Indiana University-Purdue University Fort Wayne
College of Health and Human Services
Department of Nursing

GRADUATE STUDENT
INFORMATION MANUAL

Liberal Arts Building Room 345
(260) 481-6015
http://www.ipfw.edu/nursing/

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The Master and Baccalaureate of Science with a Major in Nursing programs at IPFW are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

IPFW is an Equal Opportunity/Equal Access University
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INTRODUCTION

To Current and Future Students

The graduate faculty at Indiana University-Purdue University Fort Wayne (IPFW), College of Health and Human Services, Department of Nursing, congratulates you on your commitment to pursue your graduate education.

About the Graduate Nursing Program

The primary purpose of the graduate program in nursing at IPFW is to prepare graduates for advance practice nursing leadership roles. Graduates of IPFW will make significant contributions to the health care of clients and populations served as well as to the nursing profession.

The core curriculum for the Graduate Program is based on the American Association of Colleges of Nursing’s (AACN), Essentials of Master’s Education in Nursing (2011) as well as National Task Force on Quality Nurse Practitioner Education’s (NTF) Criteria for Evaluation of Nurse Practitioner Programs, 2012. Areas of concentration focus heavily on evidence-based and clinical practice and are structured to provide each student with core knowledge in nursing theory, research, evidence-based practice, scientific inquiry, informatics and information literacy, socio-cultural concepts, health disparities, health policy, health promotion, and ethics. Graduates of all concentrations are prepared to meet program outcomes identified in Section I.

Policies

Curricula and program requirements may change while a student is enrolled in any program of study. Policy changes may be due to state licensure, national certification or other modifications in regulatory body requirements. Graduate program faculty will make every effort to notify students in a timely manner via email so that student program progress is not adversely affected by any policy and admission changes.

Technical Standards for Admission and Retention of Students

The College of Health and Human Services (CHHS) professional program faculty has specified the following non-academic criteria (technical standards) that all applicants/students are expected to meet. These standards include the following five categories and may vary by degree program.

1. Observation: The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons
assigned to him or her for examination, diagnosis, and treatment. Such observation and
information usually requires the functional use of visual, auditory, and somatic sensations.

2. Communication: The applicant/student must be able to communicate effectively and
sensitively with persons in order to elicit information; describe changes in mood, activity
and posture; assess non-verbal communications; and be able to effectively and efficiently
receive from and transmit information to persons, fellow students, faculty and staff, and all
members of the health care team. Communication skills include listening, speaking,
reading, and writing as well as the observation skills described above.

3. Motor: The applicant/student must have sufficient motor function to elicit information from
persons by appropriate diagnostic or therapeutic maneuvers, be able to perform basic tests,
possess all skills necessary to carry out diagnostic or therapeutic procedures, be able to
interpret appropriate examinations and procedures, and be able to execute motor movements
reasonably required to provide general care and emergency treatment to persons.

4. Intellectual/Conceptual, Integrative, and Quantitative Abilities: The applicant/student must
be able to measure, calculate reason, analyze, evaluate, and synthesize. Problem solving, the
critical skill demanded of allied health practitioners, requires all of these intellectual
abilities. In addition the applicant/student must be able to comprehend three-dimensional
relationships and understand the spatial relationships of structures. The applicant/student
must have the capacity to perform these problem solving skills in a timely fashion.

5. Behavioral and Social Attributes: The applicant/student must possess the emotional health
required for full utilization of his or her intellectual abilities; the exercise of good judgment;
the prompt completion of all responsibilities attendant to care of persons; and the
development of mature, sensitive, and effective relationships with persons and others.
Applicants must be able to tolerate taxing workloads, function effectively under stress,
adapt to changing environments, display flexibility, and learn to function in the face of
uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern
for others, commitment, and motivation are personal qualities that each applicant/student
should possess.

Disabilities Statement

Students with a disability should contact the Director of Services for Students with Disabilities to
request assistance if needed. The office is located in Room 113 of the Walb Student Union,
telephone number (260) 481-6658. For more information, visit the website for IPFW Services for
Students with Disabilities (SSD).
Equal Opportunity Statement

IPFW is strongly committed to providing all students and employees with fair and equal treatment in a diverse and inclusive environment free of discrimination and harassment. The Office of Institutional Equity provides leadership to the IPFW community in upholding those practices and policies consistent with this commitment and with state and federal laws regarding equal access, equal employment, and educational opportunity for all persons without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. The Office of Institutional Equity provides assistance to faculty, staff, and students in ensuring that practices and policies regarding equal opportunity. The office is located in Room G202 in Kettler Hall.
SECTION I – STATEMENTS, FOUNDATIONS, PROGRAM OUTCOMES

IPFW Mission, Vision, and Values Statements

Mission
Indiana University-Purdue University Fort Wayne (IPFW) is a comprehensive university that provides local access to globally recognized baccalaureate and graduate programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.

Vision
IPFW will be the University of Choice for the citizens of northeast Indiana and beyond. It will be recognized for a transformative learning environment characterized by intensive mentoring, excellence in faculty scholarship and knowledge creation, integration of life and work experiences, and community engagement. IPFW will be known for exceptional retention, persistence, and graduation rates, respected signature programs, and graduates prepared to improve the quality of life in their communities as well as compete locally, regionally, and globally.

Values
- Access to affordable and high-quality programs and services.
- The integrity, significance, and value of the Indiana University and Purdue University degrees.
- An environment of open intellectual inquiry, mutual respect, shared governance, and civility.
- An environment that enhances learning by recognizing the inherent worth of all individuals and celebrating differences of culture, background, and experience among all individuals and groups.
- The highest ethical standards of equity, fairness, transparency, and academic integrity.
- A multifaceted and mutually beneficial collaboration with Fort Wayne and the greater northeast Indiana region.

College of Health and Human Services Mission Statement

The Mission of the College of Health and Human Services is to provide the highest quality education to future and current health care and hospitality practitioners by providing a learning environment that supports the development of culturally competent caring, compassionate, and accountable professionals. Our undergraduate and graduate programs prepare graduates who are dedicated to the autonomy, dignity, and diversity of the people they serve.

The College is committed to excellence in teaching, service and scholarship and to the elimination of health disparities in our community. Our graduates will value lifelong learning and have a professional work ethic based on professional standards and best practices. The College of Health and Human Services specifically identifies and addresses the ever-changing health and hospitality
needs of the community served by Indiana University-Purdue University Fort Wayne (IPFW) through service, leadership, and the development of knowledge.

Department of Nursing Mission, Vision, and Values Statements

Mission
The mission of the IPFW Department of Nursing is to improve human health and quality of life through nursing practice, scholarship, and service.

Vision
The IPFW Department of Nursing will be recognized for its distinctive programs of excellence in undergraduate and graduate nursing.

Values
IPFW embraces the values of integrity, caring, altruism, and maximizing human potential. To realize these values, the department embraces equity, diversity and inclusiveness, scholarship, engagement and application, community partnership, leadership, and stewardship.

Curricular Foundations

The curricula for the four areas of concentration in the Graduate Nursing Program are based on nationally recognized standards for graduate nursing education. The courses are designed to achieve the accreditation requirements of the American Association of Colleges for Nursing (AACN), American Nurses Credentialing Center (ANCC), and the AACN Essentials of Master’s Education in Nursing. The AGNP and FNP concentrations are in accord with The National Organization of Nurse Practitioner Faculties (NONPF). The Nursing Education concentration follows guidelines of the National League for Nursing’s (NLN) Competencies for the Nurse Educator and the Nurse Executive Program follows guidelines of the American Organization of Nurse Executives Competencies. In addition to the above standards and guidelines, the curriculum includes Quality and Safety Education for Nurses (QSEN) and Institute of Medicine (IOM) recommendations.

Graduate faculty incorporate each of these authoritative sources and their recommendations in the development of the curriculum. Nurse practitioner students are prepared to sit for examination in order to obtain certification. Adult-Gerontology Primary Care Nurse Practitioner (AGNP) and Family Nurse Practitioner Graduates are best prepared to sit for the ANCC-AGNP and ANCC-FNP Certification Examination, respectively. Each student is encouraged to become familiar with the professional requirements and changing standards of practice and licensure.
Nursing Master’s Program Outcomes

1. Lead in the vision, development, implementation, and evaluation of care delivery approaches that ensure ethical stewardship, accountability, quality, and patient safety.

