

Student Handbook

Master of Science in Nursing

2017-18 academic year



Prepare to be the **best.**

Clarkson College Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Clarkson College Nursing Program Mission Statement

Preparing students to professionally provide high quality, ethical and compassionate health care to individuals, families, communities and populations.

Program Accreditation

The **Master of Science in Nursing** programs have accreditation from the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850 Atlanta, Ga. 30326 PH 404 975 5000 acenursing.org

The **Master of Science in Nursing with a specialization in Nurse Anesthesia** program is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) located at 222 South Prospect Avenue Park Ridge, Ill. 60068 PH 847 655 1160 home.coa.us.com

Notice

The information in this handbook is intended to be informational and **not** contractual in nature. Clarkson College reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the Nursing program, Administration or Board of Directors deems is in the best interest of Clarkson College and its students.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. View the full Notice of Non-Discrimination statement by visiting ClarksonCollege.edu.

Clarkson College
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Welcome

Welcome to the Master of Science in Nursing (MSN) program at Clarkson College in Omaha, Nebraska. We are eager for you to have an exciting and rewarding experience as you progress through the program. You bring a unique background and knowledge-base to graduate study. The faculty and administration of Clarkson College are here to guide and facilitate your transition from your current role to an advanced practice nurse role. We are confident this experience will be an exciting, intense, and rewarding one with numerous activities and opportunities to expand your knowledge-base.

INTRODUCTION

To facilitate your learning plans and advanced professional development, we have compiled important materials and information in this handbook. The purpose of this handbook is to:

- State the Mission and Values of Clarkson College with the Objectives of the Master of Science in Nursing (MSN) program.
- Provide an overview of the curriculum in which you have enrolled.
- Specify actions and responsibilities involving you and the College that will ensure smooth transitions into and through the components of the program.
- Assist you to integrate technology-based learning modes with the application of knowledge and skills unique to the master's degree prepared nurse.

CLARKSON COLLEGE MISSION & VALUES

Clarkson College is a private, Episcopal affiliated, non-profit, co-educational institution offering undergraduate and graduate health science degrees. Our Mission is to prepare students to professionally provide high quality, ethical and compassionate health care services. To achieve our Mission and fulfill the vision of the College, we adhere to the following Values:

LEARNING The lifelong process of education through both structured and unstructured experiences.

CARING An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

COMMITMENT Dedication and accountability to the shared mission of Clarkson College.

INTEGRITY Adherence to moral and ethical standards in personal, professional and organizational actions.

EXCELLENCE A level of performance in which all individuals strive for extraordinary quality.

MY PATH

My Path is an online guidebook created to ease your transition as a new student at Clarkson College. The guidebook gives online students a digital overview of where to begin and what to expect as an official new student in the MSN program. Visit [My Path](#) to familiarize yourself with the information.

Nursing Program Philosophy

We, the Nursing faculty of Clarkson College, believe we possess the knowledge, skill and attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the Nursing faculty value Learning, Caring, Commitment, Integrity and Excellence in our professional relationships. We are dedicated to the dignity, health and spiritual needs of people. We are committed professional nurse educators who foster nursing education in a caring environment.

We believe the study of nursing is consistent with and fosters the Mission and Values of Clarkson College. Our beliefs regarding human beings, environments, health, education, nursing education and nursing are contained within the Nursing program's philosophy. A *human being* is an individual who consists of a mind, body and soul developed through interpersonal relationships and influenced by environment, culture and health. *Environment* is a set of dynamic physical, cultural, political and economic conditions that influence the lives of individuals, families, communities and populations. The *individual* is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. *Health* is an individually perceived dynamic state of well-being. *Nursing* is a humanistic and scientific care discipline and profession.

We profess that *education* is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences and evaluating subsequent outcomes. We ground *nursing education* in the totality of the human experience through the study of the humanities, arts and sciences within the scope of nursing practice. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The baccalaureate and graduate nursing programs at Clarkson College represent these levels. The baccalaureate in nursing is the entry-level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next and flows from simple to complex.

We believe caring is the foundational core of the nursing profession, and it is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals and groups toward optimal health and wellness. We, the Nursing faculty of Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics and professionalism.

Organizing Framework & Curriculum Development Plan

The organizing framework provides a base for planning curriculum content, course sequencing, curriculum evaluation and flows from the simple to the complex. The organizing framework is derived from the philosophy and is composed of the major beliefs regarding human beings, environment, health, education, nursing education and nursing. The concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism are interrelated with the beliefs and identified within our philosophy. The Nursing program's mission is to prepare nurses to provide high-quality, ethical and compassionate health care to individuals, families, communities and populations. The College Values of Learning, Caring, Commitment, Integrity and Excellence are reflected within the organizing framework that supports the mission of the Nursing programs and Clarkson College.

The Clarkson College Nursing program concepts are defined as follows:

Caring is the foundational core of the nursing profession and is the energy present in empowering relationships.

Client-centered care provides for a partnership between the nurse and the client (human being). Caring for clients includes a desire to understand their values, care preferences and expressed needs in all settings ranging from prevention to treatment. Open communication between the client and nurse fosters continuity and respect for cultural differences to promote healthy relationships.

Clients include individuals, families, communities and populations.

Teamwork and collaboration include the processes of shared decision making, mutual respect and open communication among the nursing professionals, interdisciplinary teams and the client.

Informatics is the use of information and technology to identify, create, represent and distribute knowledge to decrease error and support informed decision making.

Professionalism is the process of actualizing the values of accountability, ethical and legal responsibility, altruism, autonomy, human dignity, integrity, and social justice. The nurse pursues professionalism through excellence in practice, knowledge through scientific discovery, application, scholarship, as well as professional advocacy in accordance with the American Nurses Association (ANA) Code of Ethics/National Federation of Licensed Practical Nurses Code of Ethics and Nursing's Social Policy Statement and Standards of Practice.

Safety involves minimizing the risk of harm to clients and providers through standardized practices and use of technologies that support safety and quality. Safety requires an understanding of the causes of error and allocation of responsibility and accountability.

Quality improvement is a process that uses data to monitor the outcomes of client-centered care, designs and tests changes, and continuously improves the quality and safety of health care systems.

Evidence-based nursing practice applies the scientific method to the nursing process in conjunction with clinical decision making. This practice integrates research, clinical expertise, client values and preferences for optimum care.

MSN Program Outcomes

Upon completion of the degree requirements for the Master of Science in Nursing degree, the graduate will be able to demonstrate the following when working with individuals, families, groups and communities whether in an advanced practice, education or leadership role.

- Design educational strategies to improve culturally appropriate caring practices for clients, families, communities and populations.
- Synthesize complex knowledge of nursing to advocate for holistic client-centered care for individuals, families, communities and populations.
- Generate policies through teamwork and collaboration in the complex roles of educator, administrator or advance clinician.
- Construct health care strategies using evidence-based theoretical, scientific and contemporary knowledge.
- Demonstrate leadership skills to improve client health outcomes, facilitate change in health care systems and appraise ethical-legal dilemmas.
- Create systems to promote safety and minimize risks of harm to clients and providers.
- Use information technology to interpret data, communicate and evaluate decision making.
- Advocate for professional behaviors that advance the profession and improve health care.

MSN Degree Options

The Master of Science in Nursing (MSN) program provides five options for graduate students, including Family Nurse Practitioner, Adult–Gerontology Primary Care Nurse Practitioner, Nursing Education, Nursing Health Care Administration or Nurse Anesthesia. For those nursing professionals who already have earned a Master of Science degree in Nursing, each of these graduate options—except Nurse Anesthesia—may be completed as a post-master’s certificate. The RN to MSN program is designed for individuals who are currently licensed as a registered nurse (RN) and have either an associate’s degree in nursing or a three-year nursing diploma.

ADMISSION REQUIREMENTS

Applications for master’s degree-seeking students are reviewed based on the following criteria:

- Minimum 3.0 cumulative GPA on a 4.0 scale
- English Proficiency: This requirement applies to all individuals whose first language is not English. Student must meet one of the following:
 - Official TOEFL (Test of English as a Foreign Language) score (Minimum of 100 total score on the TOEFL iBT, minimum of 250 total score computer-based TOEFL, or minimum of 600 total score on the paper-based TOEFL)
 - ACT English score of 20 or higher
 - Graduation from an accredited U.S. high school
 - U.S. GED English score of 500 or equivalent
 - Bachelor’s or higher level degree from a U.S. accredited college or university

DISCLAIMER: Because state licensure requirements vary by state, Clarkson College is unable to ascertain clinical, practicum and licensure requirements in every state. The student is responsible to be aware and

abide by licensure requirements in the state(s) in which the student chooses to obtain licensure and employment. If you have questions please contact MSN Advisor.

Students entering the graduate programs are reviewed based on the following application materials and requirements:

- Graduate application for admission and application fee.
- Scholarly essay.
- Official academic transcripts from each post-secondary institution previously attended. Transcripts must be sent directly from each institution to Clarkson College. Transcripts from all institutions outside the U.S. must be official, translated to English and credentialed.
- Two professional recommendations using the [Graduate Professional Reference forms](#).
- Current resume.
- Completion of [Acute Care Skills Assessment form](#) (FNP/AGPCNP options only).

