



CAL STATE
EAST BAY Rising in the East

MASTER OF SCIENCE IN NURSING PROGRAM
STUDENT HANDBOOK

2019 - 2020

TABLE OF CONTENTS

Chair’s Welcome	3
Student Affirmation Form	4
1. THE CAL STATE EAST BAY GRADUATE NURSING PROGRAM	
1.1. Mission Statement	5
1.2. Nursing Core Values	6
1.3. Program Goals and Learning Outcomes	7
1.4. Graduate Degree Requirement	8
2. THE MSN PROGRAM CURRICULUM	
2.1. General Information	9
2.2. Fall MSN Immersion Experience	9
2.3. Description of Core Courses	10-11
2.4. NURSING EDUCATION Concentration	
2.4.1. Degree Roadmap	12
2.4.2. Nursing Education Courses.	13-14
2.5. NURSING LEADERSHIP AND ADMINISTRATION Concentration	
2.5.1. Degree Roadmap	15
2.5.2. Nursing Leadership-Administration Courses	16
3. STUDENT POLICIES & PROCEDURES	
3.1. General Information.	17
3.2. Student Rights & Responsibilities	17
3.3. Essential Functions: Physical and Mental Qualifications.	18
3.4. Student with Disabilities or Limitations.	19
3.5. Health Documents	20
3.6. University and Nursing Program Policy on Academic Dishonesty.	21
3.7. Graduate Nursing Course Grading Policy	
3.7.1. Grading Method.	22
3.7.2. Graduate Nursing Course Progression.	22
3.7.3. Re-entering the Graduate Nursing Course Sequence	23
3.8. Lines of Communication and Procedures	24
3.8.1. Grade Disputes and Other Academic Problems	24
3.9. Advising.	25
3.10. Student Retention Program.	25
3.11. Student Representatives To Nursing Faculty Meetings.	26
3.12. Social Media Policy.. . . .	27
3.12.1. Student E-Mail Policy	27-28
3.12.2. Acceptable Computer Use Policy	28
3.13. Student Injury Reporting Policy.	29
4. STUDENT RESOURCES & SERVICES	
4.1. Sigma’s NU XI At-Large Chapter	30
4.2. Nursing Professional Development.	31
APPENDICES	
A. Sigma Nu Xi Consent Form	32
B. CAL STATE EAST BAY-Photographic Release Form.	33
C. Sample Physician Statement Form	34
D. Student Injury Form	35



CAL STATE
EAST BAY
COLLEGE OF SCIENCE
DEPARTMENT OF NURSING

August 10, 2019

Dear MSN Student:

I am very pleased to welcome you to the Academic Year 2019-2020 of the Cal State East Bay Master of Science in Nursing Program. As you begin and throughout your graduate studies please take time to review this handbook. It is our intent that it will help to clarify and answer questions you might have about the program and its policies and procedures.

Healthcare continues to evolve, and the everchanging nature of the field and profession of nursing, make it imperative that our nurse educators and nurse leaders are prepared and ready to meet the ongoing challenges. Education has a way of expanding our perspectives of familiar and not so familiar subjects and experiences. As registered nurses you bring to this new educational experience a wealth of real time experiences. Whether you are pursuing the nursing education or leadership and administration track, you are embarking on what I hope will be a transformative experience professionally and personally.

Your success is our priority. Our faculty are here to mentor and guide you on your new adventure. Seek them out to help you realize your goals. Please know that my door is always open to you.

Best wishes for your success,

A handwritten signature in black ink that reads "Lindsay McCrea".

Lindsay McCrea, PhD, RN, FNP-BC, CWOCN
Professor and Chair
Department of Nursing

GRADUATE STUDENT AFFIRMATION FORM

- I understand that as a Cal State East Bay graduate nursing student I am a member of a profession, which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:
 - I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a Cal State East Bay nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a Cal State East Bay nursing student. I will adhere to HIPAA guidelines.
 - I have been informed that information contained in the Nursing Student Handbook covers my rights and responsibilities as a nursing student at Cal State East Bay. I have been informed that it is incumbent on me to read and apprise myself of the information contained in the Handbook.
 - I have read the Nursing Student Handbook. I am aware that it contains information on topics including (but not limited to) program description, program requirements, and policies on student conduct, and academic performance. I am aware that it describes communication procedures for student concerns and resources available to me in my student role.
 - I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.
 - I will maintain and uphold the academic integrity policy of the Department of Nursing and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation.
 - I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the Department of Nursing.
 - I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Department of Nursing.
 - I will not allow any student access to any of my paperwork for the purpose of copying.
 - I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue without prior written consent. Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard drive.
 - I have read and agree to abide by the American Nurses Association (ANA) Principles for Social Networking.

Student's Signature _____ Date: _____
Student's Printed Name _____

THE CAL STATE EAST BAY GRADUATE NURSING PROGRAM

Mission Statement

The mission of the Cal State East Bay's graduate nursing program is to prepare professional nurses who are committed to the advanced practice of nursing and responsive to the ever-changing needs of the communities we serve. The program therefore seeks to provide an inclusive community of learning focused on the development of lifelong learners.

The nursing program supports and reflects the University mission of quality education for a diverse society. We value a diverse workforce, a diverse nursing student body, and culturally inclusive practitioners of nursing who are equipped to provide high quality care and have a transformative influence on nursing practice, healthcare environments, and the health of our community.

Department of Nursing Core Values

CARING: We believe Caring is essential to the practice of nursing and seek to treat those we serve with sensitivity, respect, and empathy. We embrace the provision of holistic care through therapeutic relationships directed towards health, comfort and well-being.

