



MSN Program *Student handbook*



Revised November 2024

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Welcome!

Welcome MSN Student!

Congratulations on your next step in advancing your nursing degree! All of us here at Bearcat Nation are excited that you have chosen to continue your educational journey with us. We would like to take this opportunity to tell you about the MSN program that we have established here at the institution.

High standards are in place to promote a high-quality nursing education. The MSN curriculum is designed in a way to foster academic success for those committed to achieving their educational goal. This handbook in conjunction with the curriculum plan and quality educators will help us achieve our mutual goals.

The nursing department faculty and staff have developed this handbook as a guide for reference throughout the nursing curriculum. If you have questions or are in need of clarification on any of the information contained in this document, please do not hesitate to contact the nursing program. This handbook is in addition to published University policies and procedures. While the nursing student handbook references specific entities of the nursing program, the student should also be familiar with the Northwest Student Handbook for specific questions [Northwest Student Handbook](#).

Our goal is to prepare you to provide Nnursing leadership, understand Unique perspectives, apply Respect and integrity, integrate Scholarship and life-long learning practices, uphold Excellence in our field, and ultimately ensure Success! This statement outlines the values of the MSN program using the acronym NURSES. You can find out more about the program's mission, vision, values, and philosophy later in this document.

We wish you the best of luck through your courses here at Northwest! Please let us know if we can be of any further assistance. Go Bearcats!!

Dr. Brooke McAtee

Director of Nursing



Nursing Program Faculty and Staff

Andy Schmidt

Nursing Program Secretary
nwnursing@nwmissouri.edu
 660-562-1973

Brooke McAtee, Ph.D., RN

Director of Nursing
 660-562-1195
bmcatee@nwmissouri.edu

Education

BSN University of Missouri-Columbia
 MSN University of Phoenix
 Ph.D. Nursing Education- Capella University

Dr. Kelly Claycomb, DNP, RN

Assistant Professor
 RN to BSN Program Coordinator
kclaycomb@nwmissouri.edu
 660-562-1426

Education

B.S.N. Missouri Western State University
 M.S.N. Western Governors University
 DNP American Sentinel University

Dr. Machele Skinner, DNP, RN

Assistant Professor
 MSN Program Coordinator
skinner@nwmissouri.edu
 660-562-1453

Education

B.S.N. Missouri Western State University
 M.S.N. Liberty University
 DNP University of Missouri-Kansas City

The nursing program offices are located in Garrett Strong Building Offices 2645 and 2655 on the Northwest campus in Maryville, MO. [Campus Map](#). Email the program director, Dr. Brooke McAtee at bmcatee@nwmissouri.edu for a parking pass.

While all your courses are offered in an online environment, if you find yourself on campus, please do not hesitate to come by and visit! We encourage you to engage in physical campus activities.

Northwest Missouri State University MSN Program Description

This curriculum allows active nurses to complete a Master of Science in Nursing degree. The program includes five core courses, and five track-specific courses. Successful completion of the program results in the conferral of the Master of Science in Nursing degree.

Mission, Vision, and Philosophy

The nursing programs' mission, vision, philosophy, and values align with the Graduate School mission, the School of Health Science and Wellness mission and vision along with the University mission, vision, and values.

Mission, Vision, Values	University Statements	Graduate School Statements	School of Health Science and Wellness Statements	Nursing Program Statements
Mission Statements	Northwest Missouri State University focuses on student success – every student, every day.	The Northwest Missouri State University Graduate School seeks to create a stimulating environment for applied research and interactive learning at the post-baccalaureate level for both students and faculty. The Graduate School provides programs on campus, off-site and through distance learning technologies that are responsive to regional educational needs in the arts, sciences, education, human services, professional fields, and applied studies. It creates national and international links to the region, which in turn expands its students' experiences to	The mission of the School of Health Science and Wellness is to collaboratively educate diverse health and wellness professionals through excellence in student-focused education, and profession-based experiences centered on the science of lifespan health and active living.	The nursing programs will provide an innovative, student-centered nursing education curriculum that prepares professional nurses with the ability to lead, care, and collaborate to meet the needs of a diverse population.

		<p>encompass not only contemporary society, but also its history and its aspirations. The Graduate School seeks to enhance a lifelong commitment to learning among its students, enabling them to lead professionally rewarding and socially beneficial lives in the 21st century. It promotes the cultivation of scholarship and the expansion of knowledge, the development of professional skills and scholarly research at an advanced level, and the interchange of ideas among students, faculty, and staff. The Graduate School helps learners achieve professional competencies and realize broad intellectual and social interests. Responsive to the needs of all academically qualified students, the graduate programs at Northwest provide the foundation for additional graduate studies at the doctoral level and beyond.</p>		
Vision Statements	We will be THE university of choice for a comprehensive, exceptional student experience.		The School of Health Science and Wellness will be the top choice for students seeking cutting-edge educational opportunities in the pre-	We will be the top education choice for nurses with the region and the nation seeking an innovative, student-centered educational opportunity.

			professional and professional fields in Health Science and Wellness.	
Values	<ul style="list-style-type: none"> • Student success • Scholarship and life-long learning • Intercultural competence • Collaboration • Respect and integrity • Strategic thinking • Excellence 			<p>Philosophy Statement and Values</p> <p>We believe that the nursing profession is based on caring. We recognize that the nursing profession involves a patient-centered approach that involves recognizing diversity, evidenced-based practice, and collaboration. The nursing profession is ever evolving; nurses must be accountable for their own practice, be committed to a role of lifelong learning, and be prepared to integrate evidence-based practice initiatives.</p> <p>The philosophy of the nursing program aligns with the institutional mission, vision, and values. While the philosophy is rooted in ensuring a learning environment that prepares students for the role of a nurse, the faculty also believes that other values are vital to a nursing student's success; therefore, the programs have formulated core values that</p>

			<p>provide a guide for program success and further alignment with the institution. We use the acronym NURSES to identify those values most important to our program.</p> <p>N- Nursing Leadership We provide students with a way to obtain their role in the nursing profession. Faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.</p> <p>U- Unique and Diverse Perspectives We provide students with the opportunity of advancing their education in a profession that highlights the importance of diversity. Faculty will provide a support system comprised of diverse backgrounds and skill sets and will utilize unique teaching strategies to ensure students are prepared to care for diverse patient needs.</p> <p>R- Respect and Integrity We ensure students adhere to the values of respect and integrity both in the online classroom and in their professional roles.</p>
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				<p>S- Scholarship and Lifelong Learning We encourage students to continue their pursuits of advanced education to enhance the nursing profession. Faculty and staff provide students with opportunities to develop a habit of life-long learning.</p> <p>E- Excellence We pride ourselves on delivering an exemplary program that provides students with a high level of education with a student-centered focus.</p> <p>S- Student Success We are dedicated to seeing our students succeed and grow into safe and competent nursing professionals.</p>
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Expected Student Learning Outcomes and Curricular Program Outcomes

The Northwest Missouri State University MSN program uses several key concepts from the mission statement in selecting the student learning outcomes and in developing the expected curricular outcomes for each track. These key concepts are bolded in the mission statement below:

The nursing programs will provide an **innovative, student-centered**, nursing education curriculum that prepares professional nurses with the ability to **lead, care,** and **collaborate** to meet the needs of a **diverse** population.