Additional admission requirements for the following programs:

Master of Science in Nursing

- Baccalaureate degree in nursing from a professionally accredited institution by Accreditation Commission of Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE).
- A valid state unencumbered RN license. License must be effective in the state where **practicing** or where clinical **experience** will occur.
- One year of professional RN work experience prior to registration for MSN option (Nurse Educator, Nursing Health Care Administration) courses.
- Two years of professional RN work experience prior to registration for MSN Nurse Practitioner option (Family Nurse Practitioner, Adult–Gerontology Primary Care Nurse Practitioner).
- Completion of [Acute Care Skills Assessment form](#) (as appropriate).

Master of Science in Nursing with specialization in Nurse Anesthesia

Please review the Nurse Anesthesia Admissions criteria as listed on the Clarkson College website.

Post-Masters in Nursing Certification

- Master's degree in nursing from a professionally accredited institution by Accreditation Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE).
- A valid state unencumbered RN license. License must be effective in the state where practicing or where clinical experience will occur.
- Two years of professional RN work experience prior to registration for MSN Nurse Practitioner option.

Masters in Health Care Administration

- Baccalaureate degree from a regionally accredited institution.

COURSE COMPLETION

Students must complete their program of study at Clarkson College within **seven (7)** years. This includes time spent on leave of absence. Students who do not complete within seven (7) years must reapply for admission.

GRADE REQUIREMENTS & GRADING SCALE

Graduate students must maintain a 3.0 CGPA for successful completion of the program of study. A grade of "C," "D," "F" or "NP" indicates failure of that course, and the course must be repeated. A student who fails to maintain a 3.0 CGPA in any given semester will be placed on academic probation.

The following grade scale is used in all graduate courses. There is no “rounding” up of grades or scores in the MSN program/options:

A+*	100% – 98%	B+	89.99% – 86%	C	79.99% – 70%	* An A+ is only reflected on the transcript, it does not get calculated as such into the GPA.
A	97.99% – 94%	B	85.99% – 83%	D	69.99% – 60%	
A-	93.99% – 90%	B-	82.99% – 80%	F	< 59.99%	

GRADUATE NURSING & NURSING CONTACT HOURS

Clarkson College Professional Development is an approved provider of continuing nursing education by the Nebraska Nurses Association (NNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation (ANCC).

In accordance with ANCC/NNA guidelines 15 nursing contact hours are awarded per each semester credit hour of study earned. Nursing courses are covered. However, other subject matter is at the discretion of the State Board of Nursing under which an individual is licensed. For example, Nebraska coding courses cannot be submitted for continuing nursing education toward licensure renewal. State Boards of Nursing often have a listing of "acceptable subject matter" listed on their websites.

Most states will accept a copy of a college transcript as proof of completion of a credit course being submitted for continuing nursing education credit. If that is not enough, after validating course completion with the Clarkson College Registrar, Clarkson College Professional Development can issue a letter specifying the courses, credit hours earned and equivalent nursing contact hours.

CURRICULUM REQUIREMENTS

The Clarkson College MSN program options require completion of:

- Core Requirement Courses = 17 semester hours
- Evidence-Based Practice Research Project = **four** semester hours (not required for certificate options)
- Specialty Option Courses (selecting one of the concentrations) = 18 to 57 semester hours
- In order to complete a traditional MSN at Clarkson College, students must successfully complete 38 to 47 graduate semester hours. Each of the options has a different set of credit hour requirements; however, they all require coursework to be taken from nursing core, option and EBP Research areas. Up to **nine** semester hours of current graduate-level courses may be transferred from another accredited institution with the approval of the Director of the Graduate Nursing program. **No** clinical hours or courses are transferable to an FNP/AGPCNP post-masters certificate program.
- **Only one clinical course may be completed each semester. Additionally, two (2) years of clinical experience is needed to begin the FNP/AGPCNP specialty courses.**

NOTE: The FNP and AGPCNP students will enroll in the majority of the same classes. The only difference will take place when the FNP students enroll in Primary Care of Children and Adolescents (NS 840). The AGPCNP students will be enrolled in Primary Care of the Geriatric Client (NS 831) during that particular semester. All students will complete NS 843 Behavioral Health Care for Practitioners.

HEALTH & SAFETY REQUIREMENTS

All MSN students—regardless of option—must complete the appropriate program/option health and safety requirements. Information to create an online account with Castle Branch will be sent to the student once s/he is formally accepted into the program. Requirements will include a background check, drug test, immunizations, certifications and licensure. Additional background checks and/or drug screenings could be required at the expense of the student and with or without cause for suspicion as required by the clinical agency or Clarkson College. Castle Branch will send reminders and updates when items are due or require your attention. Failure to maintain your account may result in a block from accessing your online classes. All questions should be directed to MSN Program Advisors at MSNadvising@clarksoncollege.edu.

Clarkson College is committed to providing a safe and healthy environment for all members of our campus community, as well as the patients many of our students interact with throughout their education. To protect yourself from certain conditions of risk you may be exposed to, it is essential for you to complete specific health and safety requirements according to your academic program needs. Failure to comply with such requirements will prevent class and/or clinical attendance. All health and safety requirements are at the expense of the student and are non-refundable.

NURSE PRACTITIONER CLINICAL CLARIFICATION

- Students must complete 2/3 of their clinical hours in a primary care setting in NS 832, NS 840, NS 842 and NS 844.
- The other 1/3 can be in a specialty setting such as the ER, Cardiology, Dermatology, etc. as appropriate to the course.
- The only exceptions are during the pediatric (NS 840) and women's health (NS 842) classes, where 100 percent can be in a pediatric setting or women's health setting. If the hours of these two courses are completed in a primary care setting, then it is important to focus in on pediatric patients or women's health patients.
- It is strongly encouraged to do as many hours as possible in a family practice setting with a variety of ages, cultures, chronic illness, well visits and acute problems.
- Students in all courses except NS 830 may spend:
 - 8-10 hours as observation and only with the approval of their course instructor.
 - Maximum of 8 hours from educational conferences may be considered only with the approval of the course instructor. Board Review, ACLS are not allowed.
- The Urgent Care setting is **not** considered primary care, it is considered specialty.

Family & Adult-Gerontology Primary Care Nurse Practitioner Clinical Rotation Information

Course	Type of Preceptor/Setting *	Observation Hours (approved by faculty/TYPHON)	Conference Hours (approved by faculty/TYPHON)	Maximum Specialty Hours	Total Hours
NS 830	FP only	0	0	0	50
NS 831	Internal Med *	8-10	8	56	160
NS 832	FP *	8-10	8	40 (not encouraged)	120
NS 840	FP/PEDS	8-10	8	56	160
NS 841	2/3 Mental Health and 1/3 FB or IM *	8-10	8	56	160

NS 842	FP/OB-GYN	16 (OB)	8	56	160
NS 844	FP *	8-10	8	56	160

* Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP) students can do Family Practice (FP) or Internal Medicine (IM) except for NS 830, which must be FP.

- Preceptor must be a physician (MD), osteopathic physician (DO), physician’s assistant (PA) or nurse practitioner (NP) who is currently licensed in the state in which you intend to conduct your clinical (with exception of providers working in U.S. government settings). Students may use a certified nurse midwife (CNM) for NS 842 with instructor approval. All preceptors must be practicing in an area related to content in the course in which you are registered.
- The student initiates **Step One** in DocuSign, and **Step Two** is completed by MSN advisors.
- Pre-requisites are in the Clarkson College Academic Catalog. Please check with the MSN advisors.
- Conference hours must be approved by faculty **before** the conference and must pertain to the course.
- Observation hours must be approved by faculty **before** the observation. Observation does not require DocuSign paperwork, but there is **no** hands-on care.
- Observation hours must be logged in Typhon just like primary and specialty hours. Observation preceptors are not automatically added to Typhon. You will need submit a “request addition” for your preceptor or contact your advisor to have them added.
- No hours should be spent with the hospitalist, as you are not in an acute care NP program.
- ER, dermatology, ENT, quick care and orthopedics are all good specialty hours, but you are not limited to only these experiences.
- NS 840: Pediatrician or family practice with an average of at least six peds patients daily.
- NS 841: 2/3 with mental health provider, rest with FP or IM.
 - NS 841 is for students who started the Adult Gerontology Primary Care Nurse Practitioner program prior to fall 2017. All students who began in fall 2017 or later will take NS 831 in place of NS 841.
- NS 842: OB/GYN would be great, but a family practice that sees women of **all** ages to include hormone replacement therapy, contraception and pregnant women. *Sixteen hours of obstetrical observation can be approved by your course instructor.*
- Students must have an agreement for **all** providers they see patients with including “partners” in a practice.
- **Students must fill out a new Step 1 for every preceptor and course each semester, even if they are using the same preceptor or are at the same facility.**
- If your preceptor has any questions regarding DocuSign, direct them to MSNadvising@clarksoncollege.edu.

CORE COURSES

Students in each of the five options are required to take each of the core courses in addition to his/her specialty option.

Core Courses in MSN Program		Semester Hrs	17
GR 798	Essentials of Scholarly Writing	1	
NS 799	Role Transition	1	
NS 800	Theories and Concepts of Advance Practice Roles	2	
NS 803 ◊	Health Care Delivery Systems and Managed Care	2	
NS 805	Application and Evaluation of Theory in Nursing	2	
NS 808 ◊	Law and Ethics	3	

NS 812	Research Design and Methods	3
NS 847	Applied Statistics	3

EBP Courses in MSN Program		Semester Hrs	4
NS 910	Evidence-Based Practice Research Project I	1	
NS 911	Evidence-Based Practice Research Project II	2	
NS 912	Evidence-Based Practice Research Project III *	1	

NOTE: Course descriptions are available within the [Academic Catalog](#).