2. Apply advanced clinical judgment and accountability in the evaluation of evidence based care for individuals, families, and populations.

3. Integrate, evaluate, and apply new knowledge and technology within the nursing domain and area of specialization.

4. Serve as a leader in the development, implementation, and evaluation of health care policy to advance the nursing profession and to advocate for social justice, equity and ethical policies in all aspects of health care.

5. Provide leadership in collaborative efforts among health professionals and with clients and community partners.

6. Demonstrate mastery of professional competencies leading to certification within a practice specialty.
SECTION II – ADMISSION, ACCEPTANCE, REGISTRATION

Admission Requirements/Criteria

Students are admitted on the basis of academic qualifications. To be considered for admission into the Graduate Nursing Program, applicants must have the following:

1. Baccalaureate of Science (B.S.) Degree with a Major in Nursing from an accredited ACEN or Commission on Collegiate Nursing Education (CCNE) program
2. Earned at least a 3.0 Grade Point Average (GPA) on a 4.0 scale* in Undergraduate studies
3. Active Registered Nurse license in state in which clinical requirement will occur
4. One year of experience working as a Registered Nurse
5. TOEFL examination score if the native language is not English
6. 300-level undergraduate research course and a 300-level or higher statistics course credit earned within the last five (5) years

*Students who have a GPA of less than 3.0 may be considered on an individual basis. To further evaluate applicants with an undergraduate GPA less than 3.0, the Graduate Record Examination (GRE) General Test may be required.

The IPFW Master of Science program is competitive, and the Department of Nursing may find it necessary to deny admission to a qualified applicant because of enrollment limits in the professional program. Depending on the number of qualified applicants, meeting minimum criteria for admission, including grade point averages, may not be sufficient to be accepted into the program of study. The Department of Nursing does not keep a waiting list from semester to semester. A new application is required for each application deadline date.

Admission Documents

The following documents are required for consideration of admission to the graduate nursing program:

1. Completed application form
2. Three (3) letters of recommendation using the university form
3. A statement of purpose describing why a student desires to earn a Master of Science with a Major in Nursing at IPFW Department of Nursing
4. Two official transcripts from each university/college attended
5. Copy of RN license

Admission Process

To ensure completion of the admissions process in a timely manner, begin planning early. No action concerning admission will be taken until all admission documents have been received. It
is imperative that applicants communicate with the Director of Graduate Programs or the Coordinator of Academic Advising to discuss the application deadlines. Applicants are admitted once a year with all admission documents due March 1 for the following fall semester. Applications received after the official deadlines will not be processed.

Interested students should apply online using the SLATE application system through Purdue University for admission to the IPFW Graduate Nursing Program. Questions about graduate admissions can be addressed to the Graduate Applications Coordinator at (260) 481-6145 Room KT 258. The IPFW Office of Graduate Studies website provides links for prospective students.

Prospective students should call the Coordinator of Graduate Advising at (260) 481-6189 or Director of Graduate Programs at (260) 481-6015. Early communication with graduate advisor or graduate director will acquaint the applicant with areas of concentration.

Registration

Prior to registering for classes the first time, students must meet with the Director of the Graduate Programs to develop an initial plan of study. Each year thereafter, students will meet with an academic advisor to review the plan of study. See Plan of Study in Section III for more information.

Using Oasis, each student is encouraged to register early to ensure course availability. Use schedule of classes to search and register for a class.

The Office of the Registrar offers instruction on online registrations as well as information regarding priority and late registrations and troubleshooting problems in registering. A student having difficulty or needing approval to register for classes should contact the Coordinator of Graduate Advising at (260) 481-6189.

Transfer Credit/Non-degree Credit

Up to 12 credits may be transferred into the master’s degree program. Course grades at B- or higher may be used as transfer credit from another accredited university. To be accepted for transfer, courses must fulfill curriculum requirements and have been taken at a university that has national nursing accreditation. All transfer courses are evaluated by a graduate nursing advisor and approved by the Graduate Curriculum and Admissions Committee of the Department of Nursing.

No more than 12 graduate credits earned in a non-degree status will apply towards the degree. According to the policies of Purdue University Graduate School, coursework used to satisfy the requirements of one master’s degree may not be used on the plan of study for another master’s degree.
Validation of Prior Acquisition of Knowledge and Skills

Graduate students may exercise the option to provide evidence of prior knowledge and skill acquisition in lieu of engaging in existing coursework. Written documentation is used to validate prior acquisition of knowledge and skills.

Documentation and committee review provide objective evidence that students have acquired the content and skills through prior learning or practice experiences. Student documentation is reviewed by Graduate Curriculum and Admissions Committee (GCAC). The Committee’s decision regarding approval or non-approval is final.

Students may exercise the option to validate prior acquisition of knowledge and skills for a course or courses as long as it does not interfere with other standing university or department course/credit hour policies related to progression or graduation.

This policy and procedure applies to all graduate nursing courses. Students wishing to apply for the validation option must meet the following criteria:

1. Be in good academic standing
2. Be admitted to the graduate program in nursing
3. Demonstrate satisfactory progression toward degree requirements
4. Option must be requested at least one semester before the course is required to be taken for normal progression toward the degree. Students will provide documentation to the Program Director in sufficient time for the GCAC to review prior to student enrollment in the course

Once the GCAC has reviewed the documentation, the following decisions are possible:

1. Award credit for the course petitioned based on the evidence provided. The course faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
2. Request additional requirements before deciding the disposition of the validation request.
3. Deny the granting of credit because the evidence presented is not strong enough to validate the consistency of prior learning with course expectations. The student must then register for and successfully complete the designated course.
4. Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some but not the majority of the course requirements.

Decisions of the GCAC are final. There is no appeal process.

Validation Review decisions are forwarded by the GCAC to the Program Director and to the student’s academic advisor for appropriate action relative to program planning.

Students enroll in the course for which validation acquisition is approved, and faculty submits the grade assigned to the portfolio at the end of the semester. If credit is denied, students must enroll in the course and complete the requirements.
Validation Procedure
These procedures apply for graduate nursing courses.

Graduate students have the responsibility for contacting their academic faculty advisor. The advisor will assist the student in determining the following:

- The feasibility of undergoing a validation review
- The appropriateness of student expectations for developing the documentation
- Faculty role in assisting the student through the validation review process
- The time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the validation

If the student and faculty advisor feel that validation is a viable option, the student will be directed to contact the course faculty. Faculty will assign a grade based on evaluation of the documentation.

Students prepare the validation materials at least one (1) semester before the course is required to be taken for normal progression toward the chosen degree.

Documentation Required
Students constructing the documentation for review must put together a comprehensive dossier that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review.

Validation components:

1. Statement about how the alternative experiences contribute to their professional and personal development.
2. Statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which credit is being sought.
4. Additional documentation that may provide persuasive evidence includes but is not limited to the following:
   a. Job descriptions
   b. Performance evaluations
   c. Documentation of participation in professionally sanctioned continuing educational programs
   d. Other recognized educational programs or offerings
   e. Government service (military, foreign, other)
   f. Published or presented scholarship related to course content and skills
   g. Summary of funded and unfunded professional research projects
   h. Evidence of professional activities and how activities developed/refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video, public speaking opportunities, participation in peer mentoring, designing a special project for
nursing unit, assisting with health fair projects, and working on a volunteer basis with the homeless or other groups.

i. Documentation of leadership/management skills
j. Documentation of nursing practice skills consistent with those expected in course being reviewed
k. Letters of testimony to the acquisition of knowledge and skills required in courses being challenged
l. Copies of certifications received and criteria met for certification

The above components do not represent an exhaustive listing of relevant documents that may be used to substantiate prior knowledge and skills. In partnership with their advisor, students may be asked to submit other supporting evidence validating attainment of course objectives and learning outcomes through prior learning experiences.

Once components are compiled, students submit their documentation and validation review materials to the Director of Graduate Programs who notifies the Committee of the submission to be reviewed. The degree of completeness and explicitness of the portfolio will affect the time taken to finalize the review process and reach a decision.

Financial Aid and Scholarships

IPFW attempts to meet the demonstrated financial needs of all applicants using grants, scholarships, loans, and part-time university employment. Information regarding financial aid can be found on the Paying for College webpage. The Office of Financial Aid is located in Kettler Hall, Room 102 and can be contacted by email at finaid@ipfw.edu or by phone at (260) 481-6820.

