information, and knowledge, to ensure delivery of quality healthcare across a variety of settings. Student will develop informatic skills by formulating plans to address data or information issues related to healthcare, research, and health education. (3 s.h.)

Track 1: Nursing Education

NUR 520 Principles of Teaching and Learning in Nursing Education

Principles of teaching and learning explore key aspects of the learning process, educational theory, and its implementation throughout higher education and nursing education. Students will gain confidence in developing educational interventions applied in a variety of delivery settings within the context of nursing education (traditional classroom, clinical, hospital-based education, and/or online). (3 s.h.)

NUR 522 Designing Nursing Curriculum

In this course students explore the essential structures, components, and factors of curriculum design within the framework of Nursing Education. Concentration will be on the curriculum development processes and methods for evaluating program/university outcomes. Students will use a systematic approach to curriculum design, creating an evidence-based teaching practice that is applicable across learning environments. (3 s.h.)

NUR 524 Assessment & Evaluation of Learning for Nurse Educators

In this course students will implement aspects of assessing and evaluating student learning throughout a variety of academic and healthcare settings. (3 s.h.)

Track 2: Nursing Administration

NUR 525 Human Resource Management for Nursing Leadership

Human resource management introduces students to the essential role of human resource management within complex healthcare organizations. Through the lens of nursing administration, students explore the dynamic interrelationships between organizational theories and a variety of operational topics. Topics include staffing, orientation, performance management, team dynamics, conflict resolution, talent retention, and professional development. (3 s.h.)

NUR 521 Financial Management in Nursing Administration

In this course students examine the economic and financial factors affecting nursing leadership and the daily operations of complex healthcare organizations. Principles of reimbursement, value-based purchasing, Budgeting, and quality outcomes indicators are considered. Students apply new financial knowledge by creating, analyzing, and establishing on-going evaluation needs of a budget. (3 s.h.)

NUR 523 Strategic Management for Nurses

In this course students examine the importance of strategic nursing knowledge and planning to facilitate change, manage collaborative projects, develop contingency plans, and apply methods for sustaining innovation within complex healthcare organizations. The application of knowledge will be through the development of a strategic plan and steps for successful implementation. (3 s.h.)

NUR 532 MSN Capstone Project (Education or Administration)

In this capstone course, students will develop a scholarly proposal to address a specific clinical problem. The students' final submitted proposal will include an introduction/problem statement, a synthesis of the literature, a section of a theoretical and relevant clinical framework, an implementation plan, a method section, and a data collection/analysis plan. Students will also complete human research protection training and complete Tennessee Wesleyan's IRB checklist for project implementation.

NUR 533 MSN Internship (Education or Administration)

This course serves to apply the strategies and knowledge developed throughout the MSN curriculum. Students complete 270 practical hours working with a faculty-approved preceptor. The focus is on bridging the gap between theory and practice by providing opportunities to apply program knowledge to common academic and/or healthcare issues. Students will also implement and evaluate the MSN capstone project. **Prerequisite:** 260 clinical hours are required. (3 s.h.)

MSN Online Program of Study (5 semesters)

Semester 1	Semester 2	Semester 3
NUR 503 Adv. Health Assessment (3)	NUR 501 Advanced Patho/ Pharmacology (4)	Cognate 1: - NE: NUR 520 Principles of Teaching & Learning (3) OR - NA: NUR 525 Human Resource Management (3)
NUR 515 Health Policy & Leadership (3)	NUR 514 Health Informatics (3)	Cognate 2: - NE: NUR 522 Designing Nursing Curriculum (3) OR - NA: NUR 521 Financial Management (3)
6 hours	7 hours	6 hours
Semester 4	Semester 5 (Grad/Hooding)	
NUR 505 Research for Evidence-Based Practice (3)	Cognate 3: - NE: NUR 524 Assessment & Evaluation of Learning (3) OR - NA: NUR 523 Strategic Management f(3)	
NUR 506 Advanced Nursing Theory (3)	NUR 533 MSN Internship (4) (180 hrs. of Clinical) or	
NUR 532 MSN Capstone Project (3)	➤ Nursing Education ➤ Academic setting ➤ Clinical setting ➤ Nursing Administration	
9 hours	7 hours	

Curriculum Plan (RN- BSN to MSN):

Challenge Exam Pharmacology	Total (4 s.h.)
Classes to Complete for RN to BSN	Total (21 s.h.)
NUR 305 Transitions to Nursing Practice	3
NUR 315 Professional Issues	2
NUR 405 Nursing Research	2
NUR 413 Community Health	2
NUR 416 Community Health Clinical Capstone	3
NUR 442 Leadership & Management	2
NUR 443 Nursing Synthesis for the RN	4
NUR 451 Leadership & Management Clinical Capstone	3
BSN Courses (8 s.h.)	MSN Substitution (7 s.h.)
NUR 303 Health Assessment (4 s.h.)	NUR 503 Adv Health Assessment (3 s.h.)
NUR 431 Advanced Nursing (4 s.h.)	NUR 501 Advanced Patho/Pharmacology (4 s.h.)
Remaining MSN Core	Total (12 s.h.)
NUR 506 Advanced Nursing Theory	3 s.h.
NUR 515 Health Policy & Leadership	3 s.h.
NUR 505 Research for Evidence Based Practice	3 s.h.
NUR 514 Health Informatics	3 s.h.
Track 1 (Nursing Education)	Total (16 s.h.)
OR	OR
Track 2 (Nursing Administration)	Total (16 s.h.)