COMMUNICATION AND COLLABORATION: We believe that open Communication and Collaboration require accountability, honesty, integrity, and respect for all participants. We seek to practice shared decision-making with our fellow nurses as well as inter-professionally.

CULTURAL INCLUSIVITY: We believe in the practice of Cultural Inclusivity, recognizing the rich diversity of humanity. We endeavor to honor that diversity by continually broadening our scope of care to include all members of our community and by modeling respect, sensitivity and equality for all.

CRITICAL THINKING: We believe Critical Thinking is essential to nursing as a self-reflective and purposeful approach to thinking. We value the ability to make connections between patient data and acquired knowledge, leading to appropriate clinical interventions for our patient

EVIDENCE BASED PRACTICE: We believe in the use of Evidence Based Practice to guide our Nursing practice. We foster the integration of current research, clinical expertise, and the rigorous evaluation of the effectiveness of nursing interventions to make sound decisions in the care of our clients.

PROFESSIONAL BEHAVIORS: We believe that Professional Behaviors encompass the knowledge, skills, and attitudes described by American Nurses Association (ANA) Code of Ethics for Nurses. As professional, we model altruism, integrity, respect, accountability, responsibility, and ethical conduct. We promote lifelong learning for the advancement of professional Nursing.

SAFETY: We believe Safety is of utmost importance to the practice of nursing and strive above all to prevent harm to our patients and ourselves while delivering quality healthcare. We promote theoretical and clinical preparation that encourages personal responsibility, open reporting of adverse events, and a system-wide approaches to error prevention.

SOCIAL JUSTICE: We believe Social Justice in nursing embodies the principles of fairness, equity, dignity and equal opportunity for health for all. We embrace a moral mandate to improve access to quality health care for the marginalized and under-served and to attend to those who are suffering inequities.

Graduate Program Goal

The goal of Cal State East Bay graduate program is to provide accessible, affordable advance nursing education to our diverse, multicultural nursing community, and to benefit our community and the profession of nursing through increasing diversity in nurse educators, leaders and administrators in clinical, organizational, or academic settings. The program builds on baccalaureate education in nursing and provides seamless pathway to a practice or research doctoral education for those interested in a doctoral degree.

The graduate program offers two concentrations of study: The MSN in Nursing Education concentration aims to prepare aspiring nurses to be effective educators and mentors in clinical or academic settings; The MSN in Leadership and Administration concentration aims to provide nurses with knowledge and skills to undertake leadership role and influence healthcare delivery in our community and in healthcare organizations.

Program Learning Outcomes

The Cal State East Bay's in Nursing Degree program seeks to prepare graduates who will:

Integrate theoretical and scientific knowledge of ethical/legal principles, advanced nursing practice and clinical excellence in professional practice and role development in clinical, organizational and academic settings.

Demonstrate effective leadership in advanced practice roles in nursing our diverse, multicultural community.

Critically analyze evidence in the advanced practice of nursing and in the planning, delivery and evaluation of quality care in clinical, organizational and academic settings.

Integrate healthcare technologies in collaboration with interdisciplinary teams to improve clinical practice, education and organizational management.

Design culturally inclusive, ethical, and comprehensive nursing care practices and systems in clinical prevention and population care for individuals, families, and communities for individuals, aggregates and communities across the health care system.

Engage in lifelong learning and professional development to advance a culture of excellence

Graduate Degree Requirement

The Cal State East Bay Nursing graduate program requires completion of 33 semester units. A cumulative grade point average (GPA) of 3.0 must be maintained to satisfy the degree requirements. The program mandates that the degree must be completed within four years.

In addition to Nursing Department requirements, every student must also satisfy the University requirements for graduation. These include the 70%-unit residence requirement; the minimum 23 units in 600-level courses (or up to 9 transferred units) and complete the University Writing Skill Requirement (UWSR). Refer to the University Catalogue for complete list of Cal State East Bay graduate degree requirement.¹

Students accumulate more than six units of work graded as Incomplete or “I” may not register for courses applicable to the degree until the “I” grades are removed.

Students who fail to maintain progress by falling below a 3.0 GPA in their graduate courses for two consecutive semesters will be academically disqualified from the university.

Filing for graduation is typically by the first 4 weeks of fall semester. Students should follow the graduation procedure in the university catalog.²

¹ <http://catalog.csueastbay.edu/content.php?catoid=19&navoid=12578#masters-degree-requirements>

² <http://catalog.csueastbay.edu/content.php?catoid=21&navoid=15652>

THE MASTER OF SCIENCE PROGRAM CURRICULUM

General Information

The Cal State East Bay graduate nursing program seeks to build and expand on baccalaureate nursing practice and to prepare nurses with broad knowledge and skills for advanced nursing practice and leadership.

Professional nursing standards are used in the development, implementation, and evaluation of program curricula as well in teaching and evaluation of student learning outcomes. The professional standards incorporated on the MSN program curriculum include Essentials of Master's Education in Nursing (AACN, 2011)³, Core Competencies of Nurse Educators (NLN)⁴, and ANA Code of Ethics for nurses.⁵

The curriculum consists of five core courses, five concentration courses, a practicum, and Master synthesis. All course instructions are delivered via online synchronous or asynchronous method. Additionally, students are required to attend a two-day MSN immersion experience each fall at the Cal State East Bay Hayward campus.