Scholarships become available throughout the year. Students are encouraged to explore scholarship opportunities as well as monitor the nursing listserv frequently. Information regarding scholarship eligibility and information will be posted to the Department of Nursing listserv as it becomes available. It is the student’s responsibility complete any requirements for scholarships.

Graduate Student Merit Awards are offered by IPFW for students who are not legal residents of the State of Indiana. Information regarding merit awards can be found on the Office of Graduate Studies website.

Before You Write: Ten Keys to Success

The Before You Write: Ten Keys to Success Blackboard modules will be completed by new Graduate Nursing students before their first semester begins. This series of tutorials was designed for graduate nursing students as a means to provide an overview of skills needed to support writing efforts throughout the graduate curriculum in the IPFW Department of Nursing.
SECTION III - CURRICULA

Plan of Study

A student pursuing a Master of Science with a Major in Nursing should have a preliminary plan of study prior to the end of the first session/semester. The plan of study identifies a list of specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the Chair of the Department of Nursing.

Two semesters prior to graduation an official plan of study must be submitted to Purdue University Graduate School for audit and approval. Approval from the Purdue University Graduate School is necessary for graduation. Students are responsible for the completion of the plan of study document. The plan of study is completed in collaboration with the graduate nursing academic advisor.

The Plans of Study can be found on the Master of Science with a Major in Nursing webpage.

Graduate Student Orientation

A graduate student orientation is held each fall prior to the beginning of classes. Attendance is expected upon admission and encouraged after the first session. The orientation includes information about graduate school in general, student services, library services, and clinical site information. Faculty as well as other department personnel are introduced.

Examinations and Quizzes

Each graduate student is expected complete examinations and quizzes by the established deadlines. If student cannot complete the exam/quiz due to extraordinary circumstances, he/she must notify the course faculty member before the exam/quiz deadline to make arrangements to take the test. University examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.

Time Limitations

Course credits earned by a student whose graduate study has been inactive for five or more years cannot be used for an advanced degree. All coursework will be evaluated if the student becomes inactive (one year of no enrollment in required courses, not including summer semester). A student who has been inactive for one year may be required to repeat specified course(s) or to demonstrate competencies by testing using various methods.
Graduate Nursing Grading Scale

Following is the grading scale used in the DON for graduate nursing students:

- **A** 90% – 100%
- **B** 80% – 89%
- **C** 70% – 79%
- **F** 69% & Below

Computer and Software Requirements

Each student in the Graduate Program in Nursing is required to purchase a personal hand-held device or smart phone for clinical practice. This includes required software to support clinical activities. Students will be given additional information regarding software requirements prior to starting clinical coursework.

IPFW has excellent technology services to support learning. Each student in the graduate program is required to have access to a computer for prolonged periods of time to complete requirements of the courses. The Information Technology Services (ITS) for students has important information about computer requirements.

Student Representation on the Graduate Curriculum and Admissions Committee

Graduate students elect up to two representatives to serve on the Graduate Curriculum and Admissions Committee (GCAC) during student orientation each fall. The GCAC provides leadership for graduate curriculum development, evaluation, updates, and revisions. The committee develops criteria and policies regarding admission, retention, and progression of graduate students in the M.S. and DNP programs. Participation provides an opportunity for students to have input in the graduate programs.

Thesis Option

A master’s thesis is a document authored by an individual describing results of original research undertaken by that individual and asserting a position which that individual is willing to defend. The thesis must be prepared according to Purdue University format requirements as describe by the Purdue University Thesis/Dissertation Office. The Purdue University Graduate School maintains specific guidelines for the thesis.

A student may elect to complete an optional thesis through NUR 69800 Research MS Thesis (3 credits). A student taking NUR 69800 must establish an examination committee comprised of the Director of the Graduate Programs and no fewer than two additional doctoral prepared members of which at least one is an IPFW graduate nursing faculty. The examination
committee will certify that the student has fulfilled the requirements for a master’s degree. The committee’s participation will be determined by the Graduate Curriculum and Admissions Committee (GCAC).

A student taking NUR 69800 is responsible for complying with Purdue University Graduate School Policies and Procedures Sections VII and VIII and the latest edition of the American Psychological Publication Manual.

Capstone Project

These guidelines are offered as an additional resource to the course syllabus for NUR 68200 Synthesis and Application. It is the students’ responsibility to clarify all Capstone activities with his/her Capstone Mentor.

Forms to be completed for the Capstone Project can be found on the nursing website under Graduate Resources. Examples of these forms are in Appendix B.

Purpose of the Capstone Project
The capstone project is the graduate student’s scholarly alternative to the thesis. It allows the synthesis and demonstration of advanced practice nursing knowledge. The capstone project illustrates the graduate’s competence in meeting the program outcomes. For the capstone project, students may choose from the following two options:

Option 1: An academic project and scholarly paper:
Students choosing this option will complete a scholarly project that reflects integration of theory and practice. A project is viewed as an activity that is practice-based and/or research-oriented, has a clearly defined purpose and expected outcome, and may involve a range of action steps. This may include a podium or poster presentation with a plan for abstract submission at a professional conference, IPFW research symposium, etc., as negotiated with Capstone Project Mentor. Included in this option is a requirement for a scholarly paper which may also be submitted for publication.

Option 2: A manuscript for publication:
Students choosing this option will complete an academic manuscript that is submitted for publication. This manuscript is expected to address an advanced practice, evidence-based practice health-related topic to be focused for submission to a specific journal as negotiated with Capstone Project Mentor.

Selection of the Capstone Project Topic
It is the student’s responsibility to select a capstone project topic. The project shall be either an academic project with scholarly paper or a manuscript for publication as described above. In making this decision, students should consider the following:

• The relevance of the proposed project to advanced practice nursing.
• The congruence of the project with their academic and practice interests.
• Academic and professional expectations at the advanced practice level, the scope of the
project, and the potential for completing it in a reasonable time frame.

- If the capstone project falls under the guidelines requiring human subjects review, the student must receive approval to conduct such research from the University and organization Committee on Human Research prior to conducting any capstone activities. If the student is conducting research on human subjects in an external agency, that agency may also require review by an institutional review board. It is the student’s responsibility to assure that any such obligations are met.

Capstone Project Mentor
Students are required to have a faculty capstone mentor guide them.

- The student shall request a faculty member from the IPFW Department of Nursing that holds graduate faculty status to serve as a Capstone Project Mentor.
- Capstone Project Mentor shall have a doctoral degree. Mentors are generally selected for their expertise in the topic area, the project methods, or the publication process. A summary of faculty expertise may be obtained from the IPFW nursing department website.
- The student is responsible for asking the identified Capstone Project Mentor and obtaining his/her willingness to serve as indicated by signing the Capstone Project Mentor Designation form (Appendix B).

Capstone Project Proposal
The capstone proposal shall be developed by the student. The student shall seek direction from the Capstone Project Mentor as to the format and content of the proposal. All proposals should clearly identify the capstone option the student has selected, the timeline for completion of the capstone, and the nature of the anticipated project outcomes and deliverables showing evidence of learning that will be submitted on completion of the project. The capstone proposal shall be documented and submitted to the Capstone Project Mentor for review. The capstone proposal should include:

- TITLE OF PROJECT
- PURPOSE OF PROJECT
- RATIONALE FOR PROJECT
- PROJECT OBJECTIVES AND STRATEGIES FOR ACHIEVING THEM
- SPECIFIC OUTCOMES (Deliverables)
  - If paper, title of paper
  - If project, specific written evidence
- TIMELINE FOR COMPLETION OF PROJECT

The Capstone Project Mentor will review the proposal and suggest any needed changes. Both student and Capstone Project Mentor must approve the proposal before the capstone project is implemented. In signing the Capstone Project Proposal Approval form (Appendix B), the Capstone Project Mentor is authorizing the student to proceed with the project as approved. This form is submitted to the Director of the Graduate Programs and requires amending in writing if any changes are made.

Written Documentation of the Completed Capstone Project
Students have an obligation to present written evidence of learning as part of completion of the capstone project indicating the program outcomes have been met. Students completing the
project option shall submit to the Capstone Project Mentor written documentation representing
the project completed. The specific format for this documentation will be agreed upon by the
student and the Capstone Project Mentor as part of the proposal process but MUST include a
scholarly paper. Students pursuing the manuscript for publication option will submit to the
Capstone Project Mentor a formal written paper targeted to a specific professional journal.