* Mandatory presentation of project findings for NS 912 is required at Graduate Symposium, which is scheduled each semester on the Friday before graduation.

SPECIALTY OPTION COURSES

Each of the five specialty options has a set of courses required for completion of the MSN. All courses identified for each of the options must be completed. **Only one clinical course may be completed each semester.**

GRADUATE WEEKEND

A **required** on-campus visit is scheduled every semester for evaluation of clinical skills as well as provides additional information related to course content. **Courses that require attendance during this weekend are clinical courses in the AGPCNP and FNP option.** These courses are: NS 830 Advanced Physical Assessment, NS 832 Primary Health Care I and NS 844 Primary Health Care II. NS 830 is always a Thursday/Friday visit. All other courses are Friday/Saturday visits. Additional information related to this weekend is found in the individual course syllabus or through the clinical faculty. (See [Academic Calendar](#) for dates)

SEVERE WEATHER POLICY (OG-4)

The decision to close Clarkson College due to adverse weather conditions will be made by the College President or his designee. The decision to close will take into account the severity of the forecasted weather, the potential threat to the safety and well-being of students and employees, and the ability of the physical plant to operate.

Inclement Weather Line PH 402.552.6110

The following television and radio stations are notified if the College should close due to inclement weather:

Television [Action 3 News](#), [KETV](#), [KPTM](#), [WOWT](#)

Radio [1110 KFAB](#), [Star 104.9](#), [Q 98.5](#)

Cancel classes, College closed (Monday–Friday)

If the weather overnight is severe, warranting closing, the notification of closure will be made prior to 5 am.

- Canceling all classes.
- Clinical students (within the area affected by the severe weather conditions) should follow the program specific weather closing policy.
- College personnel (staff and faculty) will not be required to report to work.

If the closing occurs during the day, classes will be dismissed, and students at clinical sites will be governed by the severe weather program policy.

If the weekend weather is severe, the decision to cancel any activity is at the discretion of the Directors.

Activities can include: Graduate Weekend, Professional Development classes, student activities and clinicals.

If the Director cancels a weekend activity, contact the Director of Marketing for communication.

COMMUNICATION PLAN

- The Director of Marketing will: Contact the media, update the weather line, update the website, send an all campus electronic communication which will include students and update any social media utilized by the College for communication.
- The Director of Admissions will place a message on the main phone line of the College.
- Faculty or the student (if designated by the faculty) will be responsible for making sure their clinical sites have been informed of the closing.
- Manager of Facilities will use the campus Emergency Notification System to notify employees and students.
- The Manager of Facilities will lock down the main building and student center and notify Security that we are closed.

EVIDENCED-BASED PRACTICE (EBP) RESEARCH PROJECT

Evidence-based practice (EBP) research projects must be completed before graduation for the MSN nurse practitioner, administrator and educator tracks. **There are prerequisites for the EBP research courses that are determined by your program option.** Ideally the student will finish the EBP courses in the last semester of their MSN studies. NS 910, NS 911 and NS 912 must be completed sequentially. Students may take only one course of EBP at a time. Each student will be assigned a faculty member to supervise their project. A completed journal article and poster/Prezi presentation is required. Other requirements of the EBP research courses must also be completed. EBP research project and hours are not part of the MSN certificate process. Mandatory presentation of project findings for NS 912 is required at Graduate Symposium, which is scheduled each semester on the Friday before graduation.

GRADUATION REQUIREMENTS

Students are responsible for initiating the action to conclude their college degree work by completing the Clarkson College Graduation Application. The completed application must be submitted to the Registrar's office one semester prior to the semester of graduation according to the following timeline:

- a. No later than the 10th week of the fall or spring semester or
- b. No later than the 4th week of the summer semester prior to the semester of graduation.

NOTE: Filing for graduation will automatically initiate a graduation audit by the Registrar's office.

Students must fulfill all of the following requirements for graduation to be eligible for the awarding of a certificate and/or degree:

1. Candidacy for graduation has been approved;
2. All academic requirements have been met;
3. Financial obligations have been met (Student must register and pay for all deficient course work before participating in the graduation ceremony).

Students who do not qualify for graduation by Monday of the week of graduation (five days prior to commencement) will be notified by their Program Director.

The Registrar's office will not send information to or correspond with any licensing agency, certification program or credentialing center regarding program completion until all of the above obligations are met.

A signed diploma will be issued upon verification of successful completion of all course work and when all financial obligations have been met.

CORE REQUIREMENT COURSES & DESCRIPTIONS

All traditional options (except Nurse Anesthesia) share Core Graduate Nursing Courses. These courses are completed in addition to the Specialty Courses that focus on your particular option. Core courses are not part of the MSN certificate process. Course names and descriptions are listed in the [Academic Catalog](#).

SERVICE REQUIREMENTS

Service reflects a holistic view that focuses on how individuals provide high quality, ethical and compassionate service in the field of health care and the community at large. Students will become familiar with service agencies, connect learning with practice and engage in civic service activities to live and demonstrate the Clarkson College Values of Learning, Caring, Commitment, Integrity and Excellence.

Service learning is integrated into the course as a component of your program of study. Successful completion of service experiences is required to pass the designated service courses. Designated service courses are identified using the following symbol, as these courses emphasize student engagement using a required service experience: ◊

GRADUATE COURSE PREREQUISITES

As with any program, core and specialty courses have prerequisites. The prerequisites are part of the course description and can be found in the [Academic Catalog](#).

The Master of Science in Nursing (MSN) program provides five options for graduate students, including Family Nurse Practitioner, Adult–Gerontology Primary Care Nurse Practitioner, Nursing Education, Nursing Health Care Administration or Nurse Anesthesia. For those nursing professionals who already have earned a Master of Science degree in Nursing, each of these graduate options—except Nurse Anesthesia—may be completed as a post-master’s certificate. The RN to MSN program is designed for individuals who are currently licensed as a registered nurse (RN) and have either an associate’s degree in nursing or a three-year nursing diploma.

PROGRAM OPTION: NURSING HEALTH CARE ADMINISTRATION

The focus of this MSN option is to prepare nurses who desire advanced preparation in nursing health care administration. The curriculum focuses on theoretical concepts relevant to the practice of health care administration and leadership in a broad context of current health care delivery settings. Strategies to develop, administer and evaluate systems within contemporary health care contexts will be discussed along with application of decision-making processes to improve outcomes in health care organizations. This option is 42 total semester hours. **NOTE:** MB courses (business) and NS courses (nursing) cannot be taken in same academic year if requiring financial aid.

CURRICULUM

The curriculum consists of two course sets: Core (17 credit hours), Evidence-Based Practice (EBP, 4 credit hours) and Specialty Courses (21 credit hours):

Specialty Courses in Nursing Health Care Administration		Semester Hrs	21
MB 808	Health Care Leadership	3	
MB 810 ◊	Human Resources and Organizational Behavior	3	
MB 823	Health Care Strategic Planning and Marketing	3	
MB 827	Finance for Health Care Leaders	3	
MB 836	Health Care Project Management	3	
MB 851	Health Care Economics	3	

NS 898	Nursing Health Care Leadership Practicum	3
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SPECIALTY OPTION COURSES

The MB (business) courses found in the [Academic Catalog](#) are offered in a **six-week time frame** with the Health Care Administration students.

PROGRAM OPTION: NURSING EDUCATION

The focus of this MSN option is to prepare nurses who desire advanced preparation in nursing education. The curriculum focuses on theoretical concepts that guide the instructional process and teaching strategies. Methods to develop, administer and evaluate nursing educational programs will be discussed. Technologies are implemented that support quality instruction and evaluation of learning outcomes in health-related settings. This option is 39 total semester hours.

Graduates of this option may be interested in becoming a certified nurse educator (CNE) through the National League for Nursing. This certification establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role. Information about certification is available from the NLN site at nln.org/facultycertification/index.htm.

CURRICULUM

The curriculum consists of two course sets: Core (17 credit hours), EBP (4 credit hours) and Specialty Courses (18 credit hours):

Specialty Courses in Nursing Education		Semester Hrs	18
NS 806	Theories of Learning for the Nurse Educator	3	
NS 822 ◊	Curriculum Development for the Nurse Educator	3	
NS 823	Evaluation Strategies for the Nurse Educator	3	
NS 826	Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators	3	
NS 827	Teaching and Learning Strategies for the Nurse Educator	3	
NS 894	Nursing Education Practicum	3	

NOTE: Course descriptions are available within the [Academic Catalog](#).

PROGRAM OPTION: ADULT-GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER

The focus of this MSN option is to educate nurses who desire preparation in advanced practice nursing, specifically in the Adult–Gerontology Primary Care Nurse Practitioner role. The advanced practice nurse, according to the National Organization of Nurse Practitioner Faculties (NONPF), is grounded in graduate-level education and in clinical practice that integrates health-related theories and research. Primary care nurse practitioners are accountable as direct providers of clinical services in a variety of settings. They must rely on multiple theory-based practice models to serve as foundations for primary family care delivery. These models integrate professional autonomy with advocacy, collaboration, consultation and family-shared case management.