Fall MSN Immersion Experience

The purpose of Immersion Experience is to help students establish a supportive network and gain/reinforce academic skills to help them succeed in an online learning environment. The two consecutive day meeting provides students opportunities to meet with course faculty, advisor, and other students, and, to engage in hands-on workshops to learn about common teaching and learning technology.

The MSN Immersion program takes place during the first week of the Fall semester each year. Attendance is mandatory.

³ <http://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf>

⁴ <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency>

⁵ <https://anacalif.memberclicks.net/assets/Events/RNDay/2016%20code%20of%20ethics%20for%20nurses%20-%209%20provisions.pdf>

Descriptions of Core Courses

N601 Theoretical Perspectives Of Advanced Nursing Practice (3 units)

This course provides students with an exploration of theories significant to advanced nursing practice and healthcare including those addressing complex systems, bioethics, leadership, behavioral modification, health disparities, and quality improvement. Knowledge synthesis and translation to practice are discussed.

N602 Scientific Inquiry, Methods And Scholarship (3 units)

The course focuses on principles of scientific inquiry and professional writing based on critical appraisal of evidence from quantitative and qualitative biomedical research. Various research methods including design, methodology, and process of synthesizing and implementing research findings to address clinical problems will be discussed. Students will enhance their ability to analyze, evaluate, and interpret data for answering research questions of relevance to nursing theory and practice.

N603 Health Care Informatics (3 units)

This course focuses on the multifaceted uses of health care information technology and provides learners with the knowledge and skills in information technology needed to enhance patient care delivery. Health technologies for communication, coordinated care, inter-professional collaboration and health information management and analysis for improved outcomes of care are discussed.

N604 Epidemiology Of Population Health & Social Disparities (3 units)

This course focuses on the application of selected concepts of epidemiology, social determinants of health, cultural inclusivity and the analysis of population data to design and deliver equitable health care services for diverse populations. Strategies to promote health and prevent illness to reduce health disparities will be explored.

N605 Contemporary Issues In Healthcare Economic & Social Policy (3 units)

This course provides an overview of current issues in health economics and policy. In the context of national health priorities, health care issues are analyzed with a particular focus on policy, politics, healthcare economics and influence. Impact of policies on accessible, affordable and quality care will be discussed. Strategies for engagement of advanced practice nurses and nurse leaders in health policy development, implementation and advocacy for the health of the public are critically evaluated

N693 Master Synthesis 3 units)

This course reflects student's expertise and capability as a nurse leader in education or administration. The student will integrate theory and research knowledge to address a selected clinical problem or organizational issue.

About the Synthesis Project: This project aims to demonstrate cumulative theoretical knowledge students have acquired from masters-level courses and reflects student's professional interest and expertise. The synthesis project provides evidence of originality, independent thinking, and appropriate form and organization. N693 Synthesis is taken concurrently with a specialty practicum (i.e., N615 or 625), where the synthesis project

can be affected in clinical or academic setting.

With mentoring by selected faculty and clinical preceptors, students will identify an area of clinical or educational practice issue, and develop, implement, and evaluate outcomes for their evidence-based intervention. All projects should contribute to increase quality of nursing practice and patient outcomes.

Mater's Synthesis is presented as a formal scholarly paper (Refer to Syllabus for guidelines and rubrics). Students are encouraged to share their findings with the nursing community by submitting a peer reviewed manuscript or conference abstracts for presentation.

NURSING EDUCATION Concentration

Degree Roadmap

Degree Aim: To prepare aspiring nurses to become effective educators and mentors in clinical, community, or academic settings	
YEAR 1	
Fall (9 units)	Spring (9 units)
N601 Theoretical Perspectives of Advanced Nursing Practice (3) N602 Scientific Inquiry, Methods & Scholarship (3) N603 Health Care Informatics (3)	N604 Epidemiology of Population Health & Social Disparities (3) *N611 Learner-Centered Theories and Methods (2) *N612 Advanced Concepts in Pathophysiology, Pharmacology and Health Assessment (4)
YEAR 2	
Fall (9 units)	Spring (6 units)
N605 Contemporary Issues in Healthcare Economic and Social Policy (3) *N613 Curriculum Design & Outcomes (3) *N614 Instructional Strategies & Educational Technology (3)	*N615 Instructional Practicum: Teaching and Clinical Specialty Practices (3) N693 Master Synthesis (3) <div style="text-align: right;"><u>(Total 33 Units)</u></div>

*Nursing Education concentration courses

Description of Nursing Education Concentration Courses

N611 Learner-Centered Theories And Methods (2 units)

Learner-centered education encompasses methods of teaching that shift the focus of instruction from the teacher to the student. This course will explore theories of learning, strategies for learner centered teaching including learner-centered principles. The four domains important to learning will be examined.

N612 Advanced Concepts In Pathophysiology, Pharmacology & Health Assessment (4 units)

The course deepens conceptual understanding of pathophysiologic processes that explain human responses to selected acute and chronic diseases across the life span. Pharmacotherapy knowledge of further drug classifications with emphasis on their therapeutic uses and the nurse educator's role in teaching safe and effective patient management is integrated. The course builds on basic and experiential knowledge of health assessment. Comprehensive physical, psychological, and cultural assessment focuses on applying critical thinking in systematic and focused assessment for common diseases in clients across the life span.

N613 Curriculum Design And Outcomes (3 units)

This course focuses on the components of curriculum design, development, implementation and evaluation in nursing education. Application of curriculum theory is included. Analysis of program data for continuous improvement is discussed.