No later than four (4) weeks prior to graduation, students pursuing either option must present the
appropriate written documentation of the project to the Capstone Project Mentor for approval
prior to any dissemination of written materials, oral presentation, poster presentation, or
submission to a journal. This documentation includes professional abstract, Human Subjects
approval form (if required), and any final product (manuscript, video, manual, curriculum
module, etc.).

Students selecting the manuscript for publication option for the capstone are responsible for
preparing the final manuscript according to the author guidelines provided by the target journal.
The manuscript and supporting documents are submitted to the journal after final approval by the
Capstone Project Mentor. The Capstone Project Mentor must be identified as the corresponding
author.

Upon approval of the written documentation of the project or the manuscript by the Capstone
Project Mentor, the Final Capstone Project Approval form (Appendix B) is signed by Capstone
Project Mentor.

**Capstone Course Grading**
In determining the final grade for the capstone project, both the content and process is
considered. The Capstone Project Mentor assigns the final grade using the Capstone Grading
Rubric form (Appendix B). The student must earn a grade of B or better to successfully
complete the Capstone.

**Grade Appeals Policy**
Please refer to the College of Health and Human [Student Grade Appeal Policy and Procedure](#).

**Committee on Human Research Approval**
If the capstone project involves research using human subjects, the student must receive approval
to conduct such research from Purdue University Committee on Human Research. Guidelines
and Policies and associated forms can be found on the [Human Research Protection Program](#)
website.

If approval is required, the student should complete the application packet with assistance from
the Capstone Project Mentor or IPFW IRB Liaison as needed. The IRB Liaison holds office
hours specifically for IRB questions and is available to meet by appointment. Once the
completed application is approved by the Capstone Project Mentor, the Capstone Project Mentor
will forward it for approval by the Director of the Graduate Programs in the Department of
Nursing who will need one (1) week to review it.
The application must then be submitted by the student to the Committee on Human Research through the IPFW Office of Research, Engagement, and Sponsored Programs (RESP). Purdue IRB will not act on any application from IPFW faculty, students, and/or staff without RESP endorsement. Once the student receives official written notification from the Human Research Committee that his/her project was approved, this documentation must be presented to the Capstone Project Mentor and filed in the student’s folder with the Graduate Program.

If the student is conducting research on human subjects in an external agency, that agency may also require review by an institutional review board. It is the student’s responsibility to assure that any and all obligations are met.

Projects that include human subjects’ data without appropriate Human Subjects and/or Institutional Review Board approvals will not be accepted and may result in an unsatisfactory final capstone grade for the student.

**Manuscript Preparation**

In partnership with the Capstone Project Mentor, the student will select an appropriate journal or professional publication to which they intend to submit the manuscript. Author’s specifications can be obtained from the latest issue of the selected journal or professional publication. Students may wish to submit a query letter first and should consult with their Capstone Project Mentor regarding this. A copy of the guidelines for authors for that journal and a copy of an article from a recent issue of the journal with a format that is similar to the anticipated manuscript will be given to the Capstone Project Mentor.

**Academic Dishonesty and Plagiarism**

According to the American Psychiatric Association (2010), plagiarism is the representation of another author’s work as your own. “The key element of this principle is that an author does not present the work of another author as if it were his or her own work” (p. 16).

The Plagiarism Policy of the Department of Nursing indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student, who has been identified to have plagiarized, will receive a zero for that assignment.


**Required iThenticate Review for Manuscripts**

Each graduate student who agrees to complete a manuscript is required to submit a draft to the faculty mentor who will forward the manuscript to iThenticate which is a plagiarism checking software program. After the iThenticate review is completed, students will receive approval from the faculty mentor for submission of the manuscript to a peer reviewed journal as agreed upon with the faculty mentor during the semester.
SECTION IV – CODE OF CONDUCT AND DEPARTMENT POLICIES

Code of Conduct

Students at IPFW have rights and along with these rights have certain rules of conduct and responsibilities as a student of IPFW. The IPFW website and the Graduate Bulletin contain the entirety of the content of these topics.

Following are policies regarding professional and unsafe practice that are specific to the Department of Nursing.

Professional Misconduct
Students may be failed in a nursing course and/or dismissed from the Nursing Program for unprofessional conduct that jeopardizes the health and/or safety of patients/clients and/or others or has a potentially detrimental effect on the Department of Nursing. Due to the serious consequence of certain unprofessional behaviors, procedures for dismissal from the program may be initiated. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. The student will be suspended from all clinical settings pending the outcome of the disciplinary process.

Students are held to the standards of the Indiana Nurse Practice Act and the American Nurses Association Scope of Standards and Practice and, as such, are liable for their own actions. Behaviors of professional misconduct occurring at any time while the person is a student in the nursing program that may result in disciplinary action include, but are not limited to, the following:

- Patient abandonment and/or neglect
- Commission of fraudulent acts/documentation
- Breaching a patient's rights to privacy and confidentiality by disclosing Protected Health Information as specified by HIPAA regulation. This breach includes accessing an electronic health record in an area where others can view it, printing of information at an unauthorized printer, and sharing patient or agency information details in social networking tools such as Facebook, Twitter, texting, or photographing with a cell phone or other electronic device.
- Accessing or documenting in the Cerner AES account of another student
- Theft of property from a clinical agency, client, others, or IPFW
- Disorderly conduct
- Verbal abuse that involves an expressed or implied threat to a person’s safety
- Physical abuse of any person
- Possession of a weapon
- Use, under the influence, and/or possession of a controlled substance while at a clinical agency
- Use, under the influence, and/or possession of alcohol while at a clinical agency
- Failure to report conviction of criminal activity
• Failed drug screen and/or possession of drugs or controlled substances
• Failed drug screen and/or possession of alcohol while at a clinical agency
• Failure to report an arrest with felony charges or a felony conviction

Dismissal for Unsafe or Unprofessional Practice
Students will be afforded due process in cases of dismissal. All cases for dismissal will be first reviewed by the Graduate Curriculum and Admissions Committee (GCAC). The student will be given the opportunity to present information about the situation during the Committee deliberations. The GCAC will then make a recommendation as to whether dismissal is warranted. All consideration is based on the Department of Nursing Dismissal Policy.

In cases where there is a time lag between when the GCAC can meet, the Director of Graduate Programs may deem that the student is unsafe in the clinical setting and will remove the student from clinical until deliberations are complete. If the GCAC determines that the student did not perform unsafely, opportunity to make up the practicum hours will be given.

Academic Dismissal
Academic dismissal is a permanent termination of formal studies in the Graduate Nursing Program and does not automatically carry with it a provision for re-admittance. The decision for dismissal of a student is made by the GCAC. A student can be dismissed for lack of improvement while in provisional status and for any infraction the committee considers to being severe and incompatible with academic and professional development. Students may appeal such a decision through the Campus Appeals Board.

Academic Standing Policy

IPFW’s policy regarding academic standing and probation can be found on the Academic Regulations Academic Standing website. A student will be placed on academic probation if his/her GPA falls below set guidelines. A student on academic probation will be dismissed from the university if his/her GPA does not improve.

Attendance and Tardiness

In the case of illness or emergency that results in a student missing a clinical, the student must inform the preceptor and clinic or agency of absence. All clinical hours must be met. Repeated tardiness or not informing preceptor may result in clinical failure for unprofessional conduct. Students are responsible for obtaining the information presented in all classes.

Grade Appeal Policy and Procedure

The Student Grade Appeal Policy and Procedure applies to all students enrolled in an IPFW College of Health and Human Services (CHHS) courses offered by the College. Students who
have evidence or believe evidence exists that a course grade, similar evaluation, or student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error, may appeal that action. Complaints concerning actions or decisions of faculty or staff members of the College which are claimed to violate rights established in the IPFW Student Code under Part I except Part I.A.3 or Part I.A.4 should follow the College’s Student Complaint Policy. Complaints of discrimination or harassment (Part I.A.3 or Part I.A.4) should be taken to the Office of Institutional Equity. Students may seek advice by meeting with the IPFW Dean of Students or the Dean of the College of Health and Human Services or designee.

In appealing, the student must support that an improper decision has been made and specify the remedy sought in writing on the Student Complaint Procedure Checklist form. The student may seek the assistance of the IPFW Dean of Students in pursuing the appeal. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees. The advisor or friend may advise the student but may not speak for the student during meetings.