Northwest Missouri State University MSN program expected student learning outcomes are derived from the Quality and Safety Education for Nurses ([QSEN Competencies](#)). The curricular program outcomes are identified below each QSEN competency and aligned with the National League for Nursing (NLN) [Core Values](#) and the National League for Nursing (NLN) [Graduate competencies](#). Upon successful completion of the MSN program the student will meet the following outcomes.

Patient-Centered Care

The student will recognize the patient or designee as the full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Expected Curricular Program Outcomes

1. Appreciate the impact of culture and diversity within nursing and global health initiatives (Value of Integrity and Value of Diversity) (Human Flourishing).
2. Assess nursing theories and concepts toward the role of a professional nurse (Value of Integrity and Value of Excellence) (Human Flourishing).
3. Evaluate principles of prevention and health promotion when providing care to individuals, families, and communities (Value of Caring and Value of Excellence) (Human Flourishing and Nursing Judgment).

Teamwork and Collaboration

The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Expected Curricular Program Outcomes

4. Influence effective professional communication and collaboration to provide quality client care (Value of Caring, Value of Integrity and Value of Diversity) (Professional Identity).

Evidence-Based Practice

The student will integrate best current evidence with clinical expertise and participate in lifelong learning for delivery of optimal health care.

Expected Curricular Program Outcomes

5. Interpret research findings that influence evidence-based practice nursing (Value of Excellence) (Spirit of Inquiry and Professional Identity).
6. Foster a process of lifelong learning in the development of one's self, nursing practice, and the profession (Value of Integrity and Value of Excellence) (Spirit of Inquiry and Professional Identity).

Quality Improvement

The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

Expected Curricular Program Outcomes

7. Develop evidence-based quality improvement initiatives to enhance healthcare outcomes. (Value of Excellence) (Nursing Judgment, Professional Identity, and Spirit of Inquiry).

Safety

The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Expected Curricular Program Outcomes

8. Formulate leadership skills and knowledge of healthcare policy, fiduciary responsibility, and regulatory systems to advance high quality, safe, professional practice (Value of Integrity and Excellence) (Nursing Judgment and Professional Identity).
9. Examine professional values, ethical, and legal aspects of nursing into one's professional practice (Value of Integrity and Value of Excellence) (Nursing Judgment and Professional Identity).

Informatics

The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Expected Curricular Program Outcomes

10. Integrate health information technology into nursing practice to deliver quality client care (Value of Excellence and Value of Diversity) (Human Flourishing, Nursing Judgment, and Spirit of Inquiry).

Nursing Coursework

Purchasing Textbooks:

A list of required textbooks and resources for the MSN program are listed in the MSN Nursing E-lounge. Students will purchase textbooks through an external site such as Amazon, Chegg, etc. Nursing textbooks and resources will not be purchased through the university. Some

nursing textbooks are used in other courses. See the MSN nursing e-lounge for those identified resources. All courses will require an APA reference. You may utilize Northwest library APA resources and will be required to purchase the APA manual. APA formatting criteria are based on:

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington D.C.: American Psychological Association.

MSN Program Courses Information

MSN Core Courses	
Course	Course Description
NURS 01-601 Foundational Concepts for a Nurse Leader (3 credit hours)	Nurses are called to be leaders, to serve as change agents, and to practice to the full extent of their education and training in order to advance health across the population. This course will explore the foundational concepts of the graduate-level prepared registered nurse and the advanced functions inherent in that role.
NURS 01-602 Nursing Informatics and Technology for the Advanced Nurse (3 credit hours)	The nursing profession is transforming, and nurses must be able to use information technology to communicate, manage knowledge, mitigate error, and support decision making. This course will focus on evaluating information systems and technological resources used in patient care settings to support decisions that promote safe, quality client care.
NURS 01-603 Evidenced Based Practice Research Methods (3 credit hours)	The nursing profession is challenged with staying abreast of new information influencing nursing practice. Nurses must be able to analyze research methods, and research findings to evaluate its relevance to nursing practice and quality improvement efforts. This course will focus on analyzing quantitative and qualitative approaches to research, data collection methods, data analysis, and the legal and ethical issues of research. Students will apply their knowledge of research to an evidence-based practice initiative.
NURS 01-604	Nurses are committed to advancing health and understand the need for healthcare transcends differences in respect to culture, values, and preferences across the global

Global Health Systems (3 credit hours)	population. This course will analyze the impact of social, political, and economic influences on the global environment and human health experience.
NURS 01-605 Nursing and Healthcare Policies (3 credit hours)	Nurses influence policy to promote health. They must be actively involved in policy development to accelerate the nursing profession and to support the overall health of the population. This course will discuss policy development in healthcare and evaluate nursing's responsibility in shaping public and private policy.
MSN Nurse Executive/ Administration Track Courses	
Course	Course Description
NURS 01-611 Professional Practice of the Nurse Executive in Healthcare Organizations (3 credit hours)	Nursing leaders recognize organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective. This course focuses on the essential competencies nurse executives require to lead within modern healthcare organizations. Includes an experiential learning experience.
NURS 01-612 Structures and Processes of a Nurse Executive (3 credit hours)	The nurse executive needs to understand and manage the financial implications within the healthcare system. This course will focus on reimbursement systems, effective and efficient models of nursing care, and financial policy. Processes for operational and capital budgeting, strategic planning, revenue management, and forecasting will be examined. Includes an experiential learning experience.
NURS 01-613 Leadership Effectiveness of the Nurse Leader (3 credit hours)	Nursing leaders recognize they serve as members and leaders of interprofessional teams in order to communicate, collaborate, and consult with other health professionals to manage and coordinate care. They must work to establish a healthy, ethical, and safe workplace environment. This course will focus on relationship-building, human resource management, conflict resolution, change theory, mentorship, coaching, workplace diversity, and shared governance. Includes an experiential learning experience.
NURS 01-614 Knowledge Management of the Nurse Executive (3 credit hours)	Nurse executives are life-long learners. They use the leadership role to establish an organizational culture and processes to promote research innovation and application of research outcomes to practice. This course will focus on knowledge translation to practice models, research evaluation and dissemination, IRB requirements, evidence-based practice application, and quality improvement processes. Includes an experiential learning experience.
NURS 01-615 Nurse Executive/Administration Capstone (3 credit hours)	The nurse executive leads, influences, and governs within the healthcare environment to foster a culture of clinical excellence, innovation, transformation, and engagement. In this course students will participate in an experiential learning experience with a nurse leader within a healthcare organization. They will apply complex knowledge and skills to address the developing needs of the healthcare system. The student will design an evidence-based, data supported master's leadership project. (45 contact hours). Includes an experiential learning experience.