N614 Instructional Strategies & Educational Technology (3 units)

This course introduces pertinent principles of teaching/learning, instructional methods, and educational technology that facilitate teaching, assessment, and evaluation in the 21st century classroom setting. The focus is on applying popular and innovative strategies in healthcare education, including the use of a variety of technology resources to achieve teaching/learning goals.

N615 Instructional Practicum: Teaching & Clinical Specialty Practices(3 units)

This course is a concentrated teaching and practical experience to support the development of nurse/patient educator in a clinical specialty area. Under the supervision of a graduate faculty and a doctorate prepared RN preceptor, students have the opportunity to put in practice the role of clinical educator to actively engage nurses and community's participation.

About the Instructional Practicum: This is a field-based learning experience taken concurrently with the Master Synthesis in the final semester of the graduate program. There are two components: a teaching practice and clinical practice.

Teaching practice- Students will implement actionable part of the Synthesis project in clinical or academic setting. The field experience is guided by course faculty and agency preceptor who has an advanced degree in nursing and in a formal educator role. Upon completion, students will submit a written abstract that addresses the teaching projects' significance, objectives, methodology, and evaluation.

Clinical practice- Students will gain direct care experiences that help advance their expertise in a clinical area of practice. Students will spend a portion of the course time with a clinical preceptor who is an advanced practice provider (e.g. CNS, NP, MD) in an interdisciplinary care setting. Students will develop learning objectives and planned activities and submit a summary report that addresses learning outcomes and reflections on the learning experience.

Refer to Syllabus for specific guidelines and established rubrics.

NURSING LEADERSHIP AND ADMINISTRATION Concentration

Degree Roadmap

Degree Aim: To prepare aspire nurse leaders in their advancement to Managerial and leadership roles in clinical or organizational setting. (Total 33 units)	
YEAR 1	
Fall (9 units)	Spring (9 units)
N601 Theoretical Perspectives of Advanced Nursing Practice (3) N602 Scientific Inquiry, Methods & Scholarship (3) N603 Health Care Informatics (3)	N604 Epidemiology of Population Health & Social Disparities (3) *N621 Principles and Practices of Quality Patient Care (3) *N622 Leadership Influence and Change (3)
YEAR 2	
Fall (9 units)	Spring (6 units)
N605 Contemporary Issues in Healthcare Economic and Social Policy (3) *N623 Organizational Systems & Finance Management in Healthcare (3) *N624 Human Resources Management For Healthcare (3)	*N625 Leadership Practicum: Nurse Administrative Role in Organizational Setting (3) N693 Master Synthesis (3) <div style="text-align: right;"><u>(Total 33 Units)</u></div>

*Leadership & Administration concentration courses

Nursing Leadership and Administration Concentration Courses

N621 Principles And Practices Of Quality Patient Care (3 units)

This course examines the principles and practices of quality improvement in health care settings. Theories, models, and methods of quality improvement and patient safety are discussed. Applications of system assessment, data management and analysis, and evaluation methods to design safe, effective, and efficient healthcare delivery systems are discussed.

N622 Leadership Influence And Change (3 units)

This course explores concepts of effective leadership in nursing in the context of changing healthcare systems and provides the student with the skills needed to develop the leadership role. Theories of leadership and influence will be analyzed and strategies for effective leadership including complex system thinking, organizational culture, ethics, inter-professional communication, change models, conflict resolution, characteristics of leaders and team building will be presented.

N623 Organizational Systems & Finance Management In Health Care (3 units)

This course examines organizational health care delivery systems, and nursing management perspective of organizational development. Issues of healthcare economics and financial management, budgeting, current standards and regulatory agency requirements are discussed.

N624 Human Resources Management for Health Care (3 units)

This course examines human resource management in the current healthcare with a focus on the role of the nurse manager/executive. Application of organizational and administrative theories to human resources models will be discussed.

N625 Leadership Practicum: Nurse Administrative Role In Organizational Setting (3 units)

This practicum course directs the student in application leadership and administrative principles to the leadership role through a mentored practice experience in an organizational setting.

About the Leadership Practicum: This is a field-based learning experience taken concurrently with the Master Synthesis in the final semester of the graduate program.

Leadership project- Students will implement actionable part of the Synthesis project organizational setting. The field experience is guided by course faculty and agency preceptor who has an advanced degree in nursing and in a formal leadership /administrative role. Upon completion, students will submit a written abstract that addresses the leadership projects' significance, objectives, methodology, and evaluation.

STUDENT POLICIES AND PROCEDURES

General Information

The faculty has prepared policies and procedures by which many activities in the Nursing Program are governed. They are presented in this section of the student handbook for your information and reference. If a policy is developed or amended during the school year, students will be notified by announcements in class as well as distribution of written copies of it. The date the new/amended policy takes effect also will be announced and described in the written version.

Student Freedoms, Rights, and Responsibilities

Cal State East Bay exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged and expected to develop the capacity for critical judgment, to accept appropriate responsibilities, and to engage in rational debate utilizing critical thinking, in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable components of academic freedom. The freedom to learn depends largely upon appropriate opportunities and conditions in the classroom, on the campuses and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to teach and learn is shared by all members of the academic community.

Refer to University website for complete description of student rights, student conduct and responsibilities.⁶

⁶ <http://catalog.csueastbay.edu/content.php?catoid=11&navoid=3743>

Essential Functions: Physical and Mental Qualifications

A student with a disability that is requesting accommodations has to be registered with the Accessibility Services office at Cal State East Bay. It is to the student's advantage to do this as soon as possible in the quarter to ensure that approved accommodations can be granted in a timely manner.