In the case of a grade appeal, a course grade can only be changed by a university authority upon the recommendation of the IPFW Grade Appeals Subcommittee or by the instructor any time prior to the Grade Appeals Subcommittee’s decision.

Plagiarism Policy

According to the American Psychiatric Association (2010), plagiarism is the representation of another author’s work as one’s own. “The key element of this principle is that an author does not present the work of another author as if it were his or her own work” (p. 16).

The Plagiarism Policy of the nursing department indicates that any student who plagiarizes has committed academic dishonesty and misconduct which may lead to dismissal from the program or college. Any student who has been identified to have plagiarized will receive a zero for that assignment.

Plagiarism Prevention Tools

In all nursing courses the course professor has the discretion to submit a student’s paper to tools or commercial products that check student assignment submissions against various online databases to determine the originality. A student who requests not to have a paper submitted to such tools must submit copies of all the referenced materials included in the assignment to the course professor. Papers submitted to plagiarism tools become part of the searchable database.

Progression Policy

The following policies regarding academic progression will be followed by the department:

1. Only course grades of A or B are acceptable in fulfilling requirements.
2. A course in which a grade below B is earned must be repeated.
   a. The course must be completed in the subsequent semester that the course is offered.
   b. A grade of B or better must be earned in the course.
   c. The course must be completed before registering for any sequential courses.
   d. Program courses not sequential to the failed course may be taken with permission from the Director of Graduate Programs.
3. A student is placed on academic probation after earning a grade below B.
   a. Academic probation continues until the student earns a grade of B or higher in the repeated course.
   b. Grades from original and repeated courses will appear on the transcript, but only the second grade will be factored into the student’s adjusted Grade Point Average (GPA).
   c. While the earned failed grade is not factored into the GPA when the course is repeated, the original grade below a B continues to count as a failure.
4. Dismissal from the graduate program and readmission ineligibility will result from earning two grades below B.
5. A final GPA of 3.0 or better must be achieved to be awarded the Master of Science with a Major in Nursing.
6. Graduate faculty post grades using full letter grades

Progression Related to Professional Development

Student progression may be denied for non-academic reasons when the cause is incompatible with professional development of practice, for example, as with unsafe practices, unethical professional practices or attitudes incompatible with professional performance. A student may be required to complete remedial work in association with graduate courses based on past performance, standardized tests, or written and oral communication skills.
SECTION V – STUDENT RESOURCES

Emergency – Dial 911

The IPFW Emergency Handbook addresses procedures to follow regarding various emergency situations. Students should review the handbook and be aware of what to do if such a situation occurs.

Academic Advising

Academic advisors are available in every department to assist students by furnishing accurate, up-to-date information and appropriate guidance on academic matters. The Department of Nursing has two full-time academic advisors for the nursing programs as well as faculty member advisors. Each graduate student is assigned as his/her advisors the Coordinator of Academic Advising for graduate studies and a faculty advisor. The nursing advising offices are located in LA Suite 303. The Director of Graduate Programs can be reached at (260) 481-6015, LA 337.

Blackboard Learn

The Graduate Program in Nursing uses the course management system Blackboard Learn 9.1. Students are expected to access Blackboard on a regular basis to participate in classes. Most graduate nursing courses are delivered online or use a hybrid model. The hybrid model incorporates traditional classroom meetings with a variety of electronic formats. Many of the face-to-face classes may be accessed remotely via video streaming software. Information and training on Blackboard Learn is provided through ITS Services Training. Online learning assistance is available from the Division of Continuing Studies. While every online course is different, this training will provides helpful tips on becoming a successful online student.

Cancelation of Classes

Nursing classes will be cancelled only if:

- IPFW is officially closed by the administration of the university
- The practicum or clinic site is closed by officials of that institution

Decisions to close IPFW and practicum/clinic sites are left to the chief administrators of those respective facilities. In the event of inclement weather, listen to local radio or television announcements, check the IPFW homepage or Safety Info webpage, Facebook, Twitter, or call the campus weather emergency number at (260) 481-6050 or (260) 481-5770 for a recorded message. Students may sign up to receive campus alerts by phone or text through myIPFW.
Career Services

IPFW offers a variety of services for exploring job opportunities through Career Services Center. Offerings include resume preparation, interviewing help, networking, job search techniques, and career fairs. More information can be found on their website and in Room 109 of Kettler Hall, phone (260) 481-0689.

Center for Women and Returning Adults

IPFW offers a variety of services for the non-traditional students, both women and men, who are age 23 and older, married, and/or parents through the Center for Women and Returning Adults (CWRA). The center is located in the Walb Student Union in Rooms 120, phone (260) 481-6029.

Communication

The official university communication is by IPFW email using the university student email address. Email includes information sent to the nursing listserv. Students must maintain the mailbox, including sufficient space to receive emails. Students are responsible for information sent via email.

Diversity and Multicultural Affairs

IPFW provides a vital support system for faculty, staff, and students of various ethnic and cultural heritages through the Office of Diversity and Multicultural Affairs (ODMA). The department strives to advance respect for the dignity and worth of individuals of diverse backgrounds and ideologies and promotes and affirms community outreach and coalition building. The office is located in Walb Student Union in Room 118, phone number is (260) 481-6608.

Graduate Teaching Assistants

A limited number of Graduate Assistantships, based on the teaching needs of the Department of Nursing, are awarded each year. A student applying for the Graduate Assistantship must meet with the Director of the Graduate Programs to discuss the plan of study prior to applying for the assistantship. In addition to completing the application form, the following information is needed when applying for a Graduate Assistant position:

1. A copy of the letter of admittance to the Purdue Graduate School or the Graduate School attending
2. A current copy of graduate transcripts
3. A copy of the graduate classes enrolled for the semester
Graduate Assistants for the Clinical Performance and Simulation Center will be interviewed by the Clinical Performance and Simulation Center Coordinator.

Only a student who is admitted to the program without conditions or who has met all required conditions will be considered eligible for Graduate Assistantships. Additional information regarding Graduate Teaching Assistants can be found on the nursing website and in the Purdue University Graduate Staff Employment Manual.

Health and Wellness Services

IPFW provides comprehensive services to meet the health needs of the students, faculty, staff, and the general public. Information is available on the Health and Wellness website.

Health Clinic
The IPFW Center for Healthy Living Campus Clinic is an outpatient facility providing a variety of health care services to students, faculty, staff and community members. The clinic is staffed with two nationally certified nurse practitioners and a certified medical assistant. It is located in Walb Student Union Room 234 and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. (closed noon to 12:30 p.m. for lunch). Appointments can be made by calling (260) 481-5748. Urgent care is available.

Dental Clinic
The IPFW Dental Hygiene Clinic offers preventative dental services for students, faculty, staff, and the community for a nominal fee. It is located in Neff Hall in Room 109, phone (260) 481-6575. Hours of operation and appointment information are available on the website.

Counseling Services
The IPFW/Parkview Student Assistance Program (SAP) provides confidential, short-term personal counseling services free of charge to all students currently enrolled at IPFW. This includes individual, group, and couples counseling. The office is located in Room 113 of Walb Student Union, phone (260) 481-8060 or toll-free 1-800-721-8809.

Athletics Center
All IPFW students are eligible for membership at the IPFW Athletics Center in the Hilliard Gates Sports Center for no extra cost. The fitness center provides strength training equipment, cardio conditioning equipment, walking track, basketball and racquetball courts, and fitness classes as well as other health promoting services.

Communications Clinic
The IPFW Communication Disorders Clinic provides speech, hearing, and language screening, evaluation, and treatment for selected children and adults. The services are performed by students under direct faculty supervision. The clinic is located in Neff Hall Room 279, phone (260) 481-6410. Students and faculty may contact the clinic for more information.
Information Technology

Assistance with information technology includes accounts and passwords, email, software and applications, myIPFW, and training and instructional materials. Additional services can be found on the Information Technology Services (ITS) website.

Help Desk
The ITS Help Desk provides a centralized point of contact for campus technology support. Hours are Monday through Friday from 7:30 a.m. to 8 p.m. and Saturday from 8 a.m. to 4:30 p.m.