MSN Nurse Educator Track Courses	
Course	Course Description
NURS 01-621 Advanced Pathophysiology, Health Assessment and Pharmacology (3 credit hours)	This course builds upon undergraduate nursing education and practice experience to refine and further develop nursing knowledge and skills related to pathophysiology, health assessment, and pharmacology across the lifespan. The focus is on advanced knowledge and skills needed by nurse educators in both direct- and indirect-care roles. In this course students integrate concepts of pathophysiological processes, physical assessment and diagnostic findings, and pharmacologic management. Includes an experiential learning experience.
NURS 01-622 Curriculum Development (3 credit hours)	The nursing profession is ever evolving; therefore, nurse educators must formulate curriculum that integrates innovation and evidence-based practice findings. This course will focus on the role of the nurse educator in curriculum development and explore the influence of current education trends, technological integration, theoretical framework, and professional standard alignment. Includes an experiential learning experience.
NURS 01-623 Instructional Strategies in Learning and Teaching (3 credit hours)	Teaching in nursing education is a complex undertaking that utilizes evidence-based practice findings to enhance innovative teaching and learning strategies. This course will focus on effective teaching and learning methods used in a variety of teaching settings with diverse student needs. Theoretical frameworks of teaching and learning will be discussed. Includes an experiential learning experience.
NURS 01-624 Assessment and Evaluation Techniques (3 credit hours)	A nurse educator should be prepared to use evidence-based assessment and evaluation methods to measure student learning, and to identify quality improvement efforts across the nursing program. This course will focus on the application of assessment and evaluation methods for outcome measurement in nursing education. Includes an experiential learning experience.
NURS 01-625 Nurse Educator Capstone (3 credit hours)	Nurse educators are required to utilize the NLN core competencies to understand how to effectively teach and practice within healthcare and higher education organizations. In this course, students will participate in an experiential learning experience with a nurse educator. The student will apply complex knowledge and skills to address the developing needs of the nurse educator role. The student will design an evidence-based, data supported master's project focused on the NLN core competencies of the nurse educator. (45 contact hours). Includes an experiential learning experience.

Quality Nursing Education and Accreditation

The MSN program was approved by the Board of Regents in 2020. The nursing program is accredited by the Higher Learning Commission. The MSN program earned initial accreditation from the Commission for Nursing Education Accreditation (CNEA) April 2021.

The Northwest Missouri State University Master's in Nursing Program (via distance education) is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037.

Faculty and staff have worked diligently to create an MSN program that fulfills the educational needs of professional nurses. We pride ourselves on student success by helping each student meet their goals!

MSN Program Curriculum Plans

The following courses comprise the 30 credit hours of nursing program requirements for MSN students.

Curriculum Design – The MSN program curriculum is designed to specifically to incorporate Quality and Safety Education for Nurses (QSEN Competencies) and aligned with the National League for Nursing (NLN) Core Values and the National League for Nursing (NLN) Graduate competencies. Courses were selected using research of like MSN program curricula. The program's curriculum outcomes are also aligned with university competencies.

Course Sequencing - The curriculum is designed to have one course as “first course” taken by all students in their first session and 2 courses designed to be taken as the final 2 courses in the program. The remaining nursing courses may be taken in any order to increase flexibility for students. Course development focuses on non-duplication of topics, assignments, and outcomes.

Required Nursing Courses (30 Hours)

MSN Core Courses (15 credit hours)

Course #	Course Title	Credits
NURS 01-601	Foundational Concepts for a Nurse Leader*	3
NURS 01-602	Nursing Informatics and Technology for the Advanced Nurse	3
NURS 01-603	Evidence Based Practice Research Methods	3
NURS 01-604	Global Health Systems	3
NURS 01-605	Nursing and Healthcare Policies	3

*First course

Nurse Executive/Administration Track (15 credit hours)

<i>Course #</i>	<i>Course Title</i>	<i>Credits</i>
NURS 01-611	Professional Practice of the Nurse Executive in Healthcare Organization	3
NURS 01-612	Structures and Processes of a Nurse Executive	3
NURS 01-613	Leadership Effectiveness of the Nurse Leader	3
NURS 01-614	Knowledge Management of the Nurse Executive**	3
NURS 01-615	Nurse Executive/Administration Capstone**	3

**Final 2 courses

Nurse Educator Track (15 credit hours)

<i>Course #</i>	<i>Course Title</i>	<i>Credits</i>
NURS 01-621	Advanced Pathophysiology, Health Assessment and Pharmacology	3
NURS 01-622	Curriculum Development	3
NURS 01-623	Instructional Strategies in Learning and Teaching	3
NURS 01-624	Assessment and Evaluation Techniques**	3
NURS 01-625	Nurse Educator Capstone**	3

**Final 2 courses

Total Credit Hours for MSN degree: 30

Advisement Process

You are assigned an advisor in the nursing department. The advisor will reach out to you to set up an advisement time to discuss your degree plan. The MSN curriculum offers seven-week courses. Graduate students are considered full-time when taking six or more graduate hours in a semester. The program may be completed in 12 months for a full-time enrolled student. The MSN degree must be completed within a period of 8 years. Your degree plan is personalized to meet your needs.

If you have questions regarding registration please see the MSN E-lounge or contact the nursing program advisor. When a student is preparing to graduate the university will send an email identifying that they need to apply. [Graduation Information](#)

Academic Standards

Grading in Nursing Courses

The overall grade point average must be 3.00 (“B”) or above in the major study area. All graduate coursework taken at Northwest must average 3.00 or above, with no hours of “D” or “F.” Transfer credit grades do not apply to calculating the 3.00 GPA in courses taken at Northwest.

Nursing Grading Scale

Northwest Grading Scale

A	90-100	Graduate students who earn below a 3.00 grade point average for two consecutive terms of enrollment will be suspended for one term. A student who has been readmitted after a one-term suspension and who does not achieve a 3.00 grade point average for the term of readmission will not be permitted to continue in that master’s degree program.
B	80-89	
C	70-79	
D	60-69	
F	68 and below	

All grades are calculated and will NOT be rounded.

Superseding Grades/ Repeating Courses

A student may re-enroll in a course once for purposes of improving the grade and demonstrating greater competency. The student must have a written petition (forms are available online) and the approval of the graduate advisor or school director, and the Associate Provost of Graduate Studies and Special Programs. A student may not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution. Please email your advisor for assistance.

Conditional Admission—Progression Policies

Students entering the program with Conditional Admission status will attain full admission to the program with the following:

- Must earn grade of B or higher in first three (3) MSN core courses.
- First two courses are taken singly and cannot be taken expedited (2 courses at a time)

Conditionally admitted students, initially enrolled in eight or more hours, who withdraw from all graduate classes during their enrollment as a conditional student, will also be suspended from graduate study for one calendar year. Re-admission is possible after one year by application for re-admission to the program.

Grade Appeal Process

<https://www.nwmissouri.edu/policies/academics/Grading-Graduate.pdf>

Experiential Learning Experiences

The master's program is designed to prepare individuals for advanced nursing practice in the specialty roles of Nurse Educator and Nurse Executive/Administration. Integration of knowledge and science, practice, and ethical comportment build a holistic nursing practice (National League of Nursing (NLN), 2010). To help build this holistic practice, you will complete Experiential Learning Experiences while taking the specialty track courses.