There are essential functions or abilities necessary for admission and progression in the complex discipline of nursing at Cal State East Bay. To matriculate or progress in the nursing curriculum, the candidate must be able to perform all the essential functions. These essential functions include, but are not limited to, the following:

1. **Critical Thinking**—A student must demonstrate critical thinking ability sufficient for clinical judgment.
2. **Professional-Ethical Conduct**—A student must possess the ability to reason morally and practice nursing in professional and ethical manner.
3. **Interpersonal Skills**—A student must demonstrate appropriate interpersonal abilities while interacting with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
4. **Communication**—A student must have the ability to clearly communicate in oral and written forms, and to effectively interpret communication with others.
5. **Mobility and Stamina**—A student must possess sufficient gross and fine motor skills and endurance to provide safe and effective nursing care in all health care setting.
6. **Auditory**—A student must have sufficient auditory ability to effectively monitor and assess health needs of patients.
7. **Visual**—A student must possess visual ability for observation and assessment necessary in nursing care.
8. **Behavioral-Emotional Health**—A student must possess the emotional health required for full use of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the care of patients.

Students with Disabilities Or Limitations

The Department of Nursing follows the Cal State East Bay non-discrimination policy, and students requesting accommodations in the classroom or in clinical internship placements must be registered with the Accessibility Services office. It is to the student's advantage to meet with their Accessibility Services counselor prior to the start of semester in order for AS and the Nursing Program to collaborate on reasonable accommodations. Students requesting accommodations must demonstrate their ability to meet the Essential Functions.

Accessibility Services offers academic accommodations to qualified individuals with temporary or permanent disabilities. Nursing students most often consult with Accessibility Services because of a learning disability that requires academic support services and/or alternative test-taking arrangement. For more information refer to the Accessibility Services website.⁷

If, after admission to the nursing program, a student develops a physical or mental disability that limits his/her ability to meet the Essential Functions, it is the student's responsibility to bring this information to the attention of the faculty. If unable to meet the practicum course objectives, the student will not be allowed to participate in activities at clinical agency. The student must provide documentation from his or her physician prior to returning to clinical agency, which states that the student is able to meet the Essential Functions.

Sample Physician's Statement Form can be found in Appendices.

⁷ <http://www20.csueastbay.edu/af/departments/as/>

Health Documentation

During your final semester in the MSN program, you will complete internships and practicums in partner facilities that mandate students meeting certain health requirements. In order to comply, we must have your current health documentation on file before you begin internships or practicums. It is the student responsibility to keep track of all the listed requirements and submit proof of currency. The Department and partner facilities have the right to decline your participation if you are not in compliance for any requirement.

For approval to participate in Nursing program, electronically submit these items by deadline (November 1) to Castlebranch.

- I. Health-Related Items And Renewal Requirement
 - 1) Proof of RN License
 - 2) BLS CPR Certification (American Heart Association)
 - 3) TB clearance - renew annually
 - 4) Flu vaccination - renew annually
 - 5) Health Insurance
 - 6) MMR (Rubeola, Rubella, Mumps) titer proving immunity
 - 7) Varicella titer proving immunity
 - 8) Hep B titer proving immunity
 - 9) Tdap immunization- renew every 10 years
 - 10) Additional requirements based on unique facility-specific requests

- II. Department Requirement
 - 1) Clear Background Check (Through dept. designated agency only)
 - 2) Negative Drug Screening (Through dept. designated agency only)
 - 3) Signed Student Handbook Affirmation Page

University Policy on Academic Dishonesty*

The University, like all communities, functions best when its members treat one another with honesty, fairness, respect and trust. Students should realize that deception for individual gain is an offense against the members of the entire community, and it is their responsibility to be informed of University regulation on Academic Dishonesty by reading the catalog. It is a duty of faculty members to take measures to preserve and transmit the values of the academic community in the learning environment that they create for their students and in their own academic pursuits. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty, to adjust grades appropriately if academic dishonesty is encountered, and, when warranted, to recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty; administrative sanctions are under the authority of the Student Disciplinary Officer (SDO). This document provides policies and procedures to be followed when academic dishonesty is encountered. Refer to the university's website for complete description of the policy.⁸

Nursing Program Policy On Academic Dishonesty

Society has entrusted nurses and other health care professionals with the comfort and safety of its most vulnerable people. Therefore, the nursing profession requires people of absolute integrity.

When a student is found to have committed an act of deceit in a Nursing prefix course, depending upon the circumstances of the situation, one or more of the following actions may be taken: 1) a warning; 2) a requirement that work be resubmitted under qualified conditions and with a possible grade penalty; 3) a requirement that an exam be retaken under qualified conditions and with a possible grade penalty; 4) an adjustment in the grade of an assignment; 5) An adjustment in the grade for a course. Grade adjustments include, of course, the possibility of assigning an F. The use of grades to address questions of academic dishonesty is at the sole discretion of the faculty.

*Portions of the opening statement are reprinted by permission from the "Statement of Principles" appearing in the catalog of the University of North Carolina, Charlottesville. Portions of the definitions are reprinted by permission from the "College of Arts and Sciences Statement of Academic Dishonesty, "University of Colorado, Boulder".

