# DEPARTMENT OF NURSING C.W.POST CAMPUS LONG ISLAND UNIVERSITY



## GRADUATE STUDENT HANDBOOK

#### **C.W. POST CAMPUS**

### **DEPARTMENT OF NURSING**

#### GRADUATE STUDENT HANDBOOK

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# MISSION STATEMENT FOR C.W. POST CAMPUS OF LONG ISLAND UNIVERSITY

At its core a liberal arts institution, C.W. Post Campus of Long Island University is dedicated to meeting the needs and expanding the horizons of all our students, whether in the arts and sciences, our professional schools or through life-long learning.

We, at C.W. Post, are committed to providing highly individualized educational experiences in every department and program from the freshman year through advanced doctoral research in selected areas. The emphasis on the student learner is evident; in our faculty's devotion to excellence in teaching, our intensive advisement system, and our encouragement of experiential learning through cooperative education, internships, practica, community service, study abroad, research projects, and artistic performance.

Our students benefit as well from the Campus' participation in one of the nation's largest private university systems, and from our ability to draw on the unparalleled cultural and professional resources of New York City and Long Island. Graduates of C.W. Post will have developed strong critical and expressive abilities, civic responsibility, and a mature understanding of the ideas, events, and forces shaping the modern world.

#### SCHOOL OF HEALTH PROFESSIONS AND NURSING

C.W. Post's School of Health Professions and Nursing provides students with an education that integrates the arts and sciences with health-related theory and practice. The faculty is committed to providing an environment supportive of the individual student, recognizing and addressing varied cultural needs. In the classroom, in the laboratory, and through internships and field work in major health care facilities throughout the region, C.W. Post students in the School of Health Professions and Nursing are provided with outstanding educational experiences that prepare them for professional practice, research and community service.

#### **DEPARTMENT OF NURSING**

#### **Mission Statement**

The faculty is dedicated to preparing the student for life-long learning in order to meet the increasing demands of the expanding environment of nursing practice. The graduates of the Department of Nursing will have developed the values and competencies which include: critical thinking; culturally competent care; autonomy; communication; and decision making within a framework of professional and ethical principles that are central to the delivery of nursing care in a global environment.

#### **Statement of Philosophy**

Nursing is an art and science that focuses on the diagnosis and treatment of human responses to actual or potential health problems among individuals, families, groups, and communities. Health is a state of well-being that enables individuals and groups to function at their highest level.

It is the belief of the faculty that baccalaureate nursing education is necessary for the practitioner of professional nursing to think critically and creatively and to have sound education in nursing science, related sciences, and humanities. The educational empowerment of students promotes professionalization, community service and the competence to impact the health care system. The faculty believes that the registered nurse returning to school is best served by a program which provides the opportunity for, and support of, individual exploration, development in the transition from registered nurse to professional nurse. The faculty strongly supports the concept of baccalaureate education for entry into professional practice, continued intellectual, moral, and ethical development, and serves as the foundation for graduate education.

The faculty believes that graduate nursing education provides an opportunity for the student to develop advanced competencies in nursing, in areas of concentration and role function, congruent with an expanding theoretical knowledge and authority base. Graduate education increased the opportunity for nurses to obtain advanced preparation and serves to increase the number of advanced practice nurses and nurse educators that serve the community. The faculty participates in the education process as role models, facilitators, mentors, and learners.

The faculty believes that the process of education is best accomplished in a climate of respect for adult learners who come to our classrooms not only with previous experience as students, but with diverse life experiences as nurses and individuals.

#### The Goals of C.W. Post Department of Nursing Graduate Program

- 1. Demonstrate advanced practice in clinical nursing or nursing education utilizing a strong theory and research base to provide high quality care to individuals, families, and communities.
- 2. Demonstrate leadership, management, and advocacy skills in the advanced practice role.
- 3. Demonstrate advanced competencies in clinical nursing and nursing education based on ethical decision-making and culturally competent care.
- 4. Critically analyze a research problem and develop a proposal that incorporates the research problem in the advanced practice role.
- 5. Develop to collaborative relationships with other members of the health care delivery system to formulate innovative approaches to health care, and to manage organizational problems.
- 6. Demonstrate sound decision-making based on critical thinking and diagnostic reasoning in clinical nursing and nursing education.