Through participating in Experiential Learning Experiences, you should be able to meet the following NLN graduate competencies:

- **Human Flourishing**
 - Function as a leader and change agent in one's specialty area of practice to create systems that promote human flourishing (NLN, 2010, p. 40).
- **Nursing Judgement**
 - Make judgements in one's specialty area of practice that reflect a scholarly critique of current evidence from nursing and other disciplines and the capacity to identify gaps in knowledge and formulate research questions (NLN, 2010, p. 40).
- **Professional Identity**
 - Implement one's advanced practice role in ways that foster best practices, promote the personal and professional growth of oneself and others, demonstrate leadership, promote positive change in people and systems, and advance the profession (NLN, 2010, p. 40).
- **Spirit of Inquiry**
 - Contribute to the science of nursing in one's specialty area of practice by analyzing underlying disparities in knowledge or evidence; formulating research questions; and systematically evaluating the impact on quality when evidence-based solutions to nursing problems are implemented (NLN, 2010, p. 40).

Benefits of Experiential Learning

Through experiential learning, faculty can provide students with authentic learning experiences that measure the achievement of key student outcomes in a manner consistent with real-world practice. In addition, experiential learning tends to improve student engagement with course content, promote faculty-student interaction, and deepen student learning (Hill, 2017). Experiential learning allows students to assume a new professional role, improve autonomy (Rodríguez-García, Medina-Moya, González-Pascual, J.L., & Cardenete-Reyes, 2018), increase knowledge, and grow confidence, all of which lead to more informed decision making (Gilbert, Banks, Houser, Rhodes, & Lees, 2014).

As an MSN student, you will be asked to complete experiential learning experiences that promote the application of information learned in the program. Students can accomplish these experiential learning experiences through various strategies; however, if a student would like to utilize a healthcare or educational organization for experiential learning experiences (namely, the Capstone course), articulation agreements with that institution may be required. It is the responsibility of the student to ensure this document is in place before completing a learning experience at the institution.

- Students who choose to utilize a healthcare or educational organization to complete learning experiences may be required to submit additional documentation including background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening can be located in the MSN E-lounge and will not be required until the semester before a learning experience course.
- Students who choose to utilize a healthcare or educational organization to complete learning experiences may be required to provide additional documentation such as: a signed HIPAA form and/or FERPA form provided by the facility and/or verification of immunization status.
- Reference: National League of Nursing. (2010). *Outcomes and competences for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. National League of Nursing. **See Appendix B for Experiential Experiences and MSN Capstone Information

Affordable Tuition

Northwest Missouri State University Online Tuition Information—[MSN Program](#)
[Financial Assistance](#)
[Important Payment Dates and Online Professional Information](#)
[Additional Important Financial Dates](#)

Student Program and Institutional Responsibility

Northwest MSN students must:

- Ensure your RN license is current and unencumbered during your coursework here at Northwest.
- Students must have proof of their Registered Nursing license at the end of their first semester of nursing coursework. – please email your NURSUS report to NWNursing@nwmissouri.edu
- Review the Northwest Policy Library webpage for important information [Northwest Policy Library](#)
- Review the policies within this student handbook.
- **Sign and return the student handbook page** identifying that you have read and understood the material within this document.

Getting Started

- You have access to the following orientation courses approximately a week before courses start.
 - Review the modules in *the MSN Northwest Nursing E-lounge course* site in Canvas. This course site is where the program will update you on any new policies procedures and provide you with additional details regarding the program.
 - Review the modules in the *Welcome to Northwest Online Orientation* course site in Canvas. This course site reviews tools that Northwest offers online students.
 - Do not worry; we do not expect you to remember everything in these modules. They are provided so that you can refer to them throughout the time you are in the program.

- Study and devote time and energy to learning the information that will be pertinent to your profession.
- Reach out to the instructors if you have questions or concerns (We are here for you!)
- Enjoy learning!

Technology Requirements

Technical Skills You are Required to Have Include:

1. Having easy access to reliable internet.
2. Using the CANVAS eLearning environment.
3. Emailing your instructor and attaching files to emails using the Inbox. You will need to access your Northwest email account regularly. We will use email to communicate with you.
4. Navigating the World Wide Web using a Web browser- see CANVAS supported browsers below.
 - Verifying your browser is the most current version and browser privacy settings are correct. See the minimal technical requirements page in each Canvas course site to verify this information.
5. Creating files using MS Word, MS Excel, MS PowerPoint and attaching these files to your assignment submissions.
6. Managing your files.
 - Create a folder for each course you are taking under My Documents on your computer. Also utilize your One Drive area to ensure saved documents can be accessed away from your computer.
7. Uploading MS Word, MS PowerPoint, MS Excel, PDFs required documents/assignments in your CANVAS course site.
8. You may also be asked to use a webcam and upload videos or audio files, use social media to communicate with your peers, or collaborate electronically.
9. Researching information in the library or using the library databases and resources (E-books). Make sure to include citations to avoid plagiarism.
10. Downloading and installing software and applications.
11. Accessing and utilizing E-learning resources that are assigned in courses.

Canvas Supported Browsers

Canvas runs on Mac, Windows, Linux, and mobile device operating systems iOS and Android. Download the free Canvas App for use on your mobile device. Canvas recommends using the newest version of the following browsers and applications.

- Chrome
- Firefox

- Safari

Student Resources

The Northwest MSN program offers various resources to aid in your educational success. Table 1 identifies various resources you may utilize during your journey. If there is an area not identified that you need, please contact our office. **The nursing program requires written and verbal communication in English. **If you are an English as a Second Language (ESL) Student and believe that this could hinder program success, please contact the nursing program Director immediately.**

Table 1: Student Services		
Service	Staff	Accessibility
Academic Advising	Dr. Machele Skinner-MSN specific questions	Email: skinner@nwmissouri.edu Phone: 816-390-5701
	Program Secretary Andrew Schmidt-Nursing Secretary	Office phone: 660-562-1973
	Brooke McAtee-Nursing Program Director	Face to Face- 800 University Drive Office: Martindale Hall Office 307 Office phone: 660-562-1195 Cell Phone: 660-654-1312 Email: nwnursing@nwmissouri.edu
Library Services	Ed Walton-Library Services	Email: EWALTON@nwmissouri.edu Phone: 660-562-1192 Library website offers: Text a Librarian: 660.474.4111 Monday-Thursday 24 hours Friday 8 am - 4:45 pm Saturday 10 am - 10 pm Sunday 10 am - midnight Walk-in research services hours: Sunday 5 pm - 9 pm Monday - Thursday 8 am - 9 pm Friday 8 am - 4:45 pm
Writing Center	Stancy Bond-Writing Center Coordinator	Make appointment via phone 660.562.1480 or visit the website https://www.nwmissouri.edu/llw/writingcenter/writing.htm
Tutoring Services	Nick Kirse-Associate Director	Online tutoring sessions available via the website Northwest Tutoring Services By phone 660-562-1726 Face to face meetings