⁸ <http://www.csueastbay.edu/aps/academic-policies/academic-dishonesty.html>

Graduate Nursing Course Grading Policy

Grading Method

Graded nursing coursework will use the following grade scale where a grade of B- or higher is considered passing. Rounding method is not use for overall nursing course percentage. Course percentage associated with assigned course grade are listed here:

93 – 100 A	77 – 79 C+
90 – 92 A-	73 – 76 C
87 – 89 B+	70 – 72 C-
83 – 86 B	67 – 69 D+
80 – 82 B-	63 – 66 D
60 – 62 D-	
59 and below F	

Graduate Nursing Course Progression

Nursing core courses should be successfully completed in the proper sequence. In order to progress to Practicum and Master Synthesis courses, the graduate nursing student must earn a grade of “B-” or better in all master level courses before the final semester. N615 or N625 Practicum and N693 Master Synthesis must be taken concurrently. University policy will be followed for all add/drop/withdrawal requests.

Consistent with Cal State East Bay policy, “an “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not you maintain continuous enrollment. You may not repeat a course in which you currently have an incomplete grade.” However, if the course is required for progression in the Nursing program, the earlier completion of the required work may be mandatory.

Your instructor will specify the work needed for completion and will communicate the requirements to you in writing with a copy to the department or program chair. When you complete the required work and it has been evaluated, your instructor will submit a change of grade form and a final academic grade will be recorded. If you do not complete your work within the allowed time limit, the grade will be recorded as an “IC” (See University Catalog Grading and Academic Standards: Incomplete).

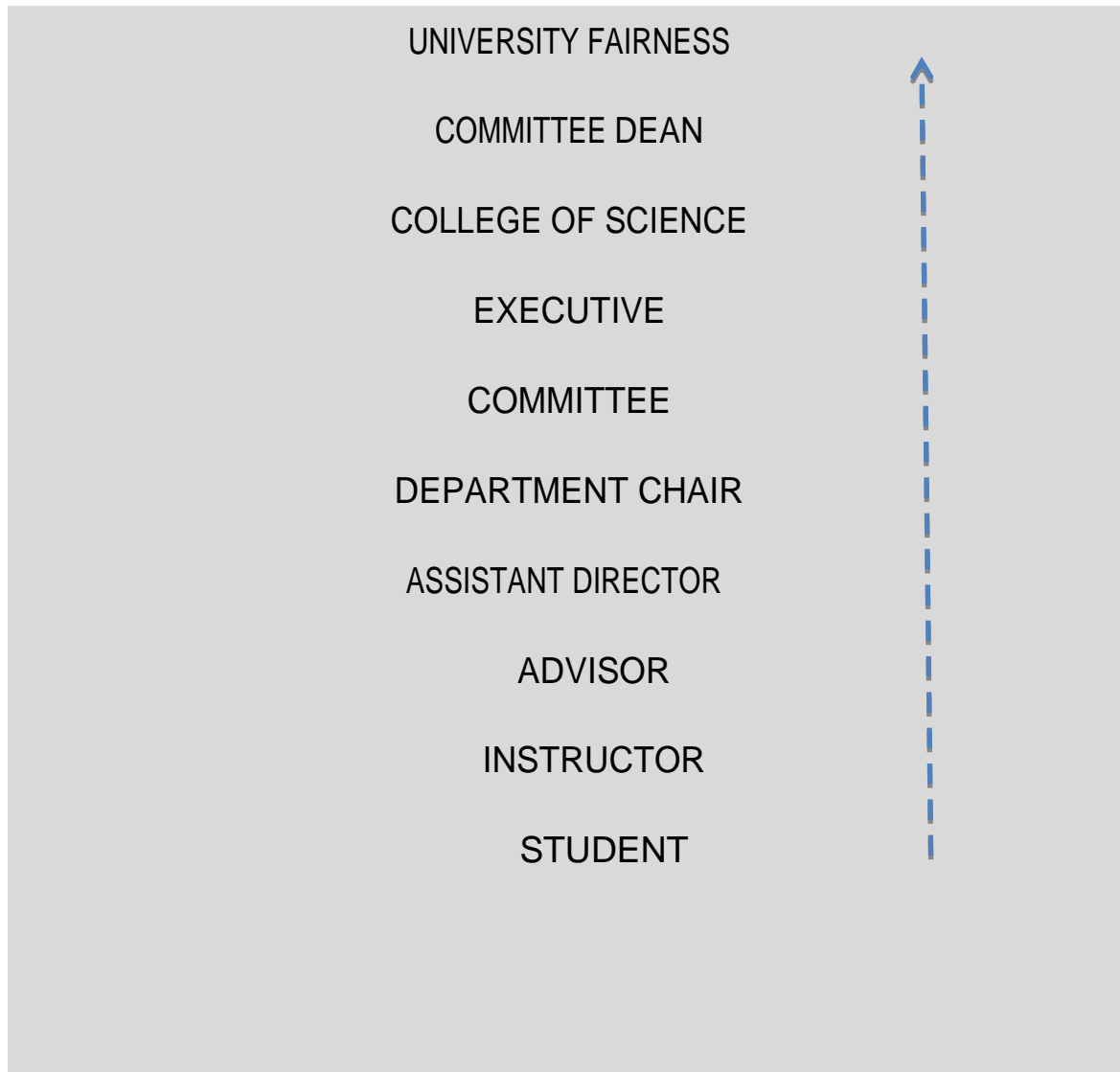
A student who has two failures (“C+ or lower”) in any nursing prefix courses will be dropped from the MSN program.

Re-entering the Graduate Nursing Course Sequence

A written request for readmission to nursing sequence must be submitted to the Chair of the Department of Nursing. Written requests are to be dated and signed if submitted via hardcopy and include current contact information. In order to facilitate a decision based on sufficient background, a brief history including dates and reason for leaving the program should be included. This must be done by the end of add/drop of the semester prior to the semester of intended return.