Contact information is as follows:
   Phone (260) 481-6030
   Email helpdesk@ipfw.edu
   Room KT 206

Studio M
Studio M is a multimedia production lab supporting both Mac and Windows programs in the following areas:
   • Graphic design/print production
   • Video editing and post production
   • Audio recording, editing
   • CD/DVD authoring
   • Web authoring
   • 2D/3D animation, layout, modeling, and rendering
   • Interactive media creation

Services of Studio M include color printing, customized computer assistance, consultation on project planning, and software demonstrations. Open labs are maintained by ITS and staffed by student workers. Studio M is located in Walb Student Union Room 220, phone (260) 481-0114.

International Student Services

The Office of International Education provides admissions and related services for new and continuing IPFW international students, coordinates various campus and community ethnic and cultural celebrations, and assists with study abroad programs. The office can be contacted at (260) 481-0342.

Library Resources

The Walter E. Helmke Library resources for nursing faculty and students include health science, education, psychology, and management information. The library maintains connections with other libraries that support the cross-disciplinary nature of nursing. The library’s holdings and
cross-library resources are searchable via IUCAT, the IU Library Catalog shared among all IU campuses. This catalog includes both print and electronic materials. Using the library’s Request Delivery through IUCAT, the collections at IU-MED and all other IU campuses can be shipped to Fort Wayne for use as long as the material is not shelved in the reference collections.

Shannon Johnson, Information Services and Instruction Librarian, serves as the liaison to Health Sciences and is available to assist faculty and students with library services. She can be reached by phone at (260) 481-6502 or email at johnsons@ipfw.edu.

Parking

Open parking areas (lots have white lines) are for students and visitors. No permits are required in open areas. The parking garages have open spaces from the second level up. Permits for accessible parking for students with disabilities are available from IPFW's University Police in the Support Services Building.

Parking spaces marked by “A” and painted with the green lines are limited to faculty and staff who have purchased a hang tag. Students may park in spaces not otherwise reserved (“A” parking, visitor, or for those with disabilities). Some “A” parking areas change to open parking after 5 p.m. Signs are posted to identify these areas.

Parking regulations and campus maps can be found on the parking information page of the University Police website.

Safety Alerts

Safety Alerts are posted on the Alert Info webpage. Information will also be available on Facebook and Twitter. Students may receive campus alerts by phone or text by signing up through myIPFW.

Smoking Policy

IPFW is a smoke-free and tobacco-free campus. The tobacco-free policy can be found on the Chancellor’s website.

Study Options

Part-time graduate study is available. Full-time graduate study, while not guaranteed, is facilitated by a consortium agreement among Departments and Schools of Nursing at IPFW, Purdue Calumet, and Purdue West Lafayette.
Students with Disabilities

IPFW provides assistance for Services for Students with Disabilities to ensure the accessibility of University programs and services to eligible students. Accommodations, also called support services, are individually determined based on the specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. The office provides auxiliary assistance and program-access services for students with special needs that are based on disability. The Director of Services for Student Disabilities serves as IPFW’s coordinator for the implementation of the Americans with Disabilities Act (ADA) and hears initial complaints based on the civil rights of students with disabilities. The office is located in Walb Student Union Room 113 and can be contacted at (260) 481-6657.

Testing Services

A variety of services, assessments, and tests for students and community members are available at IPFW Testing Services in Kettler Hall Room 232, phone (260) 481-6600.

Writing Center

Assistance in improving writing skills is available in the Writing Center located in Kettler Hall in Room G19, phone (260) 481-5740. The staff will help with brainstorming, developing and organizing ideas, working on issues of meaning and style, and learning to polish and edit documents. The center is not a proofreading service; improving writing takes time. To get the most from visits, sign up on the board outside KT G19 for 30- or 50-minute free appointments; bring assignment, due dates, questions, ideas, and draft of the document; contact the Writing Center early in the writing process; and seek assistance regularly.

Additional resources for enhancing writing skills are available at the following:
  APA Style Help
  Purdue Online Writing Lab (OWL)
SECTION VI – CLINICAL REQUIREMENTS AND PRIVILEGES

Effective Fall 2016 IPFW Nurse Practitioner Programs will be transitioning to the Typhon Group Healthcare Solutions (Typhon) electronic log system. Students will be required to enter all patient encounters and clinical hours into Typhon. Typhon is both a student learning opportunity and an evaluation method for clinical courses. Patient encounters include patients that the student assesses, diagnoses, and manages as part of their clinical coursework. Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g., types of encounter required, number of patients required during course).

The student’s electronic log data provides a description of the patients managed during the student’s clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated. As a result, the data is an essential requirement of the student’s clinical experience and is used to evaluate student clinical performance. The data are also used to meet course requirements and to evaluate student clinical performance. Upon completion of the program, students will have access to an executive summary of their log entries through Typhon for their professional portfolio.

During their NP program at IPFW, students will also use this software for submitting preceptor information and clinical requirements. It is the Department’s intent to improve the preceptor and clinical tracking by use of an integrated online system management tool.

Cost for this software is a one-time $80 fee paid at the time a student accesses the system. IPFW faculty will create an account for each student. Once the account has been created, faculty will send an email with login instructions and information. Students will have access to this information throughout the NP program and for three years following graduation. Typhon has the added benefit of avoiding paper logs and provides proof to prospective employers of the skills acquired.

Students shall continue to submit clinical placement forms through the Blackboard site as they have done in the past. Changes to this process will occur during the Fall 2016 semester.

Once confirmation has been received from the course professor, students will use the Typhon system to log clinical hours and patient visits.

Typhon System

Following are instructions for setting up a clinical preceptor and clinical site within Typhon.

Login to the Typhon System. Under the “Information & Setup Heading” select “Setup Default Choices.”

- Click the drop down menu to select “semester”
- Click the drop down menu to select “course”
• Click the drop down menu to select “faculty/preceptor”

If the preceptor name is already on the list:
• Select it, click save
• Log off.

If the preceptor name or clinical site is NOT on the list:
• Click “Request Addition”
• Complete all required information
• Click save
• Send course professor an email indicating that preceptor or site is loaded in Typhon
• Student will be notified when/if the preceptor/site has been approved for use

Students may not participate in any clinical experience until the clinical site contract and the preceptor agreement has been signed by all parties.

Students should submit clinical site and preceptor requests as soon as possible. It may take several weeks/months to establish arrangements. Below are the deadlines for submitting requests. For assistance in locating a clinical site, please feel free to consult with course instructor.

FNP and AGNP students should seek practicum experiences in primary care settings that match the focus of the course. Deadlines for submitting preceptor forms are as follows:
   Fall Semester – May 1
   Spring Semester – October 1
   Summer Semester – February 15

Graduate Clinical Practicum

Clinical Practicum
Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor. Each student is expected to accommodate personal and work schedules to meet the number of clinical hours required in the clinical course. It is not the preceptor’s responsibility to accommodate student schedules. Instead, the student has a professional obligation to arrange schedules as advised by the preceptor. The student and preceptor need to agree on the days and times that the student will be in the clinical agency prior to beginning the clinical practicum experience. Please read the Graduate Practica Guidelines.

It is the responsibility of the student to discuss with and notify his/her advisor of the location of the desired clinical site and preceptor at least three months (90 days) prior to the semester.

Clinical Practicum Contracts
Clinical practicum contracts must be in place at least 90 days prior to the beginning of the student practicum. Work with an advisor to determine clinical site so that existing contracts can be
verified and new contracts initiated. No clinical experience may take place without the appropriate clinical agency contract.

**Documentation of Required Practicum Objectives, Client Encounters, Clinical Time**
It is the student’s responsibility to complete the required clinical hours. Objectives are written by the student with the approval of the faculty and preceptor.

If the required clinical practicum hours for the term are not completed, the student cannot expect the preceptor to continue the relationship. Extension of the clinical practicum period with the preceptor cannot be assumed and is granted only by agreement with the preceptor, clinical agency, and graduate faculty. Illness or emergencies affecting completion of practicum hours should be discussed with the graduate faculty and preceptor.

If unable to attend clinical practicum on a day that is scheduled, the student **must immediately** notify the preceptor and graduate faculty. Failure to notify the preceptor as negotiated prior to the beginning of the scheduled clinical practicum day is unacceptable and may put completion of the practicum in jeopardy. A plan for completion of the lost clinical practicum time must be negotiated with the graduate faculty and preceptor.

The student must complete all required forms for the clinical practicum by the end of the semester. The preceptor will complete the Clinical Evaluation Form that is specific to the area of concentration.