	Academic Support	
Tutor.com writing tutoring	Nick Kirse-Associate Director Academic Support	Online Tutoring: An <i>Online Tutoring</i> link within Northwest Online is available 24/7 for students to access online tutoring. This tutoring is supported through Smarthinking. It includes a suite of nursing tutoring resources as well as other general education tutoring resources. The online tutoring tab is available in each course site in the left side menu.
Financial Aid	Charles Mayfield-Director of Financial Aid	Office of Scholarships and Financial Assistance AD 273 finaid@nwmissouri.edu 660.562.1363 (phone) 660.562.1674 (fax) Office and Online Chat Hours: 8 a.m. - 5 p.m., Monday - Friday
Student Senate	Kori Hoffman-Associate Vice President for Student Engagement and Development	Website: Student Senate Webpage Student Senate Facebook link
Student Activities	Nursing Program	Link to the university calendar is shared with student in their Nursing E-lounge if students would like to attend various events. http://calendar.nwmissouri.edu/
Disability and Accessibility Services	Accessibility Coordinator	Email: ada@nwmissouri.edu Phone: 660.562.1639
Textbooks		Nursing textbook lists are the most up to date in the MSN E-lounge.
Technical Support	Northwest Helpdesk	<ul style="list-style-type: none"> Northwest Helpdesk: Online students can access self-service assistance with managing their Northwest Network account and password changes using the website: https://www.nwmissouri.edu/academics/lrc/technology/nwonline-support.htm Phone and e-mail information for the Northwest local helpdesk is included at the website. Northwest Online Helpdesk: Online students can access the Northwest Online (Canvas) helpdesk within their course sites under the Start Here button or on the Help button on the global navigation bar inside Northwest Online. A phone number as well as a link to a chat service is available 24/7.
Registrar	Terri Vogel Dixie Piel	<ul style="list-style-type: none"> Phone: 660.562.1151 Fax: 660.562.1993 Email: registrar@nwmissouri.edu
Graduate Office	Zach Ragan Cindy Williams	Office: 660.562.1145 Fax: 660.562.1096 Email: gradsch@nwmissouri.edu

Policies

It is important for you to be aware of the nursing program policies, Graduate School policies, and University policies. Below is information regarding the Nursing program policies and links to university policies. Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation via the *MSN Northwest Nursing E-lounge*. Your signature on the handbook page acknowledges your review of the policy information.

Nursing Program Policies

Licensure

All current and former nursing licenses must be unencumbered/ unrestricted at the time of application and remain unrestricted/unencumbered until graduation from the MSN program. If your license becomes encumbered, it is your responsibility to notify the nursing program. The student will be unable to continue NURS coded courses until the student is able to provide documentation of an unrestricted/unencumbered license.

Students will be required to submit a copy of their NURSYS license report to the nursing program to continue enrollment when they begin their track courses (NURS 01-611 or NURS 01-621) and when they begin their capstone course (NURS 01-615 or NURS 01-625). Please follow the directions below. The program must have verification of an unencumbered license in the states that the nurse is licensed to practice within the first week of each course. If the license is not sent to the program within the designated period, students may be unable to continue coursework and may be dismissed from the program.

Reminder: An unencumbered RN license is required for students to continue coursework and graduate from the nursing program.

- Go to: <https://www.nursys.com/LQC/LQCTerms.aspx>
- Click: I agree
- Provide the information requested- Last name or license number- make sure that state is identified in the report.
- Click view report.

Click to email report: Enter the email: NWnursing@nwmissouri.edu

Health Form

If the student has a scheduled experiential learning experience with a healthcare facility the student must meet the guidelines set by the organization regarding immunization requirements/documentation.

HIPAA

Students may be asked to sign a HIPAA agreement for experiential learning experiences per facility request.

Background and Drug Screening

Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student's request.

Policy Change Communication

Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation.

Communication

Course Communication Policy

Communication throughout the nursing courses will be conducted through postings in the announcement section of the Northwest online canvas course site. It is expected that students in the course will check their announcements and emails daily. Students must communicate using their Northwest email account. In addition, the nurse educator may provide Zoom meetings to allow students the opportunity to ask questions about the course. Instructors are asked to respond to student questions within 48 hours.

Course Communication Guidelines (Netiquette)

"Netiquette" is network etiquette, the dos, and don'ts of online communication. Netiquette covers both common courtesies online and the informal "rules of the road" of cyberspace. The welcome to Northwest Online Orientation canvas course has an area that identifies the elements of netiquette. For more information, a link is provided on the core rules of participation in an online class.

<http://www.albion.com/netiquette/corerules.html>

Additional Policy Information

Northwest Missouri State University house all University specific policies at the website within the University Policy Library <https://www.nwmissouri.edu/policies/>. Students may conduct a policy search in this area or click on a specific category of the policy. The following are only a few of those policies referenced. While the nursing program has made efforts to align policies with the institution there have been some areas identified where program requirements exceed college policies. Table 2 presents additional information about differences between university, graduate school, and nursing program polices.

Graduate School Policies

Online Learning Policy

Non-Discrimination and Anti-Harassment Policy and Procedures

Northwest Grievance Policy

Code of Academic Integrity- Cheating and Plagiarism

Student Conduct

What students need to know about FERPA

FERPA Guidelines

Referral Letter Requests- you must fill one out for faculty or staff to give a reference. See Former Student tab.

Special Accommodations Policy

Additional University policies may be found in the [University Policy Library](#)

Table 2: Policy Comparison and Alignment Table		
University Policy	Nursing policy	Rationale
Admission Requirements https://www.nwmissouri.edu/graduate/admission/Regs.htm	We follow the graduate school/Northwest Online admission guidelines. We have set additional requirements based on gpa and nursing licensure. https://online.nwmissouri.edu/programs/healthcare/msn/nurse-executive/ https://online.nwmissouri.edu/programs/healthcare/msn/nurse-educator/	The admission requirements for the nursing program have a set gpa, and we offer a conditional admission option. The MSN program requires an unencumbered RN nursing license.
Health Form and Wellness Center https://www.nwmissouri.edu/wellness/PDF/HealthForm.pdf Prior to enrollment, students are required to comply with certain health requirements, https://www.nwmissouri.edu/wellness/	Online students can utilize the counseling or clinic services at the wellness center for a payment of \$150/semester. If the student has a scheduled experiential learning experience with a healthcare facility, the student must meet the guidelines set by the organization regarding immunization requirements and health documentation.	The university does not require online students to complete the health form. And are not eligible for free care at the wellness clinic on campus. However, the campus does offer a payment option for students who wish to utilize the counseling or clinic services. In order for students to participate in experiential learning experiences in facilities, they must meet requirements of healthcare organizations.
Confidentiality (HIPAA & FERPA Agreements) No policy	Students will be required to sign a Confidentiality Agreement per nursing program policy.	During Experiential learning experiences, students may encounter protected personal health information, student educational information, and/or confidential organizational data. Students may be required to sign additional HIPAA

		and/or FERPA agreements per organizational policy.
Policy change communication https://www.nwmissouri.edu/policies/operations/Policy-on-Policies.pdf	Policy changes within the MSN program will be communicated to students within 30 days of the policy implementation.	There is not a set communication timeline within the University policy.
Background and drug screening No background or drug screening policy in place	Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student's request.	In order for students to participate in experiential learning experiences in facilities, they must meet requirements of healthcare organizations.
RN Licensure No policy	Students must submit their RN license number for the program for verification through Nursys database. This is to ensure their license is unencumbered and valid in their state of practice. Students are required to provide this information upon application to program, when they start their track courses, and before beginning capstone course. Students are to notify the program if their license becomes encumbered.	No policy at the University is in place but is required for the MSN program.
Textbook Rental program https://www.nwmissouri.edu/policies/student/Textbook-Rental-Program.pdf	No policy.	Students in the MSN program are not included in the textbook rental policy because they are not charged that student fee.