#### MASTER OF SCIENCE DEGREE PROGRAMS IN NURSING

The Department of Nursing offers three programs leading to a Master of Science degree in Nursing preparing the Clinical Nurse Specialist (CNS), the Family Nurse Practitioner (FNP), and the Nurse Educator. The CNS and FNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE). Graduates of both programs will be eligible for board certification by the American Nurses Credentialing Center (ANCC) and students from the FNP program also will be eligible for a New York State Certificate as family nurse practitioners. The MS in Nursing Education program was approved by the NYS Education Department in October, 2005. Graduates of this program will be prepared to teach in schools of nursing (LPN, associate and baccalaureate degree programs, and master's programs), and as staff educators in healthcare facilities.

All three programs, opened to qualified baccalaureate prepared nurses, are designed to be completed as a part-time course of study in 6 semesters for the CNS (39 credits)

program and the FNP (46 credits) program, and 5 semesters and one summer session for the Nursing Education program (33 credits). The programs are in keeping with the mission, philosophy and goals of the Nursing Department at C.W. Post, which since its inception in 1972, has been geared toward providing access to quality continuing professional education to the RN's of Long Island---preparing the learner for life-long continuing professional learning in order to meet the increasing demands of the expanding environment of nursing practice.

#### **Admission and Retention Policy**

In order to be considered for admission to the Master of Science in Nursing programs, students must have: a current New York State Registered Nurse license and a BS degree with a major in nursing from an accredited School of Nursing with a minimum GPA of 3.0. Applicants with non-nursing Bachelor's degrees will be considered. There is one recommended course for the CNS, FNP, and Nursing Education programs, and one prerequisite course for the CNS and FNP programs. The Department of Nursing recommends an undergraduate research course or workshop prior to taking the graduate research course. The pre-requisite course for the CNS and FNP programs is an undergraduate physical assessment course or workshop, which is required prior to taking the graduate advanced health assessment course. All candidates for admission will have a personal interview with a faculty member.

Transfer credit for graduate course work taken prior to admission to the program is evaluated by the Department of Nursing. The sum total of transfer credit is normally limited to nine semester hours of credit.

Coursework for the master's degree must be completed within five years from the date of the candidate's admission, unless the chairperson, responding to a written request, permits an extension. If a student takes a semester off, the student must complete a maintenance of matriculation form available in the graduate advisor's office. All master's degree candidates are assigned a faculty advisor in order to provide additional career advice and guidance throughout the program.

In order for a student to remain in good standing in the program, a cumulative GPA of 3.0 is required for all graduate work. All CNS and FNP students must earn a "B" grade or better in pharmacology and advanced health assessment. All graduate students must earn a "B" or better in specialty courses. Only two grades below a "B" are allowed in core courses;

more than two grades below a "B" may result in loss of matriculation status or dismissal from the program. If a student does not pass both the theory and practicum of NUR606/606L, NUR610, NUR632/632S, NUR611, NUR622/622S, or NUR612, NUR623/623S, he/she must repeat both the theory and practicum of that course. A student may repeat a course one time only. All graduate students must successfully complete all core courses before proceeding to specialty courses. Course sequencing follows as outlined on the graduate curriculum plan.

#### Curriculum

Students from all three graduate programs will take some core courses together. The core curriculum for the CNS and FNP programs consists of 26 credits, including course work in nursing theory, issues in professional nursing for advanced practice nurses and nurse educators, family issues, nursing research, advanced pathophysiology, pharmacology for advanced practice nursing, and advanced health assessment. The core curriculum for the Nursing Education program consists of 12 credits, including course work in nursing theory, issues in professional nursing for advanced practice nurses and nurse educators, and nursing research. All students are required to complete a research proposal as part of their master's degree requirements.

FNP candidates will complete three semesters of preceptored clinical practice; one semester in association with the advanced health assessment course and two additional semesters in settings providing primary health care to families (adults and children), offered in conjunction with the following courses: Diagnosis and Management of Illnesses and Physical Conditions I and II (adults and children).