The purpose of a master’s prepared adult nurse practitioner is to promote the health of citizens in adult practice setting through emphasis on health promotion, disease prevention, and the diagnosis and management of acute and chronic diseases. Adult–Gerontology Primary Care Nurse Practitioners assess and manage a client base that includes adolescents, young, middle and older adults. The Adult–Gerontology Primary Care Nurse Practitioner will be able to incorporate concepts, theories and recognized care standards into the delivery of health services in an adult practice setting. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

CURRICULUM

The curriculum consists of two course sets: Core (17 credit hours), EBP (4 credit hours) and Specialty Courses (26 credit hours):

Specialty Courses in Adult–Gerontology Primary Care Nurse Practitioner		Semester Hrs	26
NS 830	Advanced Physical Assessment	3	
NS 831	Primary Care of the Geriatric Client	3	
NS 832	Primary Health Care I	3	
NS 834 ◊	Advanced Nutrition	3	
NS 836	Pharmacology for Practitioners	3	
NS 838	Advanced Pathophysiology	3	
NS 842	Primary Care of Women	3	
NS 843	Behavioral Health Care for Practitioners	2	
NS 844	Primary Health Care II	3	

NOTE: The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses. **Only one clinical course may be completed each semester. NS 847, NS 805 and NS 812 must be completed before NS 910. NS 910, NS 911 or NS 912 can be completed one course at a time.** Course descriptions are available within the [Academic Catalog](#).

PROGRAM OPTION: FAMILY NURSE PRACTITIONER

The focus of this MSN option is to educate nurses who desire preparation in advanced practice nursing, specifically in the family nurse practitioner role. The purpose of a master’s prepared family nurse practitioner is to promote the health of citizens in family practice settings. The family nurse practitioner will be able to develop a practice incorporating concepts, theories, and recognized care standards into the delivery of health services in a family practice setting. The family nurse practitioner functions as an educator, counselor, referral agent and advocate dealing with families. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

CURRICULUM

The curriculum consists of two course sets: Core (17 credit hours), EBP (4 credit hours) and Specialty Courses (26 credit hours):

Specialty Courses in Family Nurse Practitioner		Semester Hrs	26
NS 830	Advanced Physical Assessment	3	
NS 832	Primary Health Care I	3	
NS 834 ◊	Advanced Nutrition	3	
NS 836	Pharmacology for Practitioners	3	
NS 838	Advanced Pathophysiology	3	
NS 840	Primary Care of Children and Adolescents	3	
NS 842	Primary Care of Women	3	
NS 843	Behavioral Health Care for Practitioners	2	
NS 844	Primary Health Care II	3	

NOTE: The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses. **Only one clinical course may be completed each semester. NS 847, NS 805 and NS 812 must be completed before NS 910. NS 910, NS 911 or NS 912 can be completed one course at a time.** Course descriptions are available within the [Academic Catalog](#).

PROGRAM OPTION: NURSE ANESTHESIA

The MSN Nurse Anesthesia option has its own policies and procedures information listed on the Clarkson College website.

NURSE ANESTHESIA STUDENTS Please see your advisor.

POST-MASTER'S CERTIFICATE OPTIONS

The purpose of the Post-MSN Certificate is to provide opportunities for students who already have a MSN degree to gain knowledge within a specialty at Clarkson College. The Post-MSN Certificate represents the student's successful completion of the required courses in the chosen nursing option.

There are four options: Nursing Health Care Administration, Nurse Educator, Adult–Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner

REQUIRED COURSES

NOTE: Course descriptions are listed with the traditional options as described earlier in this document.

Nursing Health Care Administration Courses		Semester Hrs 24
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
MB 808	Health Care Leadership	3
MB 810 ◊	Human Resources and Organizational Behavior	3
MB 851	Health Care Economics	3
MB 823	Health Care Strategic Planning and Marketing	3
MB 827	Finance for Health Care Leaders	3
MB 836	Health Care Project Management	3
NS 898	Nursing Health Care Leadership Practicum	3

NOTE: Each of the MB courses is offered in a six-week format, allowing Post-MSN Certificate students to interact with the graduate students in the Health Care Administration program.

Nursing Education Courses		Semester Hrs 21
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 806	Theories of Learning for the Nurse Educator	3
NS 822 ◊	Curriculum Development for the Nurse Educator	3
NS 823	Evaluation Strategies for the Nurse Educator	3
NS 826	Pharmacology, Pathophysiology and Health Assessment Overview for Nurse Educators	3
NS 827	Teaching and Learning Strategies for the Nurse Educator	3
NS 894	Nursing Education Practicum	3

Adult–Gerontology Primary Care Nurse Practitioner Courses		Semester Hrs 29
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 830	Advanced Physical Assessment	3
NS 831	Primary Care of the Geriatric Client	3
NS 832	Primary Health Care I	3
NS 834 ◊	Advanced Nutrition	3

NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 842	Primary Care of Women	3
NS 843	Behavioral Health Care for Practitioners	2
NS 844	Primary Care II	3

NOTE: The Adult–Gerontology Primary Care Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.

Family Nurse Practitioner Courses		Semester Hrs 29
NS 799	Role Transition	1
NS 800	Theories and Concepts of Advanced Practice Roles	2
NS 830	Advanced Physical Assessment	3
NS 832	Primary Health Care I	3
NS 834 ◊	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 843	Behavioral Health Care for Practitioners	2
NS 844	Primary Care II	3

NOTE: The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.

NOTE: Course descriptions are available within the [Academic Catalog](#).

Clarkson College Personnel Resources & Procedures

Graduate students make use of many resources and procedures to assist them as they progress through the program. These are described below. In addition, the roles and responsibilities of certain personnel with whom you should become familiar are also included in this section.

CLARKSON COLLEGE CATALOG

You will need to refer to the current edition of the Clarkson College [Academic Catalog](#) (published annually). The catalog includes policies regarding academic information, required service hours, student financial services, online education information and student services pertinent to graduate students.

ACADEMIC CALENDAR

Clarkson College publishes academic calendars two years in advance. These calendars are found in the [Academic Catalog](#).

MSN PROGRAM ADVISOR

You will be assigned an advisor as you begin the coursework at Clarkson College. An appointment will be made with your advisor prior to the first semester to discuss registration, course sequence and degree option. **A course sequencing plan** will be developed to assist you in the registration process. Each subsequent semester, it is expected that you contact your advisor for authorization to register for classes. Your advisor will not authorize you to register until you have contacted them. Please contact your academic advisor if at any time you have questions about your sequence plan, adding or dropping courses, or taking time off. You may contact your academic advisor via phone, e-mail, Facebook or by setting up an individual appointment through TimeTrade[®]. Program advisors also oversee DocuSign, Typhon, My Clinical Exchange and health and safety.

FINANCIAL AID

Clarkson College Federal School Code: 009862

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Clarkson College is committed to providing access to financial assistance for qualified students who, without such aid, would be unable to attend college. Financial assistance includes scholarships, grants, loans and part-time employment which may be offered to students in various combinations, depending upon the student's degree of financial need. Financial need is determined by comparing results of the Free Application for Federal Student Aid (FAFSA) with the total estimated cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

If you would like to explore more after reading this section of the catalog, please visit the [Financial Aid](#) section of our website.

STUDENT ID & DRESS CODE

Student ID badges are available by two (2) methods: 1) via e-mail or 2) procuring badge when you are on campus during the first Graduate Weekend.

In order to obtain your student ID, e-mail your name and digital photo (professional attire, solid background, head and shoulder shot) to studentid@clarksoncollege.edu. Your student ID badge will be mailed to your current address on file with the College.

Students are required to wear a Clarkson College identification badge and abide by the Graduate Student Dress Code while in the clinical practice area or participating in any practicums. Preceptors will be asked to evaluate your attire according to the dress code as part of their appraisal. The dress code is as follows:

As a student you represent, not only Clarkson College, but also the professional image of nursing. To uphold this image in the clinical setting, MSN nursing students are required to be well groomed and dressed to reflect a professional image. Student appearance must also comply with clinical agency dress codes. Appropriateness is at the discretion of the preceptor and site. Clinical site employees reserve the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress/behavior. Student identification must be visible at all times in chest area.

The following are minimal expectations of the personal appearance of a Clarkson College MSN nursing student:

1. **Hair:** Students must have human colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing or tinting; or shaved eyebrows are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while giving patient care. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** If worn, is to be conservative and not detract from the attire, uniform or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hand-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal. Students are allowed:
 - No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
 - No piercings on the body are permitted with the exception of one post/stud type earring on the lower ear lobe.
 - Body piercings (other than the one piercing allowed in the lower ear lobe) will be removed for all clinical settings and experiences. Covering up body piercings with Band-Aids or other types of concealing methods (i.e.: clear spacers, retainers or make-up) are not permitted. This includes surgically implanted jewelry.
 - One small necklace that fits snug to neck or is able to be tucked into a shirt is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
6. **Tattoos:** Visible tattoos are not allowed. If a student has tattoo(s), clothing must completely cover the tattoo(s) or apply a concealing item if in an area that clothing does not cover.
7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene. Students'

breath and clothing/lab coats must not smell of smoke.

NOTE: If a student chooses to wear piercings that are not visible (i.e., under the required clinical attire), Clarkson College will not be liable for injuries that may occur.

CLINICAL ATTIRE

Clothing appropriate to the clinical site:

- A white lab coat with current student ID badge worn in the chest area.

PRACTICUM ATTIRE (NHCA/NURSE EDUCATOR)

Clothing appropriate to the clinical site:

- Business attire or business casual as directed by site.

Online Education Resources & Procedures

ONLINE EDUCATION STUDENT MANUAL

You have been admitted to Clarkson College as an online student. As an online student there are certain computer requirements that you must meet before beginning classes **and each semester** thereafter. These requirements can be found in the Online Education Manual. You are responsible to download and read the [Online Education Manual](#) every semester from the Clarkson College website at ClarksonCollege.edu.