Graduation

1. Complete the Graduation Application online in CatPAWs and review the graduate checklist <https://www.nwmissouri.edu/graduation/checklist.htm> . This application is required within the first three weeks of each term or as directed by your advisor.
2. Contact your capstone advisor to arrange for your final Capstone Project/Portfolio Presentation. Your advisor will notify you with specific date and time that assessment/presentation is due.
3. Verify your graduation requirements have been met through Degree Audit.
4. You will be notified via university e-mail with all information regarding the graduation process and directions to order your cap and gown.
5. A one-time graduation fee will be assessed by the Cashiering Office; this fee must be paid even if the student does not participate in the commencement ceremony.
6. Capstone Project/Portfolio must be submitted by the department before the last day of the term you plan to graduate.

Reference letter requests from Faculty

The nursing program faculty can provide you with a letter of reference or any type of recommendation; however, it is required that the student complete a FERPA release form at the following link.

Here is the link to the form: <https://www.nwmissouri.edu/registrar/privacy.htm>

You may send the completed form to the instructor or director. Make sure you are detailed on who you are providing the authorization to.

Northwest Student Involvement

As an online student, we want you to be aware of the role you play at Northwest Missouri State University. We encourage you to be as active in student life at Northwest as you desire. We have included a link to the student calendar for any upcoming events or important dates [Northwest Missouri State University Calendar](#)

We encourage you to attend Northwest athletic and performing arts events if you are close to campus.

We also encourage students to be involved in student governance. Here is a link to the Northwest website to find out more. [Student Senate](#) Although student senate meets on the Northwest campus, you will have access to the recorded senate meetings at their Facebook page [Northwest Senate Facebook page](#). This information is also accessible in your Northwest Nursing Canvas course.

Nursing Program Involvement

Nursing Program Meetings:

The nursing program holds monthly department meetings. Students are welcome to send agenda items to a member of the nursing faculty and staff. Students can request to attend the program meetings to obtain information. Meeting minutes of the program meetings will be shared with students with the redaction of personal student information on the MSN Nursing E-lounge Canvas course.

Advisory Committee Meetings:

The nursing program also holds advisory committee meetings with members of various healthcare and educational institutions twice a year (November and March). All students are invited to participate in these meetings; however, if students are unable to attend, minutes will be placed in the MSN Nursing E-lounge Canvas course.

QI Team:

As a student in the MSN program, you are a member of the nursing programs continuous quality improvement team! As nurses, you should understand the importance of continuous quality improvement (CQI), this element of CQI also exists within nursing education. Throughout your time at Northwest, you will be asked to suggest a quality improvement initiative for the program. We want to hear from students about what we can do better. Students will share their ideas with the faculty and staff regarding quality improvement ideas in the Northwest Nursing Canvas course sites and on end of

semester surveys. The program reviews these QI ideas and makes a plan of improvement that is communicated to students.



The nursing program utilizes the P-D-S-A model to aid in quality improvement initiatives. Updates to quality improvement initiatives will be posted in the MSN nursing E-lounge.

Follow Us on Social Media

Northwest Nursing Program on Facebook: <https://www.facebook.com/NWMSUNursing/>
 Bearcat Nurses Facebook for students/alumni: <https://www.facebook.com/BearcatNurses/>
 School of Health Science and Wellness on Facebook: <https://www.facebook.com/NWHealthSciWell>
 Northwest Facebook: <https://www.facebook.com/nwmissouri/>
 Northwest Instagram: nwmstate
 Northwest Twitter: [NWMOSTATE](https://twitter.com/NWMOSTATE)

References

- Gilbert, B. L., Banks, J., Houser, J. H. W., Rhodes, S. J., & Lees, N. D. (2014). Student development in an experiential learning program. *Journal of College Student Development, 55*(7), 707-713. Retrieved from <https://search-proquest-com.contentproxy.phoenix.edu/docview/1622261426?accountid=134061>
- Hill, B. (2017). Research into experiential learning in nurse education. *British Journal of Nursing, 26*(16), 932-938.
- Rodríguez-García, M., Medina-Moya, J., González-Pascual, J. L., & Cardenete-Reyes, C. (2018). Experiential learning in practice: An ethnographic study among nursing students and preceptors. *Nurse Education in Practice, 29*, 41-47. doi:<http://dx.doi.org.contentproxy.phoenix.edu/10.1016/j.nepr.2017.11.001>

Verification of Understanding

I, _____, hereby certify that I have read the MSN Student Nursing Handbook and Graduate Catalog for the academic year of **2024-2025**. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards, policies, and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

Applicant Signature

Date

RN License Number: _____

State Issued: _____

****You may use a digital signature, but the signature sheet must be submitted to your MSN Nursing E-lounge by the end of your first week of course work**

Appendix A- Confidentiality Agreement

Confidentiality Agreement

Students enrolled at Northwest Missouri State University Nursing Program may encounter health Protected Health Information (PHI) protected by **the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)** through various sources including, but not limited to, interoffice communications, data or software maintenance, electronic media, verbal interactions, health plan claims, student records, or medical records.

PHI includes medical records, student records, and financial or billing information relating to a patient's or student's past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- _ Names
- _ Geographic subdivisions smaller than a state
- _ Telephone/fax numbers
- _ E-mail addresses
- _ Social Security Numbers
- _ Medical Record Numbers
- _ Health plan beneficiary numbers
- _ Account numbers
- _ All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- _ Certificate/license numbers
- _ Vehicle identifiers and serial numbers including license numbers.
- _ Device identifiers/ serial numbers
- _ Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- _ Biometric identifier (voice, fingerprints)
- _ Full face photo image
- _ Any other unique identifying number, characteristic, or code

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the confidentiality of student education information. **Protected education information** are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a student it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

- You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.
- You must not release any information about a student unless authorized to do so by your supervisor.

- You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

I understand that Northwest Missouri State University and its affiliated organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and protected education information to safeguard the privacy of patients, students, Northwest Missouri State University, and its affiliated organizations' information. In addition, I understand that during the course of my affiliation as a student at Northwest Missouri State University and its affiliated organizations, I may see or hear other Confidential Information such as financial data and operational information that Northwest Missouri State University and its affiliated organizations are obligated to maintain as confidential.

Students with access to such information shall not discuss, disclose, or give access to confidential health information except as needed to perform an essential student function or to those having a legal right to such information. They must further agree to access, use, and disclose only the minimum protected health information and/or education information necessary to perform student functions and to follow the HIPAA and FERPA covered entity's policies and procedures that address the technical, physical, and administrative safeguarding and security of protected health and education information. Any breach of confidentiality in violation of the HIPAA and FERPA covered entity's policies, professional standards, or state and federal laws and regulations governing protected health and education information, may result in applicable sanctions and/or university disciplinary action against the responsible student.