CNS candidates will complete three semesters of CNS preceptored clinical practice; one semester in association with the advanced health assessment course and two semesters either in the candidate's area of specialization or a general medical surgical area. One practicum is taken in conjunction with the required Clinical Nurse Specialist Theory course and the second practicum is taken to fulfill the required 500 hours of clinical practice.

Nursing Education candidates will complete two semesters of preceptored practice in nursing education settings. The practicum provides the student with the opportunity to apply teaching and evaluation methods in a variety of practice settings including academic programs and various other learning environments.

## **Plans of Study**

## Master of Science in Nursing, Family Nurse Practitioner Program

<b>Core Courses</b> :	NUR 501	Issues in Professional Nursing for Advanced	
		Practice Nurses and Nurse Educators	3cr
	NUR 601	Theories and Conceptual Models of Nursing	3 cr
	NUR 602	Nursing Research I	3 cr
	NUR 604	Advanced Physiology and Pathophysiology	3 cr
	NUR 605	Pharmacology for Advanced Practice Nursing	4 cr
	NUR 606	Advanced Health Assessment	2 cr
	NUR 606L	Practicum (90 hours)	2 cr
	NUR 621	The Family: Social, Ethical and Policy Issues	3 cr
	NUR 702	Nursing Research II	3 cr
<b>Specialty Courses</b> :			
	NUR 611	Diagnosis and Management I	4 cr
	NUR 622	FNP Practicum I: Primary Care of Families (Adult) (270 hours)	6 cr
	NUR 622S	FNP Seminar	0 cr
		Diagnosis and Management II	4 cr
	NUR 623	FNP Practicum II: Primary Care of Families (Child	
	1,011,023	(270 hours)	., 0 01
	NUR 623S	FNP Seminar	0 cr
	-, -, -, -, -, -, -, -, -, -, -, -, -, -		
		Total	46 credits
		6	30 hours
N. f		NI CULLINI CLULIN	
Master (	of Science in	Nursing, Clinical Nurse Specialist Program	
Core Courses:	NUR 501	Issues in Professional Nursing for Advanced	
			3cr
		Issues in Professional Nursing for Advanced	3cr 3 cr
	NUR 501	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators	
	NUR 501 NUR 601	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology	3 cr
	NUR 501 NUR 601 NUR 602	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I	3 cr 3 cr
	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment	3 cr 3 cr 3 cr
	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606 NUR 606L	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours)	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr
	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606 NUR 606L NUR 621	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr
Core Courses:	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606 NUR 606L	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours)	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr
	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606 NUR 606L NUR 621 NUR 702	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 2 cr 3 cr 3 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr
Core Courses:	NUR 501 NUR 601 NUR 602 NUR 604 NUR 605 NUR 606 NUR 606L NUR 621 NUR 702	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 2 cr 3 cr 3 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours)	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632  NUR 632S	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4.5 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar CNS Practicum	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632  NUR 632S  NUR 633	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar CNS Practicum (205 hours)	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4.5 cr 0 cr 4.5 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632  NUR 632S  NUR 633	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar CNS Practicum	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4.5 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632  NUR 632S  NUR 633	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar CNS Practicum (205 hours) CNS Seminar	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4.5 cr 0 cr 0 cr
Core Courses:	NUR 501  NUR 601  NUR 602  NUR 604  NUR 605  NUR 606  NUR 606L  NUR 621  NUR 702  NUR 610  NUR 632  NUR 632S  NUR 633	Issues in Professional Nursing for Advanced Practice Nurses and Nurse Educators Theories and Conceptual Models of Nursing Nursing Research I Advanced Physiology and Pathophysiology Pharmacology for Advanced Practice Nursing Advanced Health Assessment Practicum (90 hours) The Family: Social, Ethical and Policy Issues Nursing Research II  Clinical Nurse Specialist Theory CNS Practicum (205 hours) CNS Seminar CNS Practicum (205 hours) CNS Seminar	3 cr 3 cr 3 cr 4 cr 2 cr 2 cr 3 cr 3 cr 4 cr 4.5 cr 0 cr 4.5 cr