To locate the Online Education Manual after you have accessed the Clarkson College website, locate the “Academics” section at the top of the main page:

- Open link and locate “Online Education” in “Most Viewed” section of page.
- Click “Online Education.”
- Scroll down the page until you find the link for the Online Education Manual.
- Click on the link.

COURSE SYLLABI

All graduate course syllabi are posted in the course shell located in Canvas. On the first day of the semester, students will be able to access the online courses. It is the student’s responsibility to access the College website and download a copy of the syllabus for each course in which they are registered. Course syllabi may change each semester, therefore, it is the student’s responsibility to access the current syllabi in which they are registered.

Registration Policies & Procedures

REGISTRATION

Registration will be processed by you on PowerCAMPUS Self-Service. Self-Service is the web-based registration system for Clarkson College. Self-Service allows you to register for courses or change your registration prior to the Friday before the first day of the term. All students must contact their assigned advisor prior to registering for courses. Registrations cannot be processed without an advisor's authorization.

REGISTRATION STOPS

Registrations will not be processed if you have a registration stop. Reasons for registration stops usually include: Parking or Student Financial Services (Business and Financial Aid). To avoid registration delays, clear any stop prior to registration.

REGISTRATION AVAILABILITY

PowerCAMPUS Self-Service is available 24 hours a day. However, registration assistance will only be available Monday through Friday from 7:30 a.m. to 4:30 p.m. (CST). If you need registration assistance, contact the Registrar's office during normal business hours at 402.552.3033, 402.552.6263 or 402.552.2681.

WAITLISTS

Waitlists are available for any course that has reached its maximum capacity. If you are on a waitlist and the course opens, you will be notified by e-mail **once**. You will have 72 hours after the e-mail is sent on your Clarkson College e-mail, to register for the course. Since there is no guarantee a course will open, you should register for another section, even though this may not be your first choice. There may be several sections available in each course. Program directors will monitor the waitlists to see if there's a possibility of opening another section.

NOTE: If you find any conflicts in your required major courses, contact your program director or advisor.

CHANGE OF REGISTRATION

You may change your schedule (drop and add courses) on PowerCAMPUS Self-Service during the registration dates posted on the web. Once this date is passed, your advisor will need to sign a Change of Registration form and submit it to the Registrar's office.

REGISTRATION INSTRUCTIONS

Instructions are available in PowerCAMPUS Self-Service under "Student Guide to Self-Service."

ADDING/WITHDRAWAL

A course may be added through the first five days of instruction in a semester or prior to the second class meeting in a short term. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and the program director of the course are required. A course may be withdrawn and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate a Change of Registration from to the Registrar's office. Clarkson College will not be responsible for completed forms that which are given to faculty or staff for submission. **NOTE: Only** Student Financial Services may authorize reimbursement of fees or tuition. Directors, faculty or staff are **not** authorized to approve reimbursement.

Length of Course

15 week course	On or before the eighth week of the course
12 week course	On or before the seventh week of the course
6 week course	On or before the third week of the course

Courses may not be withdrawn during the final week of the semester period.

PROGRAM ATTENDANCE & NON-ATTENDANCE

Students are expected to attend all classes in which they are enrolled and follow the attendance policies of individual programs as specified in the course syllabus. Faculty will report, within two working days of the last class missed, the names of students who have two or more unexcused absences in a semester to their Program Director. These names will be sent to the Registrar, and the Financial Aid department will be notified.

Makeup is very difficult due to the amount of material covered in each class. Course faculty must be notified of the reason(s) before an absence/tardy occurs. **Each unexcused absence (as determined by the course faculty) will lower the final course grade by one letter grade.** The student **must** contact the faculty member prior to the start of class in order for the absence to be excused. Being tardy, absent or leaving early should be exceptional occurrences with good cause.

Abuse of the attendance and participation policy will result in the following:

- 3 tardy occurrences = 1 unexcused absence = 1 drop in letter grade
- 3 excused absences = 1 unexcused absence = 1 drop in letter grade

* Each individual class period missed will count as an occurrence. Only a doctor's note will supersede the attendance and participation course policy for a drop in letter grade.

ACCOMMODATIONS

Clarkson College is committed to equal access to educational opportunities to otherwise qualified students with disabilities. Eligibility must be established before services can be provided and accommodations are not retroactive. Students are encouraged to register with the Accommodations office as early as possible. Students can obtain more information about disability services and requirements by referring to the [Accommodations](#) webpage, by sending an inquiry to accommodations@clarksoncollege.edu or by calling 402.552.2693 or 800.647.5500, ext. 22693.

NETIQUETTE GUIDELINES

Internet, LMS and e-mail access are a privilege, not a right, and activities that may be acceptable on your private account at home may not be acceptable when using your Clarkson College authorized service. The purpose of Netiquette guidelines is to help clarify standards and acceptable etiquette for all electronic communication between the faculty and the student and/or student to student throughout the duration of the course. Please review the [Netiquette guidelines](#) (link to an external site).

PETITION TO RECEIVE TRANSFER CREDIT, PREVIOUSLY COMPLETED GRADUATE COURSES OR GRADE/COURSE OUTCOME DISPUTES

All graduate students, except Post-Masters Certificate students, may transfer a maximum of nine (9) credits of graduate classes previously completed with a grade of "B" or higher at another institution. To have previous course work evaluated for transfer credit, the student must complete and submit a Petition for Reconsideration form (available from the Registrar's office at 402.552.3033 or on the [Clarkson College website](#)). On the [Petition for Reconsideration form](#), the student should specify the course titles and names that are to be considered for transfer. In addition, the student needs to include the specific Clarkson College

required course names and titles that the student believes is comparable to the completed courses. A course description and copy of the course syllabus for each course that is to be evaluated for consideration of transfer credit is to accompany the completed Petition. These materials must be submitted to the Director of Graduate Nursing program, as soon as you have been accepted into the program.

Additionally, this process may be used to formally dispute grade/course outcomes. A [Petition for Reconsideration form](#) must be completed and submitted for consideration.

ACADEMIC INTEGRITY

Clarkson College views academic integrity as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of academic integrity in the preparation of all work and examinations. Students found in violation of the Academic Integrity policy (SW-25) are subject to disciplinary action. Students may obtain more information about the Academic Integrity policy in the Clarkson College Academic Catalog and Handbook and College website.

SCHOLASTIC HONESTY STATEMENT

Clarkson College views scholastic honesty as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are considered serious violations:

1. **Plagiarism:** Taking passages from writings of others without giving proper credit to the source, includes using the works of another student. Clarkson College subscribes to TurnItIn[®], an Internet-based plagiarism-detection service. Your written assignments may be submitted to TurnItIn[®] to check for originality.
2. **Collusion:** Working together with another person with an "illegal" or "deceitful" purpose in the preparation of work that an instructor expects to be accomplished on an individual basis.
3. **Cheating:** Giving or receiving information during an examination.

Students found guilty of scholastic dishonesty are subject to disciplinary action. Additional information pertaining to the Academic Integrity policy may be found in the Student Handbook, Student Code of Conduct section.

GRIEVANCE POLICY

A grievance is a complaint (a matter that indicates widespread or substantive problems indicating significant non-compliance with the Higher Learning Commission's Criteria for Accreditation) that a specific decision or action that affects the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. The grievance process is not designed to resolve disputes between an individual and an institution that might occur over such issues as grades, billing, financial aid, terms of employment or other similar disputes or to review events or circumstances that have occurred in an individual's particular relationship with an institution. This policy does not limit the right of Clarkson College to change rules, policies or practices.

Clarkson College complies with all applicable federal, state and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status.

NOTE: If you wish to resubmit work that was previously submitted in the same course, (e.g.: a course you are retaking) or from a previous course, it is important to initiate open communication with your instructor(s). It is required to obtain permission from the current instructor, and it is recommended to obtain permission from the previous instructor.

STUDENT GRIEVANCE PROCESS

The student must complete a Grievance form and must provide strong, documented evidence and submit the completed Grievance form to the Registrar's office. The student must submit the Grievance form no later than 14 days from the time of incident. The Registrar's office will forward the Grievance form to the Vice President of Academic Affairs (VPAA) who will initiate and monitor the college committee's response to the student's grievance. The VPAA will provide a written response of the outcome within 10 business days.

STUDENT GRIEVANCE PROCEDURE

Grievances must be submitted in writing to the Registrar's office using the Grievance form. The Grievance form may be obtained from the Student Services office or the Clarkson College website.

ELECTRONIC RESOURCES USE, COPYRIGHT INFRINGEMENT & NETWORK MANAGEMENT

Computer and network system users are responsible for following the published restrictions to access Clarkson College computing systems and networks.