RN –BSN to MSN Online Program of Study (7 semesters)

Semester 1	Semester 2	Semester 3	Semester 4
NUR 305 Transition to Nursing Practice (1 st 7weeks) (3)	NUR 413 Community Health (2)	NUR 315 Professional Issues (2)	NUR 451 Leadership& Management Clinical Capstone (3)
NUR 405 Nursing Research (2 nd 7 weeks) (2)	NUR 416 Community Health Clinical Capstone (3)	NUR 442 Leadershipand Management (2)	NUR 443 Nursing Synthesis (4)
MSN Level Course- Advanced Health Assessment (3)	MSN Level Course- Advanced Pathophysiology /Pharm. (4)	MSN Level Course- Health Informatics (3)	MSN Level Course- Health Policy & Leadership (3) BSN Degree Awarded
8 hours	9 hours	7 hours	10 hours
Semester 5	Semester 6	Semester 7 Grad/Hooding)	
Cognate 1: • NE: NUR 520 Principles of Teaching & Learning in Nursing Education (3) OR • NA: NUR 525 Human Resource Management (3)	NUR 505 Research for Evidence Based Practice(3) NUR 506 Advanced Nursing Theory (3)	NUR 532 MSN Capstone Project (3) (Education or Administration)	
Cognate 2: • NE: NUR 522 Designing Nursing Curriculum (3) OR • NA: NUR 521 Financial management (3)	Cognate 3: • NE: NUR 524 Assessment & Eval. of Learning for Nurse Educators (3) OR • NA: NUR 523 Strategic Management (3)	NUR 533 MSN Internship (4) ➤ Nursing Education • Academic setting • Clinical setting OR ➤ Nursing Administration MSN Degree Awarded	
6 hours	9 hours	7 hours	

Curriculum Plan: Post-master's Certificate

Track 1 Nursing Education 13 hrs.

NUR 520 Principles of Teaching and Learning in Nursing Education	3 s.h.
NUR 522 Designing Nursing Curriculum	3 s.h.
NUR 524 Assessment & Evaluation of Learning for Nurse Educator	3 s.h.
NUR 533 MSN Internship	4 s.h.

OR

Track 2 Nursing Administration..... 13 hrs.

NUR 525 Human Resource Management	3 s.h.
NUR 521 Financial Management	3 s.h.
NUR 523 Strategic Management	3 s.h.
NUR 533 MSN Internship	4 s.h.

Post MSN-Certificate Program..... Total 13 hrs.

Post-master's Certificate Online Program of Study (2 Semesters)

Semester 1	Semester 2
Cognate 1: - NE: NUR 520 Principles of Teaching and Learning in Nursing Education (3) OR - NA: NUR 525 Human Resource Management (3)	Cognate 3: - NUR 524 Assessment & Evaluation of Learning for Nurse Educators (3) OR - NUR 523 Strategic Management (3)
Cognate 2: - NE: NUR 522 Designing Nursing Curriculum (3) OR - NA: NUR 521 Financial Management (3)	NUR 533 MSN Internship (4) (180 hrs. of Clinical) ➤ Nursing Education • Academic setting • Clinical setting OR ➤ Nursing Administration
6 hours	7 hours

MSN Grading System

TWU-FSN's Graduate-level curriculum will utilize Canvas as its Learning Management System. This LMS will be used for lesson plans, assignments, grading, and provided timely student-feedback.

TWU-FSN MSN Program utilizes the following grading scale:

93 - 100	A
89 - 92	B+
83 - 88	B
79 - 82	C+
73- 78	C
69-72	D+
63-68	D
0 - 63	F

MSN Grading Policy/Progression

The MSN Program will utilize the University grading system as articulated in the TWU Academic Catalog. Program-specific requirements include:

- Students must earn a grade of “B” (83%) or above in all MSN courses. Students who earn a grade below a “B,” shall be dismissed from the program and must submit an application for readmission within 60 days.
- Dismissed MSN students may apply for reinstatement. Requests for reinstatement will be reviewed by the TWU-FSN Nursing Admission and Promotion Committee for consideration and approval. After the first reinstatement, any subsequent grade below B will result in final dismissal from the MSN program.
- An MSN course may be repeated only once if a failing grade is obtained or if the student withdraws from the course. No more than one MSN course may be repeated. A student failing two or more MSN courses is not eligible for readmission to the MSN program.
- Students must maintain a GPA of 3.0 for all graduate-level nursing coursework.

MSN Graduate Course Repeat Policy

Dismissed MSN students may apply for reinstatement. Requests for reinstatement will be reviewed by the TWU-FSN Nursing Admission and Promotion Committee for consideration and approval. After the first reinstatement, any subsequent grade below C will result in final dismissal from the MSN program.