#### Master of Science in Nursing, Nursing Education Program

<b>Core Courses</b> :	NUR 501	1 Issues in Professional Nursing for Advanced		
		Practice Nurses and Nurse Educators	3cr	
	NUR 601	Theories and Conceptual Models of Nursing	3 cr	
	NUR 602	Nursing Research I	3 cr	
	NUR 702	Nursing Research II	3 cr	
<b>Specialty Courses:</b>				
	NUR 644	Curriculum Development in Nursing	3 cr	
	NUR 646	Educational Technology in Nursing	3 cr	
	NUR 648	Teaching Strategies for Educators	3 cr	
	NUR 650	Assessment and Evaluation in Nursing	4 cr	
	NUR 652	Teaching Practicum I	4 cr	
	NUR 652S	Teaching Seminar I	0 cr	
	NUR 654	Teaching Practicum II	4 cr	
	NUR 654S	Teaching Seminar II	0 cr	

Total 33 credits 360 hours

#### **ADDITIONAL COURSES**

#### **NUR 600P - Additional Practicum Course**

NUR 600P Additional Practicum Course. Students who fall into the following categories will need to register for NUR 600P. Fee is equivalent to one credit per 100 practicum hours.

- 1) Students who require additional time beyond the academic semester to achieve the total required practicum hours are required to register for NUR 600P.
- 2) Students who have a two semester lapse in time between any of the practicum graduate courses are required to register for NUR 600P.
- 3) Students who are considered by faculty to be borderline satisfactory competency standard/s are required to register for NUR 600P.
- 4) Post Master's Certificate Program students.

All students registered for NUR 600P are expected to demonstrate progress toward the achievement of the specific advanced practice competency, and require faculty approval for all accrued practicum hours to be considered part of the total required practicum hours.

#### **NUR 700P – Research Proposal Advisement**

Faculty advisement for completion of the research proposal is required and may extend beyond the academic semester if the proposal is not completed in time. If additional proposal advisement is necessary, students must register for NUR 700P. The fee for NUR 700P is equivalent to one credit per semester.

#### POST MASTER'S CERTIFICATE PROGRAMS IN NURSING

#### Post Master's Family Nurse Practitioner Certificate Program

This 27-credit program is offered to RNs who hold a master's degree in nursing and who wish to become certified as a family nurse practitioner. The program is designed to be completed as a part-time course of study.

#### **Admission and Retention Requirements**

Candidates for the Post Master's Family Nurse Practitioner Certificate program must possess a master's degree in nursing from an accredited nursing program with a GPA of 3.0. In addition, candidates must present pre-requisite coursework in advanced physiology and pathophysiology and advanced health assessment with a minimum grade of B. This coursework may also be completed at C.W. Post. Qualified candidates may transfer from three to eleven credits taken within the last five years at an accredited nursing program.

#### Curriculum

All candidates for the certificate will be required to complete course work in pharmacology, family issues, and two semesters of diagnosis and management coursework and clinical practice in settings providing primary health care to families.

#### Plan of Study

Pre-requisite	NUR 604	Advanced Physiology and Pathophysiology	
Courses:	NUR 606	Advanced Health Assessment	
Required	NUR 605	Pharmacology for Advanced Practice Nursing*	4 cr
Courses:	NUR 621	The Family: Social, Ethical, and Policy Issues	3 cr
	NUR 611	Diagnosis and Management I	4 cr
	NUR 622	FNP Practicum I: Primary Care of Families	6 cr
		(Adult) (270 hours)	
	<b>NUR 622S</b>	FNP Seminar	0 cr
	NUR 612	Diagnosis and Management II	4 cr
	NUR 623	FNP Practicum II: Primary Care of Families	6 cr
		(Child) (270 hours)	
	<b>NUR 623S</b>	FNP Seminar	0 cr
	NUR 600P	Additional Practicum Course (90 hours)	0 cr
		Total	27 credits
			630 hours

<sup>\*</sup>Transfer credits may be granted

#### **Post Master's Nursing Education Certificate Program**

The Department of Nursing offers a Post Master's Nursing Education Certificate program designed to be completed as a part-time course of study.