1. A user must use only the computer account(s) that has been authorized for his/her use.
2. Users are responsible for the use of their computer accounts. Users should make appropriate use of systems-provided protection features such as passwords and file protections and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose. If assistance is needed in using computer resources, contact the Information Systems department.
3. Computer accounts and access to networks (Internet, College Network (LAN), etc.) must be used only for the purposes for which they are authorized. For example, student, faculty and staff accounts issued for legitimate classroom or office work cannot be used for private consulting, commercial enterprises and/or personal financial gain.
4. Users will not download (or attempt to download) music, data or any other copyright materials from others that are engaged in illegal activities involving copyrighted, trademarked or patented products.
5. Users will not access, copy or transport programs, files or data without prior authorization. User software may be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. This policy specifically pertains to any Peer-to-Peer uses as well as other types of electronic copyright violations. Peer-to-Peer practices are not authorized on the Clarkson College network unless specially approved by the Information Systems department.
6. Users will not (or attempt to) inspect, modify, distribute or copy privileged data, music or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting, etc.
7. Users will not infringe on others' use of the electronic services or deprive them of those resources.
8. Users will not attempt to modify systems infrastructure. Users will not damage or obstruct the operation of any of computer systems or networks of the College.
9. Users will not supply or attempt to supply false or misleading information or identification in order to access computer systems or networks.
10. Users will not attempt to subvert the restrictions associated with any computer accounts.
11. Playing computer games (other than for educational purposes) on Clarkson College computers is not allowed and may result in the loss of access to Clarkson College computers and networks.
12. The computer will not be used as an instrument to intimidate or offend persons. Using the computer as a means of communication to terrify, intimidate, threaten, harass, annoy or offend another person constitutes grounds for cancellation of access to Clarkson College computers/networks and may result in disciplinary and/or legal action. Use of a computer as a means of: a) communicating indecent, lewd or obscene language to another person, or: b) communicating a threat or lewd suggestion to another person shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend.

13. Software will be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. Any software not approved or purchased by Clarkson College will not be placed on network machines without approval from the Information Services department. Such software may not receive support from the Information Services department. Users may not (nor attempt to) inspect, modify, distribute or copy privileged data or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting.
14. Users shall not supply or attempt to supply false or misleading information or identification in order to access computer systems or networks.

Violations of any on the above items will lead to loss of access privileges to all Clarkson College computing and networking systems.

Further disciplinary actions for violating the policy will be governed by but may not be limited to the applicable provisions of student handbooks, faculty and staff handbooks, policies of Clarkson College, statutes of the State of Nebraska and federal law, including civil and criminal legal actions.

Information Services will review user accounts and network traffic to insure that violations to this policy are reported to administration for disciplinary action of all offenders.

Other On-Campus Events

There are on-campus events you are highly encouraged to attend. These include: Graduate Symposium, Commencement and the Omicron Epsilon Induction Ceremony. Each of these are explained below.

GRADUATE SYMPOSIUM (MANDATORY)

Each student registered for NS 909/NS 912 is assigned to a faculty member and will present a poster/Prezi presentation of his/her EBP research project. Attendance with **presentation is mandatory**.

OMICRON EPSILON INDUCTION CEREMONY

Omicron Epsilon is the name of the Sigma Theta Tau International (STTI) Chapter at Clarkson College. Sigma Theta Tau International is the only honor society of nursing. Omicron Epsilon has an induction ceremony to honor the undergraduate, graduate and community leaders as inductees. Graduate students who meet the eligibility criteria (cumulative GPA of 3.5 or better, completion of one-fourth of the courses in the curriculum, potential for leadership and academic integrity) are sent an invitation to apply for membership the middle of the spring semester. All inductees are encouraged to attend the Induction Ceremony but it is not required. Graduate students who are already members of STTI may contact STTI for information to either transfer their membership or become a dual member.

COMMENCEMENT

The commencement ceremony is scheduled every semester and all graduating students and their families, friends and peers are always encouraged to attend this event. The President of Clarkson College welcomes all graduates into the Academy of Scholars.

CERTIFICATION RESOURCES

The [American Nurses Credentialing Center](#) is the largest nurse credentialing organization in the United States. (AGPCNP/FNP/Professional Development)

[American Academy of Nurse Practitioners Certification Program](#) (AGPCNP/FNP)

[National League of Nursing](#) (Nurse Educator)

Additional Information for Nurse Education & Nursing Health Care Administration Students

ROLE COMPETENCIES

The National League for Nursing (NLN) and the American Organization of Nurse Executives (AONE) have established sets of performance expectations for the nurse educator and nursing health care administration student. It is expected of all Clarkson College Nurse Education and Nursing Health Care Administration MSN students are aware and can discuss these competencies.

PREPARATION FOR PRECEPTOR & SITE SELECTION

All experiences in the Nurse Educator and Nursing Health Care Administration programs are to occur with competent preceptor mentoring and support in order to ensure students obtain skills appropriate for the role. Therefore, all preceptor(s) and site(s) must be **pre-approved** by the course instructor, Program Director or Dean of Nursing.

Approval of a preceptor and site must be obtained prior to beginning the course. The student is responsible for identifying a preceptor who is appropriate for the experience. Since our students live in many cities throughout the United States, you must begin to locate a preceptor and site that best suits your educational needs. You should begin interviewing and delineating appropriate preceptors and sites the semester prior to enrolling in the course (NS 894 or NS 898).

ONBOARDING & CLINICAL PLACEMENT

It is the student's responsibility to adhere to the policies and procedures of their clinical site. MSN Program Advisors and students will work together to handle any onboarding and clinical placement with additional attestation from the Compliance office. Onboarding relates to any additional requirements a site may need before you can begin clinical. Clinical placement relates to a process a site has in place for you to request or seek approval for clinical with a preceptor.

A detailed listing of clinical sites and their requirements is located on the [MSN Student Resource page](#). Refer to this link to ensure you are meeting the requirements of your clinical site. If your clinical site is not listed, be sure to work with your preceptor to make sure that there are no additional items needed before you can begin clinical. Let your advisor know if your clinical site requires something of you that is not listed on the Clinical Placement and Onboarding information.

It is the student's responsibility to work with the clinical site and preceptor to ensure that any onboarding is completed prior to starting your clinical experience.

PRECEPTOR QUALIFICATION

To assure that you are able to fulfill your obligations for the course, it is important for you to carefully screen and select a preceptor who has the time to devote to you and who is willing to allow hands-on practice, leadership and education as appropriate.

Basic preceptor qualifications that must be met for the course include the following items:

- a. The preceptor must be a **registered nurse**.
- b. All preceptors need to have two years' work experience as a Nurse Educator (NS 894) or Nurse Administrator/Director (NS 898).
- c. Preceptor must have a Master of Science in Nursing degree.

- d. It should **not** be necessary for you to have more than one preceptor. **Students should have no more than one preceptor for the course.** If you have more than one preceptor, it usually becomes very difficult to establish the rapport necessary for a mentoring relationship, and it often dilutes the preceptor's ability to provide a fair, objective appraisal of your performance.

PRACTICUM SITE QUALIFICATIONS

Appropriate practicum sites include hospitals, primary care offices, outpatient primary care clinics, public health, rural health clinics and/or higher education institutions. Emergency rooms may be used (with approval) on a limited basis. If you are precepted at your current place of employment, there must be clear documentation that your work and practicum hours are separate.

PROCEDURE FOR OBTAINING APPROVAL OF PRECEPTOR & PRACTICUM SITES

Please read and review.

1. If you are unsure of any preceptor or other requirements, contact your course faculty to determine appropriateness of the preceptor for practicum experience.
2. Select your preceptor by scheduling an appointment so you can evaluate if this person is truly able to assist you in this important phase of your education.
3. Provide the preceptor with a copy of the [Course Guidelines](#).
4. Discuss the information in the Course Guidelines with potential preceptor(s) and determine if the preceptor agrees the course expectations can be met under his/her direction.

COMPLETE PRECEPTOR & CLINICAL SITE INTENT FORM USING DOCUSIGN®

Preceptor/clinical site forms are to be submitted via DocuSign. It is recommended to use a tablet, laptop or PC to complete and upload the forms. Instructions for the use of DocuSign are as follows:

1. Access the Preceptor and Clinical Site Intent form from your course within Canvas. In the new window, enter your full name and Clarkson College student e-mail and select "begin signing." It is important to double check your spelling, as you are not able to edit this information later.
2. Check the box next to "I agree to use electronic records and signatures" and select the continue button. On the following page, complete all of the required information. Fields in red are mandatory, and the form cannot be submitted if there are any required fields missing. If any information is inaccurate, you will be required to complete a new form.
3. When the form is complete, click the "sign" button and adopt your signature to sign the document. When the suggested signature is approved, select "adopt and sign."
 - a. If you prefer to change your signature style, click "change style" and select a new format.
 - b. If you prefer to draw your signature, select "draw." Please note, this feature works best when using a tablet. When the adopted signature is approved, select "adopt and sign."
4. Upon successful submission, a thank you message will appear, and you will receive a confirmation e-mail from docusign.net. You may save a copy of the document for your records by selecting "show document" on the thank you page at docusign.net.
5. Any additional steps are the responsibility of Clarkson College and may take up to two months for the College to complete your paperwork. Providing inaccurate information will delay the process further.

For a more detailed breakdown of the DocuSign process, refer to the [MSN Student Resource page](#).

OTHER STUDENT RESPONSIBILITIES WHEN REGISTERED IN PRACTICUM COURSES

In addition to obtaining a preceptor and practicum sites, the student is responsible for:

- Complete the academic program requirements for health and safety. This includes a background check and drug screening, immunizations, licensure and certifications. This process is completed online with the College approved vendor upon admission into the program.