**Clinical Practicum, Lab, and Seminar Hours**
Clinical practicum provides the student with an opportunity to learn and enhance assessment, diagnosis, and management of advanced nursing practice. The location, focus, and number of practicum hours are determined by requirements for accreditation of the particular concentration. The clinical practicum, lab, and/or seminar hours may change according to criteria for certification and/or accreditation.

Students in the AGNP concentration must complete 690 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences.

Student in the FNP concentration must complete 630 hours of required documented clinical under the supervision of an approved preceptor along with 30 hours clinical seminar and 135 hours of laboratory experiences.

Clock hours are defined by the Department of Nursing at IPFW as follows:
- One semester credit hour equals a 50-minute class hour.
- One semester credit hour equals 5 clinical hours.
- One semester credit hour equals 3 laboratory hours.
Confidentiality
Maintenance of confidentiality is of primary importance in any method of patient data collection. Each student enrolled in a nursing course with an associated clinical must complete the Purdue University HIPAA PowerPoint self-study, earn 100 percent on HIPAA Quiz, and turn in the signed confidentiality agreement of Purdue University.

Utilization of Patient Information
No identifying patient information including computer generated information may be taken out of the agency. This includes such information as patient initials, date of admission, date of discharge, room number, and social security number. See Code of Conduct in Section IV for more information regarding the department’s policy.

Student Identification
Each student is required to wear the official IPFW identification badge at all times during the practicum experience. The format of the ID is as follows:

- First and last name with credentials
- Graduate Nursing Student
- Area of concentration

IDs are purchased at:
James Medical
7821 Coldwater Rd.
Fort Wayne, IN 46825

Contact: Doug James at (260) 969-1827
Fax (260) 969-1829
Email: doug@jamesmedical.com

Dress Code
Each student is expected to adhere to the dress code of the practicum site. Professional dress is expected at all times. Lab coats with the IPFW logo are required for the nurse practitioner student and may be required for the student in Nursing Education and Nurse Executive practicums. Lab coats can be purchased with an IPFW logo at James Medical.

Requirements for Graduate Clinical Nursing Courses
In preparation for the clinical practicum, a student must meet all of the practicum site and Department of Nursing clinical requirements. Requirements are subject to change. Check IPFW email and website often. Each student is responsible for making copies, assembling, and submitting proof of the requirements to the secretary in the Department of Nursing, Room LA 345.
Cardiopulmonary Resuscitation Certification

Proof of completed professional/healthcare provider level cardiopulmonary resuscitation (CPR) must be submitted to Department Secretary (LA 345) by August 15 (fall semester), December 15 (spring semester), or May 1 (summer semesters I and II). CPR certification must be valid through the end of the semester. CPR card must be signed by a Professional/Healthcare Provider. A photocopy of the front and back of the card must be given to a nursing department secretary, Room LA 345.

Communicable Disease Policy

While in the clinical practicum setting, students are responsible for being free of communicable disease. If a student has been exposed or shows indications of communicable disease, he/she must inform a member of the faculty prior to going to the clinical practicum site.

Exposure Incident Policy and Procedures for Nursing Students

Students enrolled in a program in the health sciences may be exposed to possible injuries and communicable diseases. All students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student. Students enrolling in the University are encouraged to obtain or maintain health insurance. Students may purchase health coverage while enrolled in courses at IPFW. Information regarding coverage is available through Student Life.

If a student has an exposure incident, the Exposure Incident Policy and Procedure below must be followed. Documentation forms that are found in the policy and procedure must be completed, signed, and copies distributed.

Exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of health care professionals (OSHA, 1991).

If a student in any clinical setting has an exposure incident, the following procedures will be followed:

1. The student will notify the clinical instructor immediately. In special cases a designated preceptor may be notified.
2. Make sure proper protocol (required by the clinical agency (hospital, clinic, home care, community setting, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.
3. The IPFW Bloodborne Pathogens Exposure Incident Form (see sample in Appendix) will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen. Copies will be given to the following:
   a. Parkview Occupational Health or other health care facility where follow-up care was provided.
   b. The manager of IPFW Radiology and Environmental Management.
   c. IPFW Nursing Lab Coordinator who will keep confidential records. No information on the incident will be kept in the student’s academic file or faculty’s personal file. All information will remain confidential.
   d. The individual who was injured.
4. Additionally, the required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.
5. The student will be advised to be seen without delay (within one to two hours is recommended) at a medical facility. Suggested sites are Parkview Occupational Health, located at 3103 East State Street, phone (260) 471-0411; Parkview Emergency Room; or IPFW Center for Healthy Living Campus Clinic, located on the 2nd floor of the Walb Union, for counseling and appropriate care. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day. IPFW clinic is open Monday through Friday with daytime hours available.
6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member who is responsible for the course.
7. Ensure that all clinical faculty members have a supply of the IPFW Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy with them in the clinical settings.
8. This policy and procedure will be reviewed annually during the first faculty meeting of fall semester.

Health Form

Each student must complete a required Health Record Form (found on the nursing website) and submit the completed health form to the Department secretary, LA 345.

Immunizations and Screenings

Health and clinical records (TB certification, physicals, etc.) must be uploaded in the Typhon system by the deadlines listed below. Documentation must be good through the entire semester. All requirements must be up to date before beginning clinical rotations. For any questions regarding clinical requirements please contact the nursing office at (260) 481-6816

Deadlines for submitting health records are as follows:
   Fall Semester – August 15
   Spring Semester – December 15
   Summer Sessions I and II – May 1
Clinical Requirements and Required Forms are available on the Graduate Student Resources website.

**TB/Mantoux/Quanteferon Gold**
Each student must submit proof of completed TB test to Typhon by the deadlines noted above. A student with a positive reaction to the TB skin test must submit the TB Surveillance Record Positive Reactor Checklist by the deadline. If a student’s Chest X-Ray was done more than three years ago, he/she will need to get a new Chest X-Ray and turn in the report to meet the deadlines above.

**Hepatitis B Immunization**
Upon admission to the graduate program in nursing, each student must submit proof of completion of the series of three Hepatitis B immunizations or a positive reactive titer via Typhon.

**Substance Abuse Screen**
Substance Abuse Screening results are submitted through Typhon. The following policy will be followed regarding substance abuse screening:

1. Each student enrolled in a clinical course is required to undergo a substance abuse screen at least every 12 months to test for the presence of alcohol, drugs, or other controlled substance.
2. In subsequent semesters the substance abuse screen must be completed by August 15 (fall semester), or December 15 (spring semester), or May 1 (summer sessions I and II) to meet the every 12-month requirement.
3. If any substance abuse test reveals that a student is engaging in the illegal use of drugs, is otherwise impaired and unable to perform one or more essential functions of the job with or without reasonable accommodation as may be required by law, or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the Department of Nursing and from the College of Health and Human Services.
4. Disclosure of prescribed medications must be supported by prescription documentation.
5. Upon failure of the substance abuse screen, one retest at the student’s expense immediately after receiving notification of the failed substance abuse screen will be permitted.
6. A subsequent failure of the substance abuse screen results in immediate course failure and dismissal from the Department of Nursing and from the College of Health and Human Services for a minimum of five (5) years.
7. Any licensed nursing student failing or refusing the retest substance abuse screen will be reported to the Indiana State Board of Nursing.
8. Any student dismissed from the Department of Nursing due to failure of the substance abuse screen will be directed to the Dean of Students.
9. After five (5) years, application for readmission to the Department of Nursing will be considered with documentation of continuous compliance with a recovery treatment program.

Additionally, a student may undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances under the following conditions:
1. Following an injury occurring at the clinical site
2. When a medication or handling discrepancy occurs or when medication may have been
   stolen or improperly used at the clinical site involving students or others working in the area
to which students have been assigned
3. At random intervals when a student appears to be unfit for duty as a result of the use of
   drugs, alcohol, or other controlled substances
4. When there is reasonable cause or suspicion to believe that a student is under the influence of
   alcohol, drugs, or other controlled substances
5. Upon the return of a student following a period of absence (not enrolled in classes) from
   providing services of more than 30 days and when the student has illegally or improperly
   used controlled substances and has successfully completed a rehabilitation program, all
   except to the extent prohibited by law

Contact any of the following health services facilities to arrange a time to begin the
substance abuse screening process.