#### **Admission and Retention Requirements**

Candidates for the Post Master's Nursing Education Certificate program must possess a master's degree in nursing from an accredited nursing program with a G.P.A. of 3.0. Qualified candidates might be eligible to transfer up to 9 graduate-level nursing education credits taken within the last five years at an accredited school of nursing

#### Curriculum

This 21-credit program is offered to RNs who hold a master's degree in nursing and who wish to become nursing faculty in a school of nursing or staff educators in health care facilities. All candidates for the certificate will be required to complete course work in curriculum development, educational technology, teaching strategies, assessment and evaluation methods in education, and two semesters of preceptored practice in nursing education settings. The practicum provides the student with the opportunity to apply teaching and evaluation methods in a variety of practice settings including academic programs and various other learning environments.

## Plan of Study Specialty Courses:

NUR 644	Curriculum Development in Nursing	3 cr
NUR 646	Educational Technology in Nursing	3 cr
NUR 648	Teaching Strategies for Educators	3 cr
NUR 650	Assessment and Evaluation in Nursing	4 cr
NUR 652	Teaching Practicum I	4 cr
NUR 652S	Teaching Seminar I	0 cr
NUR 654	Teaching Practicum II	4 cr
<b>NUR 654S</b>	Teaching Seminar II	0 cr

Total 21 credits 360 hours

The faculty of the Department of Nursing reserves the right to make changes in policy and curriculum.

#### ADDITIONAL STUDENT INFORMATION

#### **Grievance Process**

Students are encouraged to discuss and express opinions and problems with faculty. Members of the faculty of the C.W.Post Department of Nursing are available to meet with students and work toward the successful resolution of any problems. Every student has the right to grieve an academic problem encountered. The C.W.Post/L.I.U. Student Handbook offers a detailed description as to the many campus policies and the student appeals process. In the Department of Nursing, a student with a problem is to first address the problem with the individual faculty member or person involved in the dispute. The next step is to bring the problem to the Chairperson of the Department. After discussion with these individuals, if the student wishes to pursue the matter further, the problem is brought to the Academic Standing Committee of the Nursing Department. If the student still wishes to pursue the matter further, they may schedule an appointment with the Dean of the School of the Health Professions and Nursing. At the request of the Dean, an Ad Hoc Academic Standing Committee of the School of Health Professions and Nursing may then be convened. The Ad Hoc Standing Committee functions in an advisory capacity to the Dean regarding issues that may arise between students and faculty. The issue will be discussed and a written recommendation will be forwarded to the Dean. A decision will be made by the Dean and the student will receive written notification of the decision. The final course of action would be to take the issue to the Vice President for Academic Affairs.

#### **Plagiarism**

"Using another person's words without giving proper credit is called plagiarism" (Ellis, 1994, p.229). Monte (1990) offers the following guidelines on avoiding plagiarism:

Never take the exact words of another, no matter how brief, and present them as your own. Indicate that these words originate from another source with quotation marks, the author's name, the publication date, the source of the material, and the page number on which it appears. (Check the stylebook required by your professor).

Never use exact ideas of another person and expressed in your own words without indicating the source. You must give others credit for their ideas. Whenever you are in doubt about whether to cite a reference, it is better to err on the side of giving too much credit.

Unless an idea has been so succinctly and beautifully stated that it would ruin it, paraphrase it and give credit to the original source. It is better evidence of your mastery subject matter to be able to express it in your own words than to collect quotation after quotation, even when they are appropriately cited. (pp.125-126).

Note: The Department of Nursing uses the APA style (style manual is available in the bookstore).

#### Students' Rights and Responsibilities

Information describing students' rights and responsibilities may be found in the C.W. Post Campus Graduate Bulletin 2007-2009, the Post Pride Student Handbook 2007-2008 and online at http://www.cwpost.liu.edu/cwis/cwp/.

#### REFERENCES

C.W. Post Graduate Bulletin 2007-2009.

Post Pride Student Handbook 2007-2008.

Ellis, D. (1994). *Becoming a Master Student*. Rapid City, SD: Houghton Mifflin Company. Monte, C.F. (1990). *The Sorcerer's Guide to Survival in College*. Belmont, CA: Wadsworth.