- Following the administrative policies, regulations, standards, practices (e.g. universal precautions) and procedures of the contracted (affiliated) facilities.
- Safeguarding the confidentiality of client/organization information.
- Providing their own transportation to and from the facilities.
- Reporting to the preceptor on time and as scheduled.
- Providing College faculty appropriate notification when conflicts occur. Conforming to the standards of professional practice established by the preceptor, affiliated practicum facilities and any applicable regulating body while participating in the preceptor experience.
- Maintaining RN licensure and Basic Life Support certification.
- **Students registered for any course are expected to check their Clarkson College student e-mail account frequently.**
- Keeping the course faculty fully apprised of your ability to complete the preceptor hours in the expected time frame. If it becomes apparent to you that your approved preceptor will be unable to meet his/her agreed upon obligations, it is your responsibility to inform the course faculty of the situation and to promptly locate an alternative preceptor under whom the expectations can be met. If it becomes apparent that the expected time frame cannot be met, it is your responsibility to drop the class after discussion with the course faculty and your advisor.
- Keeping the course faculty/advisor or director apprised of any personal crisis that arises that may prevent completion of any courses while attending Clarkson College. All faculty and administrators are well aware that certain situations may arise while students are enrolled in the graduate program and make every effort to help you decide what can and should be done about your educational responsibilities at this time of crisis. The key to any sound decision or alternative plan requires that you make Clarkson College fully aware of your situation. Decisions about tuition refund, dropping a course(s), taking a leave of absence, obtaining assistance from Student Services can be done in a satisfactory manner when you notify and discuss the situation with the course faculty, your advisor or the director of the Graduate Nursing program immediately.

EVALUATION METHODS

Course, agency, student and faculty evaluations are an expected part of any educational experience. These evaluations are important not only because they are required by regional and national accrediting bodies but they provide information that leads to future improvement of the student, program and Clarkson College. Grading for the practicum includes consideration of your preceptor's appraisal of your skills, the quality of your written assignments, your contributions to group discussions and your performance.

PRECEPTOR(S) EVALUATION OF STUDENTS

While the practicum faculty member is responsible for issuing the final course grade, preceptor appraisal is an important aspect of the faculty's evaluation of each student. The course faculty may contact preceptors during practicum courses regarding student's performance. You are expected to inform each preceptor about course-related information prior to the beginning of the practicum experience. Many request a copy of the course syllabus, as well. When discussing the courses, you should ensure that the preceptor is willing to participate in an online, interactive appraisal of your progress.

At the end of the course, the preceptor will access the Preceptor Evaluation form that is sent to them via e-mail by the MSN program advisors. Be sure the preceptor knows about the evaluation process and how to find the Preceptor Evaluation form within their e-mail.

STUDENT SELF-EVALUATIONS & AGENCY EVALUATIONS

All students will complete a final evaluation based on a self-assessment of their practicum competence. Additionally, students completing a practicum course will complete the agency evaluation.

Additional Information for Nurse Practitioner Students

EXPECTATIONS OF NP STUDENTS & FACULTY

Faculty expectations for the adult learner assume that the student in the NP programs will be able to use and demonstrate critical thinking skills in proposing advanced practice therapeutic nursing interventions. The process for obtaining optimum learning experiences is the responsibility of the student. Clinical settings that you select need to provide you with opportunities to gather patient baseline information and allow you to apply principles of health assessment, interpretation and differential diagnosis. In the advanced clinical courses you will need to develop comprehensive treatment plans with methods for evaluating the outcomes. Medical treatment modalities will be incorporated within the nurse practitioner comprehensive treatment plan to provide a framework for quality, cost-effective health care services. Each student is expected to use a holistic approach with every patient. This includes the integration of the family and environmental systems within the community setting. It is important to remember as a student in a clinical setting to be respectful of the environment and staff. Personal phone calls and use of technology communication devices is prohibited in the clinical setting except in emergency situations.

ROLE COMPETENCIES

The National Organization of Nurse Practitioner Faculties (NONPF) has established a set of performance expectations for the nurse practitioner. These competencies form the basis of the nurse practitioner track and guide the clinical course evaluations. It is a Clarkson College MSN program expectation that all nurse practitioner students are aware and can discuss these competencies.

HEALTH & SAFETY REQUIREMENTS/PREPARATION TO PARTICIPATE AT CLINICAL SITES CRIMINAL BACKGROUND CHECK/DRUG SCREENING, IMMUNIZATIONS, LICENSURE AND/OR CERTIFICATIONS

Students admitted to the program are required to complete a criminal background check drug screening along with the submission of required documentation. Information to create an online account with appropriate College vendor will be sent to the student once s/he is formally accepted into the program. Additional background checks and/or drug screenings could be required at the expense of the student and with or without cause for suspicion as required by the clinical agency or Clarkson College.

HIPAA & BLOODBORNE PATHOGENS

A module on HIPAA regulations and infectious diseases will be included in NS 830 clinical course and must be completed prior to beginning NS 830 clinical.

Guidelines for Preparation & Completion of Assessment & Clinical Courses

OVERVIEW OF CLINICAL COURSES

There are five clinical courses associated with both the FNP and AGPCNP options. The first course, Advanced Physical Assessment (NS 830) is the foundation to the remaining clinical courses. Two support science courses, i.e., Advanced Pathophysiology (NS 838) and Pharmacology for Nurse Practitioners (NS 836), must be taken **PRIOR** to Primary Care of Children and Adolescents (NS 840) and Primary Care of the Geriatric Client (NS 831). Advanced Nutrition (NS 834) can be taken concurrently with NS 840/831 or prior to these courses. The student will complete **50** on site clinical hours with an approved preceptor and clinical site for the assessment course **NS 830**, **120** hours on-site clinical hours are to be completed in **NS 832**. The student will complete **160** on-site clinical contact hours for each of the remaining clinical courses (**NS 831, NS 840, NS 842 or NS 844**). All clinical experiences require an approved preceptor and clinical site. Further details concerning these course outcomes can be found in the online campus individual course shell.

PREPARATION FOR CLINICAL COURSES

Planned clinical experiences with competent mentoring and support are essential components toward your learning necessary clinical skills for the nurse practitioner role. We expect that under careful and thorough supervision from your clinical preceptor, you will apply what you learn while working with clients in actual primary care settings. Under course faculty and preceptor guidance, you will be expected to integrate clinical experiences with theoretical content learned from the core and support courses and from clinical class discussion, readings, clinical rounds, evidence-based practice standards and practice guidelines. In addition to your assigned course readings, you will need to spend additional time preparing for clinical by reviewing current textbooks, relevant professional journals and web-based information sources.

In order to begin clinical courses, you must establish a preceptor and clinical site relationship. The process for establishing preceptor relationships and clinical site identification is explained below. **Please note: this process can take up to two months to complete, so do not wait to establish your clinical contacts.** Use of military preceptors or sites may require lead-time of **6 to 12 months** to complete the contract arrangements. It is important for you to read, understand and follow these directions upon entry into the NP programs so plans may be made well in advance to locate an experience that will be of benefit to you as you progress through the program.

Clinical site and primary preceptor paperwork for a specific course will be complete by the **1st day of the semester**. Failure to have paperwork completed by **Day 1** may result in the need to withdraw from the course, which may extend your graduation date. Additionally, if you or your preceptor are unable to meet the clinical hour distribution requirement, you must notify your instructor, as it may affect your progression and ability to complete the course.

Once DocuSign paperwork is completed and the semester has begun, students are expected to evenly distribute their total clinical hours over the course of the semester (with the **exception of NS 830** when students cannot start hours until after successful completion of Graduate Weekend). Students should not be front or back loading their semester with clinical hours. If your paperwork is not complete by the start of the semester, you need to reach out to your course instructor immediately and let them know where you are at in the process. By the first day, if specialty preceptor paperwork is complete but primary preceptor paperwork is not, you will also need to contact your instructor with an explanation.

The Director of the MSN program and/or Assistant Director of the MSN program, with consultation to the NP Program Coordinator, must approve any exceptions to this process.

PREPARATION FOR PRECEPTOR & CLINICAL SITE SELECTION

All clinical experiences in the NP programs are to occur with competent preceptor mentoring and support in order to ensure students obtain clinical skills appropriate for the NP role. Therefore, all clinical preceptor(s) and clinical site(s) must be **pre-approved** by the Program Director or Dean of Nursing.

Approval of a clinical preceptor and clinical site MUST be obtained prior to beginning each NP clinical course. Students may not begin clinical with a preceptor until the process related to the forms is completed. Students enrolled in NS 830 will need to wait until after they have successfully completed the physical assessment sign-off during Graduate Weekend to begin clinical hours. The student is responsible for identifying a preceptor(s) who is/are appropriate for each clinical experience. Since our students live in many cities throughout the United States, you must begin to locate a general practice preceptor and clinical site that best suits your educational needs. You should begin interviewing and delineating appropriate general practice preceptors and clinical sites as soon as you have been accepted to the NP programs at Clarkson College (See [Preceptor Qualifications](#) section).

ONBOARDING & CLINICAL PLACEMENT

It is the student's responsibility to adhere to the policies and procedures of their clinical site. MSN Program Advisors and students will work together to handle any onboarding and clinical placement with additional attestation from the Compliance office. Onboarding relates to any additional requirements a site may need before you can begin clinical. Clinical placement relates to a process a site has in place for you to request or seek approval for clinical with a preceptor.

A detailed listing of clinical sites and their requirements is located on the [MSN Student Resource page](#). Refer to this link to ensure you are meeting the requirements of your clinical site. If your clinical site is not listed, be sure to work with your preceptor to make sure that there are no additional items needed before you can begin clinical. Let your advisor know if your clinical site requires something of you that is not listed on the Clinical Placement and Onboarding information.

It is the student's responsibility to work with the clinical site and preceptor to ensure that any onboarding is completed prior to starting your clinical experience.