IPFW Center for Healthy Living. Clinic is located in Walb Student Union Room 234 and is
open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointments can be made by
calling (260) 481-5748.

RediMed Clinics. Fee is required and payable to the facility at the time of the screening. A
check or cash will be accepted. Bring IPFW Student Mastodon ID card.

Parkview Occupational Health. Fee is required and payable to the facility at the time of the
screening. Parkview Occupational Health is open 24 hours per day from 7 a.m. on Monday
to 7 a.m. on Saturday. No appointment is necessary. Parkview can be contacted at
(260) 373-9300

Background Check
Each student needs to complete the background check through Typhon by August 15 (fall
semester), December 15 (spring semester), or May 1 (summer sessions I and II). After the
initial background check, students are required to do an Annual Personal Disclosure each year
between August 1 and August 14.

Student Professional Liability Insurance
All students in the clinical area are required to carry professional liability insurance. This
insurance covers the person only in the clinical area while in the student role. Hospital insurance
policies do not cover students. This insurance can be obtained through the following:

Private insurance company. A copy of professional liability insurance including the name
of the insurance company, statement of coverage as a student, dates of coverage, and policy
number must be submitted to the nursing secretary by August 15 (fall semester), or
December 15 (spring semester), or May 1 (summer sessions I and II).
Group policy through the University. Insurance available through the university will automatically be charged to your IPFW account once per year. Accounts are credited once proof of professional liability insurance purchased through a private insurance company is given. Insurance charged during fall semester is valid through May 31 of the academic year. Insurance charged for the spring semester is valid through May 31 of the academic year.

Student Professional Liability Coverage Through the University
Special coverage is available to students who, as part of their course requirements, work with members of the public either on or off campus. As all students in these situations are exposed to potential liability, the DON recommends purchase of this coverage. Purdue Insurance Services Enterprise provides coverage for the following:

- Liability arising out of real or alleged wrongful acts
- Payment of all court costs
- Expert legal counsel and claims adjusters

The insurance covers a student for activities related to his/her normal curriculum, studies, and assignments 24 hours a day--in or out of school--including vacations and days off. Coverage does not apply to activities not considered to be a part of a student’s academic requirements.

Limits of Liability are as follows:

- $1,000,000/$3,000,000 (Pays up to a total of $3,000,000 in any one year)
- If a claim is presented years after a wrongful act is alleged to have occurred, coverage will respond so long as the policy was in effect when the act occurred.
- The policy period is from June 1 through May 31 of the following year.
APPENDIX A - Annual Personal Disclosure for Students

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

COLLEGE OF HEALTH AND HUMAN SERVICES DEPARTMENT OF NURSING

Annual Personal Disclosure for Students

Date Submitted: ____________________________________________________________

Student's Name printed: __________________________________________________

Student's signature: ______________________________________________________

Upon admission to the Department of Nursing, students have completed the required background checks using either Student Check or Certified Background. These background companies included checks of driving record, background, and OIG/GSA/SDN.

Following the initial requirements, all students will respond to the following questions on an annual basis. Failure to provide accurate truthful responses will subject student to possible removal from clinical experiences. Affirmative responses/violations will be forwarded to the clinical agency representative for review.

Have you (the student) pleaded guilty, “no contest,” or been convicted of a crime or violated parole since the date background reports were first submitted at the beginning of your clinicals?

YES____NO ___

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A “YES” answer is not an automatic bar to continued clinicals but must be reviewed.)

Created: 4/30/09, Revised 11/10
APPENDIX B – Capstone Project Forms

Capstone Project Mentor Designation Form

CAPSTONE PROJECT MENTOR DESIGNATION FORM

Name of student: ____________________________________________

Date: _____________________________________________________

CAPSTONE TOPIC:

1. IPFW IRB approval needed for this project? (circle one) Yes No

2. Agency IRB approval needed for this project? (circle one) Yes No

CAPSTONE PROJECT MENTOR: The faculty whose signature appears below agrees to serve as the Capstone Project Mentor for this student.

Faculty Signature _____________________________ Date ________________

Student Signature _____________________________ Date ________________
Capstone Project Proposal Outline

CAPSTONE PROJECT PROPOSAL OUTLINE

Graduate Student: ________________________________

Semester: ________________________________

Capstone Project Option: (Please circle one choice)

(1) Option 1: Academic Project and Scholarly Paper
(2) Option 2: Manuscript for Publication

Capstone Project Mentor: ________________________________

1. IPFW IRB approval needed for this project? (circle one)
   Yes  No

2. IPFW IRB approval process initiated for this project? (circle one)
   N/A  Yes/Complete  Yes/In-Progress

3. Agency IRB approval needed for this project? (circle one)
   Yes  No

4. Agency IRB approval process initiated for this project? (circle one)
   N/A  Yes/Complete  Yes/In-Progress

Capstone Proposal: (Please attach proposal in the following format)

   TITLE OF PROJECT
   PURPOSE OF PROJECT
   RATIONALE FOR PROJECT
   PROJECT OBJECTIVES AND STRATEGIES FOR ACHIEVING THEM
   SPECIFIC OUTCOMES (Deliverables)
     If paper, title of paper
     If project, specific written evidence
   TIMELINE FOR COMPLETION OF PROJECT
# Capstone Project Proposal Approval

**CAPSTONE PROJECT PROPOSAL APPROVAL**

Graduate Student:  
Semester:  
Capstone Project Title:  

Capstone Project Option: (Please circle one choice)

1. Academic Project and Scholarly Paper
2. Manuscript for Publication

1. IPFW IRB approval needed for this project? (circle one)
   - Yes
   - No

2. IPFW IRB approval process initiated for this project? (circle one)
   - N/A
   - Yes/Complete
   - Yes/In-Progress

3. Agency IRB approval needed for this project? (circle one)
   - Yes
   - No

4. Agency IRB approval process initiated for this project? (circle one)
   - N/A
   - Yes/Complete
   - Yes/In-Progress

5. Agency IRB approval (if applicable) documentation received on (date)
   ________________ and placed in student’s file until project completion.

Student Signature _______________________________ Date ________________

Capstone Mentor Signature _______________________________ Date ________________
Final Capstone Project Approval

FINAL CAPSTONE PROJECT APPROVAL

Graduate Student: ____________________________________________

Semester: __________________________________________________

Capstone Project Option: (Please circle one choice)

(1) Academic Project and Scholarly Paper
(2) Manuscript for Publication

SUCCESSFULLY COMPLETED HIS/HER CAPSTONE PROJECT

AS IDENTIFIED IN THE CAPSTONE PROJECT PROPOSAL OUTLINE, WRITTEN
EVIDENCE OF LEARNING INCLUDES:

To the best of my knowledge, the manuscript includes original work of the author and, in good
faith, I believe all content from other authors appearing in the project has been properly quoted
and attributed.

Capstone Project Mentor __________________________ Date ____________
### CAPSTONE GRADING RUBRIC

<table>
<thead>
<tr>
<th>Student Criteria</th>
<th>Below Standard</th>
<th>Meets Standard</th>
<th>Exceeds Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected an appropriately focused topic guided by theory and evidence-based practice for this capstone with minimal guidance within two weeks of beginning capstone course semester.</td>
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<tr>
<td>Prepared a clearly written, well thought-out initial capstone proposal and completion timeline following the capstone guidelines by the end of two weeks in the capstone course.</td>
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<tr>
<td>Consistently communicated clearly, effectively, and in a timely manner about recommended revisions with the capstone mentor. Human Subjects and IRB Approvals were obtained appropriately and submitted if required.</td>
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<tr>
<td>Demonstrates collaboration with mentor for developing, edition, and presenting the project or manuscript.</td>
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<tr>
<td>Managed the efficient completion of a project or manuscript that reflects theoretical foundations and evidence-based knowledge for practice application.</td>
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<td>Demonstrated initiative and self-direction in the capstone completion process.</td>
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<tr>
<td>Implemented a plan for final dissemination of the capstone project according to capstone guidelines and guidance from capstone mentor.</td>
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<tr>
<td>Submitted all appropriate documentation of the capstone to the mentor as delineated in the capstone guidelines.</td>
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</tbody>
</table>

- **A**  Excellent – Consistently exceeds standards
- **B**  Good – Meets or exceeds standards on the majority of the criteria
- **C or below**  Unsatisfactory – Falls below standards of the majority of the criteria