Student who withdraws or interrupts the graduate nursing course sequence for physical and/or emotional reasons must present evidence (e.g., doctor's letter) that his/her current health status is satisfactory to physically and/or emotionally care for patients in any clinical setting. The final decision for reentry into the nursing sequence will rest with the Executive Committee of the Nursing Program.

Lines of Communication and Procedures



For Grade Disputes And Other Academic Problems

Grade disputes and other academic problems are initially discussed between student and instructor. In addition, students may choose to consult with their advisor who can help a student by clarifying the issue and provide information on how to proceed in order to resolve the problem. Most problems can be settled within the department between student, instructor, and, when needed, coordinator, department chair and Program Executive Committee. If the student is not satisfied with the results of such meetings, or perceives that academic unfairness or discrimination has occurred, the student is directed to the Dean of the College of Science, who may send the issue back to the department chair for reconsideration, or refer the student to the University Fairness Committee.

Advising

All registered students in the graduate nursing program are assigned a faculty advisor. Students are encouraged to access their advisors throughout their enrollment. Advising lists are posted on the Department bulletin board and Department website.

General advising may include:

Program planning course equivalency determination graduation evaluation
Planning for practicum, Cal State East Bays synthesis, withdrawal from course, request for incomplete, add/drop courses.

Special test arrangements, scheduling issues, graduation procedures, or information about the university policy and procedures

Students should contact their advisor to schedule a meeting time that is mutually agreed upon. The Blackboard website is another resource for updates in University requirements. In this way students will keep abreast of University and program requirements.

Student Retention Program

BACKGROUND: The faculty has developed a program to identify students at risk of failing nursing courses. The program provides guidance to assist students in identifying the nature of their academic problem(s). The students and their advisor then develop an appropriate plan for correction of these identified problems.

RETENTION ADVISING: Nursing Program Faculty provides advising for the student at risk. Faculty as Retention Advisor for their respective courses. The purpose of retention advising is to

Identify and contact students at risk of failing.

Help students to identify the problems hindering their success in the graduate program.

Encourage and develop student responsibility for problem solving.

Help students to develop a plan to correct the identified learning needs.

ADVISING ASSISTANCE: While it is the advisor who guides the analysis of the students at risk's academic problems, the student is expected to take significant responsibility for the identification of the problems and planning for their amelioration. Non-academic stressors often impede achievement and must also be assessed. A grade of "Incomplete" may be considered if a student needs more time to successfully complete a theory course in which successful passage has been jeopardized due to temporary, non-academic stressors.

Students Serving as Representatives To Nursing Faculty Meetings

The Nursing Program Faculty invites student representation at regular meetings. Although you do not have voting privileges, your input can significantly affect the decision-making process.

Your role as a student representative is to contribute your unique perspective to the discussions at hand, as well as serving as a spokesperson for your peers. In order to facilitate the gathering and reporting of information from and to your peers, a limited amount of class time is available for you to present committee issues. If the gathering or reporting of information consumes more time than allotted, you will have to continue this process outside of class time.

Meetings are scheduled once a month and typically are held on the last Thursday of each month. However, the schedule for meetings is subject to change from term to term as may be required by unforeseen events.

Cal State East Bay's students are encouraged to attend these regular faculty meetings by zoom⁹ videoconference or in-person at the Hayward campus. If circumstances preclude you from attending, it would be helpful if the class can identify student representative(s) to attend the monthly meeting. Please feel free to request that any student item of concern be placed on the agenda with a short statement of purpose. A lead-time of three days for doing this is appreciated, but it is acceptable for items to be added to the agenda at the time of the meeting. You will be excused from those portions of the meeting that may be confidential in nature.

⁹ <https://zoom.us/>

Social Media Policy

The Cal State East Bay Department of Nursing recognizes that communication via social media is integral to reaching audiences important to the university, including current students, prospective students, faculty, staff, alumni, local communities, and other stakeholders. Student participation on social media is guided by university policy. Many students use social media platforms that include but are not limited to Facebook, Twitter, Snapchat, blogs, podcasts, YouTube, LinkedIn, Vine, Instagram, Pinterest, Whisper, and Yik Yak. These allow for the exchange of ideas but must be utilized responsibly and must not violate patient confidentiality or professional behavior.

Sharing sensitive and confidential information is governed by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and professional nursing standards. Any statements and/or photos placed on a social media site should reflect positively on oneself, fellow classmates, the University and clinical sites. Prior written consent* is required before taking or posting student photographs and video, faculty photographs and video, or College events on social media sites and the Cal State East Bay Website. The Department of Nursing adheres to the ANA Social Media Policy.

Cal State East Bay Photographic Release Form can be found in Appendices.

Student E-MAIL Policy

University use of e-mail—E-mail is considered an official method for communication at Cal State East Bay because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. For the majority of the student population, this Student E-mail Policy does not represent a change from current practice. However, the policy does ensure that all students have access to this important form of communication. Furthermore, it ensures that students can be accessed through a standardized channel by faculty and other staff of the University as needed.

Assignment of student e-mail accounts—Official University e-mail accounts are available for all applicants and will be automatically assigned to all enrolled students. The addresses are all of the form [Name]@horizon.csueastbay.edu. These accounts must be activated before the University can correspond with its students using the official e-mail accounts. The website horizon.csuhayward.edu has been designed for this purpose. The official e-mail address will be maintained in SAIL (the university's student information system). Official e-mail addresses will be directory information unless the students request otherwise (see the University catalog for more information).