By signing below, I certify that I am aware of the HIPAA and FERPA Privacy Regulations and that I will abide by the HIPAA and FERPA covered entity's policies and procedures to ensure appropriate confidentiality and security of the health and education information that I encounter to perform student functions.

Student's Signature _____

Print name _____

Date _____

Appendix B- Experiential Experiences and MSN Capstone Information

The Experiential Learning Experience allows the student to be immersed in their learning through engaging activities. These activities include simulation, applied-learning assignments, and collaboration with professional experts. The objective is for students to develop a broader perspective of healthcare, such as population health, health promotion, education, and leadership. Students should not practice invasive procedures with patients/clients during their Experiential Learning Experience but focus on higher-level concepts and responsibilities of the professional nurse.

Track courses offer approximately 15 contact hours of Experiential Learning Experiences (ELE) each with the exception of the capstone course which offers 45 contact hours. You will have ELEs in the following courses:

MSN Courses- Nurse Executive/Administration track	MSN Courses- Nurse Educator track
NURS 611 Professional Practice of the Nurse Executive in Healthcare Organizations	NURS 621 Teaching Advanced Pathophysiology, Health Assessment, and Pharmacology
NURS 612 Structures and Processes of a Nurse Executive	NURS 622 Curriculum Development
NURS 613 Leadership Effectiveness of the Nurse Leader	NURS 623 Instructional Strategies in Learning and Teaching
NURS 614 Knowledge Management of the Nurse Executive	NURS 624 Assessment and Evaluation Techniques
NURS 615 Nurse Executive/Administration Capstone	NURS 625 Nurse Educator Capstone

Students completing experiential learning experiences within identified nursing courses is a requirement for program accreditation. Our program outlines the importance of completing these experiences in each course syllabus and the nursing student handbook. *The course syllabus and ELE module within each course outlines the specific activities that a student must complete to meet the course objectives.* Students are required to **complete all ELE assignments to pass the course.** If the student has an outstanding ELE assignment on the last day of the course at 1159 pm, they will be awarded a maximum grade of D for the course and be required to retake the course to meet program requirements.

MSN Capstone Packet

WHAT IS THE CAPSTONE COURSE?

The Capstone course is offered in the final session of the program track and designed to apply and analyze your understanding of the courses throughout the program. You will integrate concepts learned from courses throughout the curriculum toward the final capstone project.

Nurse Executive/Administration Track	Nurse Educator Track
1. Combine knowledge, skills, and attitudes developed during the previous courses to create a Capstone Project.	1. Combine knowledge, skills, and attitudes developed during the previous courses to create a Capstone Project.
2. Maximize ability to work independently to meet course objectives and deadlines; and collaboratively with nurse-leader experts and faculty to promote evidence-based quality improvement in healthcare.	2. Maximize ability to work independently to meet course objectives and deadlines; and collaboratively with nurse-educators to promote evidence-based teaching and learning strategies.
3. Build professional communication skills in order to effectively design, write, create, and disseminate a Capstone Project.	3. Build professional communication skills in order to effectively design, write, create, and disseminate a Capstone Project.
4. Propose innovative measures to improve patient experience, healthcare delivery, and/or the healthcare environment.	4. Propose innovative measures to improve the learner's experience, facilitate learning, enhance assessment or evaluation strategies in a learning environment.
5. Exemplify best-practice, transformational leadership as outlined by the AONL and ANA Leadership Institute competencies, and the Nurse Administration Scope and Standards of Practice.	5. Exemplify best practice, of a Nurse Educator as outlined by the NLN Core Competencies.

CAPSTONE PROJECT

The capstone includes an experiential learning experience in which you will collaborate with faculty and a nurse expert in your area of interest (education or executive/administration) to aid your development of a relevant capstone project. In collaboration with your faculty and nurse expert you will select a topic

that you will use as a basis for your development of an evidence based driven project. ***The Capstone project experience requires 45 contact hours.*** Students participating in the Capstone course **will not provide any “hands on” care** to patients. Students’ activities at the agency are limited to the Capstone project approved by the program track Coordinator.

You are responsible for selecting an appropriate agency and ensuring that the nurse expert meets identified criteria required for the project.

- Executive/Administration track coordinator: Dr. Skinner skinner@nwmissouri.edu
- Nurse Educator track coordinator: Dr. McAtee bmcatee@nwmissouri.edu

EXAMPLES OF CAPSTONE EXPERIENCE SITES

- Colleges and Universities
- Hospitals
- Healthcare clinics
- Health Departments
- Long-term care facilities

SELECTION OF YOUR NURSE EXPERT AND SITE

Nurse Expert Criteria:

- Licensed in the state where capstone is completed.
- MSN or higher preferred; however, nurses with other master’s degrees related to their role will be considered. Minimum qualification: BSN with certification in the respected field with the project topic related to the certification.
- 2 or more years’ experience in nursing education or nurse leadership role
- Functioning within the scope of the designated state Nurse Practice Act
- Willingness to participate actively in the education and evaluation process of the graduate student.

Capstone Site Information:

You can select a site that will expand your knowledge in the role of a masters prepared nurse as a nurse executive/leader or nurse educator. You may complete your capstone experience where you work provided:

- Capstone hours are completed outside of their normal working hours.
- Capstone activities are different than your regular work duties and assignments.
- The nurse expert is not an immediate supervisor.
 - Students who choose to utilize a site to complete their Capstone Project learning experiences **may be** required to submit additional documentation including background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening is included in your nursing E-lounge.
 - Students who choose to utilize a site to complete their Capstone Project learning experiences **may be** required to provide additional documentation such as: a signed HIPAA form provided by the facility, specified trainings, and/or verification of immunization status.

Nurse Expert Responsibilities

The nurse expert should serve as a role model throughout your capstone project. The nurse expert will work closely with you in selecting a project that will be beneficial to you and their organization. ****Your capstone track coordinator will be the one to approve your capstone project topic and complete all grading affiliated with the capstone course assignments. The nurse expert and capstone track coordinator/faculty will provide feedback and recommendations throughout your capstone experience to aid in your success.**

STUDENT RESPONSIBILITIES

12. **The first step in the process is to review Appendix A- Capstone Timeline Document to better understand the objectives and requirements of your Capstone experience.**
13. **Next, speak with your nurse expert or an individual at your associated capstone site to identify if there is a need for an Affiliation Agreement, background check or liability insurance.**

Northwest is happy to review documents your facility deems necessary for our educational organization to complete prior to the student's capstone experiences. The Capstone coordinator will be happy to answer any questions you may have regarding the affiliation agreement or background check information.

We want to reiterate that our project is completed **off-site** and does not require an affiliation agreement. The development of a research-based project proposal is the objective for our capstone projects. For example, the organization may want to teach new graduate nurses about burnout in their nurse residency program. The student would research the information needed for that presentation, including subject matter and evidence-based teaching strategies. The organization receives the researched

information and a project deliverable. In this case, it would likely be a slideshow presentation. The student may record a slideshow lecture if the organization would like. The actual delivery of that project on-site is something the organization can choose to do if they would like, but it should not be a requirement of the capstone.