MSN Graduation Requirements

Students must meet the following requirements to receive the Master of Science in Nursing degree with a concentration in either Nursing Education or Nursing Administration:

1. An Intent to Graduate form must be submitted at the beginning of the MSN program
2. Completion of 35 credit hours in the MSN program
3. Cumulative GPA in the TWU MSN program of 3.0 on a 4.0 scale
4. Completion of the MSN Internship and Capstone Project

MSN Program Clinical Requirements

Graduate students are required to complete a total of **500 hours** of instructor-led or student-led clinical experience before graduation. This can be completed in various ways, and students are encouraged to work with faculty to secure and implement clinical experiences. The following is a general guide for completing the **500 hours** of clinical experience. Students are responsible for updating their clinical log each semester, informing the faculty contact person about completing hours, and seeking faculty assistance when necessary to secure clinical/preceptor placement experiences. Faculty will assist with securing clinical experiences, provide feedback on journal experiences, and provide the overall evaluation and approval of documented clinical experiences.

TWU-FSN will utilize a preceptor model (preceptorships) as a means for completing practicum experiences and/or requirements. Each graduate student will be responsible for securing a preceptor, completing the preceptorship contract, and submitting the required information provided in their preceptor manual. Faculty will be responsible for oversight and final approval of preceptors and the setting of the practice immersion.

Faculty will also function as a resource person to assist students with issues that may arise during the process of securing an appropriate preceptor and/or practice setting. TWU-FSN nursing department administrative support personnel will be responsible for verifying and maintaining documentation of clinical affiliation agreements.

TWU-FSN will utilize a preceptor model (preceptorships) as a means for completing practicum experiences and/or requirements.

Each graduate student will be responsible for securing a preceptor, completing the preceptorship contract, and submitting the required information provided in their preceptor manual.

Faculty will be responsible for oversight and final approval of preceptors and the setting of the practice immersion. Faculty will also function as a resource person to assist students with issues that may arise during the process for securing an appropriate preceptor and/or practice setting.

TWU FSN nursing department administrative support personnel will be responsible for verifying and maintaining documentation of clinical affiliation agreements.

Sources for securing preceptors include maximizing the affiliation agreement between TWU-FSN and Covenant Health, utilizing current TWU- TWU-FSN nursing faculty teaching in undergraduate nursing courses, and connecting students with available advanced practice nurse preceptors through the American Nurse Credentialing Center (ANCC) preceptor bank. See link available to students, <https://www.facebook.com/groups/233015267236308>.

MSN Clinical Experiences Across the Curriculum

Course	Hours/Activities	Total Hours
NUR 503 Advanced Health Assessment	60 hours , Virtual Simulation through Shadow Health. 10 hours , Completion of a head-to-toe assessment and documentation activities.	70 hours
NUR 520 “Teaching and Learning” or NUR 525 “Human Resource Management”	20 hours , Observation, interviews, attending professional meetings, audiobooks, webinars, and other course activities.	20 hours
NUR 522 “Curriculum Design” or NUR 521 “Financial Management”	60 hours , Observation, interviews, attending professional meetings, audiobooks, webinars, and other course activities.	60 hours
NUR 524 “Assessment and Evaluation of Learning” or NUR 523 “Strategic Management”	60 hours , Observation, interviews, attending professional meetings, audiobooks, webinars, and other course activities.	60 hours
NUR 530 Internship (Education or Administration)	270 hours , Preceptor experience, observation, interviews, attending professional meetings, audiobooks, webinars, and other course activities.	270 hours
NUR 531 Capstone Project (Education or Administration)	30 hours , Research proposal development/implementation, dissemination of research.	30 hours
Grand Total		510 hours

TW will assist students in securing/completing the required elements of their practicum experiences.

MSN Specific Guidelines for Students:

- Students are to negotiate acceptable hours with the preceptor prior to starting practicum, being mindful to accommodate for the preceptor's availability and schedule.
- Student must maintain and follow facility specific dress code and code of conduct.
- Student must follow agency policy and procedures.
- Student is required to complete all health information required by facility and submit items prior to the start of practicum.
- Student must wear his/her name school photo ID identifying his or her status as a graduate nursing student.

MSN Qualifications of Preceptor:

- Must be educationally and experientially qualified to assume the preceptor role.
- MSN or higher degree
- A minimum of 3-years of practical experience in the area(s) the graduate student is pursuing a degree.
- Must be able to guide/supervise 90 hours of practicum experience.

MSN Faculty Oversight/Involvement:

- Faculty will approve each preceptor based on predetermined qualifications.
- Faculty will be responsible for securing all practicum documents (Preceptor's profile- CV, letter of intent, and summary of qualification form).
- Faculty will determine the appropriateness of the selected practice immersion setting to meet student learning outcomes and ensure completion of site evaluation forms.
- Faculty and student will be responsible for scheduling at least four individual telephone/virtual meetings to discuss his/her practicum experience and will coincide with student practicum experience journal entries.
- Faculty will be responsible for grading final practicum project and reviewing practicum evaluation forms completed by preceptor.
- Faculty will meet twice with preceptor during the semester (mid-term and Final) to discuss student's progress towards successful completion of student learning outcomes.