PRECEPTOR & CLINICAL SITE SELECTION, APPROVAL & AGREEMENT PROCESS

One of your first tasks in preparation for entry into the clinical tract will be to locate and secure at least one general practice primary care provider prior to registration in NS 830 (Advanced Physical Assessment). This person will act as your preceptor as you progress through the 50 contact hours to learn advanced clinical assessment skills. You may wish to also use this person in future clinical course. **Additionally, attendance at "Graduate Weekend" is mandatory.** Students may not begin clinical until after successfully demonstrating skills during the check-off process held during Graduate Weekend.

PRECEPTOR QUALIFICATIONS

To assure that you are able to fulfill your clinical obligations for each course, it is important for you to carefully screen and select preceptors who have the time to devote to you and who are willing to allow hands-on practice and clinical recording using their patients.

Basic preceptor qualifications that MUST be met for all clinical courses in the NP major option include the following:

- a. The preceptor must be a physician (MD), osteopathic physician (DO), physician's assistant (PA) or nurse practitioner (NP) who is currently licensed in the state in which you intend to conduct your clinical (with exception of providers working in U.S. government settings). The preceptor must be practicing in an area related to content in the course in which you are registered (see [Primary Care Preceptor Guidelines](#) for each NP course).
- b. All NP preceptors need to have two years' work experience as a licensed advanced registered nurse practitioner (ARNP).
- c. Non-MSN prepared nurse practitioners may **not** be used for any of the assessment or clinical courses at Clarkson College.
- d. It should **not** be necessary for you to have more than one preceptor for NS 830 or subsequent NP courses. **Students should have no more than two preceptors for any clinical course.** If you have more than two preceptors, it usually becomes very difficult to establish the rapport necessary for a mentoring relationship and it often dilutes the preceptor's ability to provide a fair and objective appraisal of your performance.

CLINICAL SITE QUALIFICATIONS

Appropriate clinical sites include primary care offices, outpatient primary care clinics, public health or rural health clinics. Emergency rooms may be used (with approval) on a limited basis. With the exception of NS 830 students, internal medicine may only be used by students enrolled in the Adult–Gerontology Primary Care Nurse Practitioner program. If you are precepted at your current place of employment, there must be clear documentation that your work and clinical hours are separate.

PROCEDURE FOR OBTAINING APPROVAL OF PRECEPTOR & CLINICAL SITES

PLEASE READ & REVIEW.

NOTE: Each student will complete a NP Preceptor and Clinical Site(s) Intent form. NP Preceptor and Clinical Site Intent forms, NP Preceptor Data forms and NP Preceptor Agreement forms are available through your previous semester course shell. They are located under "Course Home" within the left navigation menu of the designated service course. It is titled "Preceptor/Clinical Site forms."

Contact NP faculty and discuss course requirements for clinical experience.

1. If you are unsure of any preceptor or other requirements: contact your NP course faculty to determine appropriateness of the preceptor for clinical experience.
2. Select your preceptor(s) by scheduling an appointment so you can evaluate if this person is truly able to assist you in this important phase of your education.
3. Provide the preceptor with a copy of the [Course Guidelines](#).
4. Discuss the information in the Course Guidelines with potential preceptor(s) and determine if the preceptor agrees the course expectations can be met under his/her direction.

Complete preceptor and clinical site intent form using DocuSign®.

Preceptor/clinical site forms are to be submitted via DocuSign. It is recommended to use a tablet, laptop or PC to complete and upload the forms. Instructions for the use of DocuSign are as follows:

1. Access the Preceptor and Clinical Site Intent form from your course within Canvas. In the new window, enter your full name and Clarkson College student e-mail and select "begin signing." It is important to double check your spelling, as you are not able to edit this information later.
2. Check the box next to "I agree to use electronic records and signatures" and select the continue button. On the following page, complete all of the required information. Fields in red are mandatory, and the form cannot be submitted if there are any required fields missing. If any information is inaccurate, you will be required to complete a new form.

3. When the form is complete, click the “sign” button and adopt your signature to sign the document. When the suggested signature is approved, select “adopt and sign.”
 - a. If you prefer to change your signature style, click “change style” and select a new format.
 - b. If you prefer to draw your signature, select “draw.” Please note, this feature works best when using a tablet. When the adopted signature is approved, select “adopt and sign.”
4. Upon successful submission, a thank you message will appear, and you will receive a confirmation e-mail from docusign.net. You may save a copy of the document for your records by selecting “show document” on the thank you page at docusign.net.
5. Any additional steps are the responsibility of Clarkson College and may take up to two months for the College to complete your paperwork. Providing inaccurate information will delay the process further.

For a more detailed breakdown of the DocuSign process, refer to the [MSN Student Resource page](#).

OTHER STUDENT RESPONSIBILITIES WHEN REGISTERED IN NP ASSESSMENT & CLINICAL COURSES

In addition to obtaining a preceptor and clinical sites, the NP student is responsible for:

- Complete the academic program requirements for health and safety. This includes a background check and drug screening, immunizations, licensure and certifications. This process is completed online with the College approved vendor upon admission into the program.
- Following the administrative policies, regulations, standards, practices (e.g., universal precautions) and procedures of the contracted (affiliated) clinical facilities.
- Safeguarding the confidentiality of client information.
- Providing their own transportation to and from the clinical facilities.
- Reporting to the preceptor on time and as scheduled.
- Providing College faculty appropriate notification when conflicts occur.
- Conforming to the standards of professional practice established by the preceptor, affiliated clinical facilities and any applicable regulating body while participating in the preceptor experience.
- Maintaining RN licensure and Basic Life Support certification.
- **Students registered for any course are expected to check their Clarkson College STUDENT e-mail account daily.**
- Keeping the course faculty fully apprised of your ability to complete the clinical hours in the expected time frame. If it becomes apparent to you that your approved preceptor will be unable to meet his/her agreed upon obligations, it is your responsibility to inform the course faculty of the situation and to promptly locate an alternative preceptor under whom the expectations can be met. If it becomes apparent that the expected time frame cannot be met, it is your responsibility to drop the class after discussion with the course faculty and your advisor.
- Keeping the course faculty/advisor or director apprised of any personal crisis that arises that may prevent completion of any courses while attending Clarkson College. All faculty and administrators are well aware that certain situations may arise while students are enrolled in the graduate program and make every effort to help you decide what can and should be done about your educational responsibilities at this time of crisis. The key to any sound decision or alternative plan requires that you make Clarkson College fully aware of your situation. Decisions about tuition refund, dropping a course or courses, taking a leave of absence, obtaining assistance from Student Services can be done in a satisfactory manner when you notify and discuss the situation with the course faculty, your advisor or the director of the Graduate Nursing program immediately.

TYPHON STUDENT TRACKING SYSTEM

The Typhon Student Tracking System (NPST) for Advanced Practice Nursing Programs is used in the Clarkson College Graduate Nursing program. NPST functions as a complete electronic student tracking system with comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site databases, curriculum mapping and secure document management.

EVALUATION METHODS

Course, agency, student and faculty evaluations are an expected part of any educational experience. These evaluations are important not only because they are required by regional and national accrediting bodies but they provide information that leads to future improvement of the student, program and Clarkson College. Grading in the clinical track includes consideration of your preceptor's appraisal of your skills, clinical logs, the quality of your written assignments, your contributions to group discussions and your performance on written and/or on-site clinical examinations. Discussion of each evaluation method follows. [Clinical Evaluation form](#)

PRECEPTOR(S) EVALUATION OF STUDENTS

While the clinical faculty is responsible for issuing the final course grade, preceptor appraisal is an important aspect of the faculty's evaluation of each student. The course faculty may contact preceptors during clinical courses regarding student's clinical performance. You are expected to inform each preceptor prior to the beginning of the clinical experience about course-related information. Many are requesting a copy of the course syllabus, too. When discussing the clinical courses, you should assure that the preceptor is willing to participate in an online, interactive appraisal of your progress.

At mid-term or when changing preceptors, the preceptor will access the Preceptor Evaluation form through the TYPHON Tracking System that is used to house the NP patient logs or through hard-copy type log for the Nurse Educators or Nurse Administrators.

Be sure the preceptor knows the TYPHON process and how to find the Preceptor Evaluation form within their e-mail. If you are not using the online form for evaluation, please be sure that the completed form is sent to the course faculty.

STUDENT SELF EVALUATIONS & AGENCY EVALUATIONS

All students will complete a midterm and/or final evaluation based on a self-assessment of their clinical competence. Additionally, students completing a clinical course will complete the agency evaluation.

WRITTEN EXAMINATIONS

Written examinations are given in various clinical courses to prepare you for certification boards using the certification examination design approach. All examinations are online, timed and one question per page.

ON-CAMPUS ASSESSMENT & CLINICAL APPRAISAL

The student's ability to perform physical and psychosocial assessments, and conduct and document a comprehensive exam is included in the NP Graduate Weekend. **All NP students are required to attend the specified on-campus Graduate Weekends.**

HESI TESTING

A nationally normed test will be given as a per-certification assessment for NS 844 students during Graduate Weekend. Additional information is available in the course syllabus and course shell.

Conclusion

The administration, faculty and staff of Clarkson College have developed this handbook to assist the MSN student who is enrolled in the MSN or Certificate option as s/he progresses through the program. We would appreciate recommendations for additions or suggestions to include in future editions of this handbook. Please forward your ideas to the course faculty or director of the Graduate Nursing program.