Many of our nurse expert employers do not require an agreement; however, with these objectives in mind, we can discuss it further if that is something you need to pursue. I want to emphasize that if an agreement is required, we must be notified a few weeks prior to the student's start date. ***Please make sure that you are checking this requirement prior to the beginning of the Capstone course. **Affiliation agreements can take weeks to prepare and have in place, plan accordingly.***

14. Ensure that your nurse expert has submitted the following documents to the program:

- ***Affiliation agreement (if needed)***
- ***Nurse Experts CV***
- ***NURSYS license report***
- ***Verification of Nurse Expert License***
- ***Signed Nurse Expert agreement form (Appendix- B)***

15. Ensure you participate in Communication check-ins: Communication will occur frequently throughout the capstone between the student, nurse expert and capstone track coordinator/faculty. The student will update the capstone coordinator in a written discussion post weekly to enable that communication as identified in the Capstone Timeline Document **(Appendix A)**

16. Verifying the Time Log: Throughout the Capstone experience, you will be required to keep track of all hours and activities related to your capstone project. These hours should include communication time with the nurse expert and faculty, research, and development of any project elements. At the end of the experience, the nurse expert will verify and sign the time log **(Appendix C)**. You will submit the log to the capstone course site.

17. Evaluation: At the end of the Capstone experience, you will be asked to complete an evaluation of your nurse expert. This evaluation will be completed and submitted electronically through Canvas.

FACULTY RESPONSIBILITIES

Your capstone faculty will be the one to approve your capstone project topic and evaluate your activities during the capstone course. The capstone faculty and nurse expert will collaborate with you and provide feedback and recommendations throughout your capstone experience. Some specific responsibilities include:

- Oversee, manage, and deliver capstone course.
- Select the nurse expert in collaboration with the student.
- Ascertain the need for an Affiliation Agreement, background check, or liability insurance for students to complete capstone experiences at the facility.
- Ensure required nurse expert documentation is collected.
- Provide the nurse expert and student with information as to the duties, roles, and responsibilities of the faculty, the student, and the nurse expert including the communication processes.
- Provide the nurse expert and student a copy of the syllabus, objectives of the course, and directions for assisting the student to meet objectives specific to the clinical experience.
- Assume responsibility for each student's final evaluation and the assigning of a performance rating or grade.
- Be readily available to students and nurse experts during the capstone experience.
- Hold periodic meetings with the nurse expert and student for the purpose of collaborating, monitoring, and evaluating learning experiences.

Contacts – Please direct all questions to the Capstone track Coordinator.

- Nurse Experts of the Executive/Administration track send directly to Dr. Skinner skinner@nwmissouri.edu
- Nurse Experts of the Educator track send directly to Dr. McAtee bmcatee@nwmissouri.edu

References: Expectations based on University of Texas-Cizik School of Nursing. (2015). *MSN Nurse Expert Guidelines*. <https://nursing.uth.edu/preceptor/preceptor-msn.htm>

Appendix A Capstone Timeline Document

Pre-Start Meetings

7 weeks prior to Capstone course start:

- Capstone track Coordinator will reach out via email to students to review the Capstone Guide for Students and assist with initial questions.
- Student should begin to explore possible Capstone topic ideas.
- Students should select and inquire with a nurse expert to determine if he/she is willing to serve in this capacity during their capstone project.
- If the nurse expert is willing to serve, the student should assess the need for an affiliation agreement, further required training, background checks or documentation that would be required.

2 weeks prior to Capstone course start:

- Capstone track Coordinators (via email or Zoom meeting) will meet with students to discuss possible topic ideas and chosen nurse expert/facility. Students must have contact information for the nurse expert ready to provide to the Capstone track Coordinator.
- After a nurse expert has been identified, the Capstone track Coordinator will send the nurse expert guide to them and provide them with the login information for the nurse expert Canvas course site.

Capstone Documentation and Meetings

(Written check-ins are required; Zoom meetings with the capstone coordinator may be requested)

Capstone course Week 1 or before:

Students will contact the nurse expert to ensure the following documents are submitted to the nursing program via the Nurse Expert Canvas course site.

- ***Affiliation agreement (if needed)***
- ***Nurse Experts CV***
- ***NURSYS license report***
- ***Verification of Nurse Expert License***
- ***Signed Nurse Expert agreement form (Appendix- B)***

Students will contact the nurse expert to:

- **Discuss the project topic and its elements.**

Capstone course Week 2:

Written Discussion check-ins are required by students in the capstone course. These updates serve to keep the student on track and provide a communication avenue with faculty.

Examples of prompts the student may be asked to address during discussion check-ins are:

- Post project plan and pieces you intend to accomplish this week.
- Discuss communications with your Nurse Expert and how they are impacting your project.
- What have you and your nurse expert been working on together?
- What have you learned over this past week by working on your project? Include information about the project proposal process and about the topic you are exploring.

Capstone course Week 3:

Written Discussion check-ins are required by students in the capstone course. These updates serve to keep the student on track and provide a communication avenue with faculty.

Capstone course Week 4:

Written Discussion check-ins are required by students in the capstone course. These updates serve to keep the student on track and provide a communication avenue with faculty.

Capstone course Week 5:

Written Discussion check-ins are required by students in the capstone course. These updates serve to keep the student on track and provide a communication avenue with faculty.

During week 5, the student will email or send their project deliverable to their nurse expert for review. Your response will be vital to ensure the final documents meet the requirements for the project.

Capstone course Week 6:

Written Discussion check-ins are required by students in the capstone course. These updates serve to keep the student on track and provide a communication avenue with faculty.

Capstone course Week 7:

Recorded presentation of the final project.

- Students are required to create a video of their presentation discussing the final project elements using VidGrid, and then share the video link in the Capstone course gradebook. Additionally, ensure that your presentation slides or any related materials are uploaded for evaluation as part of your final presentation grade. The final project must be submitted to Canvas and also uploaded to Folio (Portfolium).

Appendix B
Expert Agreement Form

I agree to serve as a nurse expert for _____
Student name

who is a student at Northwest Missouri State University's MSN program or Certificate Program **(circle one)** in the Nurse Executive/Administration or Nurse Educator track **(circle one)**. I realize my signature indicates that I understand and have read the Nurse Expert Expectations document provided. My signature also indicates that I will complete the necessary documentation and maintain communication with the student to ensure a successful capstone project. My signature also indicates that I hold an active, unencumbered RN license in the state where the capstone project will be completed.

Nurse Expert Signature

Date

Appendix C
Northwest Missouri State University
Capstone Time Tracking Form

****45 contact hours are required. (These hours should include communication time with the nurse expert and faculty, research, and development of any project elements.) The student is responsible for logging time and providing completed form to the nurse expert. At the end of the experience, the nurse expert will verify and sign and the time log.**

Student Name _____ RN license #: _____

Track and Semester _____ Agency _____

Nurse Expert Name _____ Nurse Expert Phone _____

Date	Hours of the day	General Description	Should total at least 45 contact hours

Student Signature: _____ Date: _____

Nurse Expert Signature: _____ Date: _____