Redirecting e-mail—Students may elect to redirect (auto forward) messages sent to their Horizon official student e-mail address. Students who redirect e-mail from their official address to another address (such as AOL, Yahoo, Hotmail) do so at their own risk. The University is not responsible for the handling of e-mail by outside vendors or unofficial servers. Privacy of confidential information may be compromised by redirecting the Horizon account.

Expectations about student use of e-mail—The University will send communications to students via their official Horizon e-mail account. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time critical.

Horizon mass e-mail—The Horizon mass e-mail feature is reserved for emergencies, and for other communications that have a legitimate educational need for direct communication.

Authentication for confidential information—The University does not send, or request, confidential information via e-mail. Confidential information is made available only through MYCAL STATE EAST BAY which is password protected. In these cases, students will receive e-mail directing them to MYCAL STATE EAST BAY, where they can access the confidential information only by logging in as required. The confidential information will not be included within the e-mail message itself. Mail sent to the Horizon e-mail addresses may include notification of University-related actions, including disciplinary actions. However, e-mail shall not be the sole method for notification of legal actions.

Privacy—Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply all” command during e-mail correspondence. All use of e-mail will be consistent with other University policies, and local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). E-mail addresses are directory information as defined by the University’s unless a request is made to withhold it.

Educational uses of e-mail—Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes, and will specify their requirements in the course syllabus. This Student E-mail Policy will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official @horizon.csueastbay.edu accounts are being accessed, and faculty can use e-mail for their classes accordingly.

Acceptable Computer Use Policy

Cal State East Bay is a public institution fully committed to the ideals of academic freedom, freedom of expression and multicultural diversity. CSUEB provides access to technology resources (e.g., computing hardware, software, electronic information systems, networks, etc.) for purposes related to its mission and to the responsibilities and necessary activities of its faculty, students and staff. These resources are vital for the fulfillment of the academic, research and business needs of the CSUEB community. To promote and protect these ideals and resources, this policy is intended to define acceptable and unacceptable computing uses and practices on the university campuses and among members of the university community.¹⁰

¹⁰ <http://www.csueastbay.edu/studentconduct/files/docs/acceptable-computing-use-policy.pdf>

Student Injury Reporting Policy

If a student is injured in the clinical setting and needs medical attention, the student must have medical insurance to cover the cost or pay cash.

A Student Non-Employee Accident/Injury Report Form must be completed by the student and the clinical faculty person.

Report the accident/Injury to your Dept. Chair within 8 (eight) hours.

Copies of the Accident/Injury Report should be distributed to Dept. office and Risk Management (SA RM4700) within 24 hours of date of Accident/Injury. This form is placed in the student's department file.

The student is not covered by Workman's Compensation because she/he is not an employee. Hence, **DO NOT FILE WORKMAN'S COMPENSATION FORMS.**

Student injury form can be found in Appendices.

CAL STATE EAST BAY STUDENT RESOURCES AND SERVICES

SIGMA's NU XI AT-LARGE Chapter

Sigma, formerly known as Sigma Theta Tau International, is an international nursing honors society founded in 1922. The society represents excellence in nursing which is reflected in the achievements of individual members and by the accomplishments of its collective chapters.

Sigma's mission is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. For decades, faculty at Cal State East Bay Nursing has been Sigma members, as have many of our students at or upon graduation.

Sigma's Nu Xi At-Large Chapter, henceforth Nu Xi, was established in 1992. Nursing programs from Cal State East Bay, Samuel Merritt University, and Holy Names University worked collaboratively to establish an official chapter to serve the East Bay Nursing Community.

Members of the Nu Xi Chapter have various professional opportunities including: the ability to collaborate with a variety of accomplished nurse members who live and work throughout the East Bay region; potential participation in national and international conferences hosted by Sigma, and exclusive access to Sigma's job boards. The Nu Xi Chapter has been recognized for its exemplary accomplishments by Sigma in various ways, including but not limited to being honored with Sigma's prestigious Chapter Key Award.

At Cal State East Bay, nursing faculty will determine which students have met the high standards consistent with being invited to join Sigma. If you are among those students, Cal State East Bay will forward your contact information to Sigma so that you may receive a formal induction invitation. Your address will only be shared with Sigma if you have given the nursing department permission to do so.

The criteria for induction into the Nu Xi Chapter of Sigma change periodically, since it is governed by Sigma's international by-laws. Historically, the requirements to be inducted for an MSN/Graduate Nursing Student must have completed at least one fourth (>25%) of the nursing curriculum; a cumulative nursing GPA in the top 35% of the class (with at least a 3.5 GPA); and meet academic integrity standards.

Consent to share basic contact information with Sigma if you are selected for induction can be found in Appendices.

Nursing Professional Development

Professional Certification

All Cal State East Bay MSN students with RN licensure and experience are encouraged to seek nursing professional certification(s) of their professional interest and expertise. Nursing professional development certification demonstrates that *“a nurse has the knowledge, skills, and attitudes to provide high quality care to patients and their families. A certified nurse is a lifelong learner who cares about the quality of care they deliver. Nurses who are certified feel more confident that the care they are delivering is based on the most up-to-date evidence. Certified nurses are proud of their achievement and are role models for nurses and other health care professionals. Certification shows that nursing is a profession that cares about safety, quality, and excellence of health care delivery.”*¹¹

Graduates of the MSN in Nursing Education concentration are eligible for certification as Certified Academic Clinical Nurse Educator exam (CNE®-cl) by National League of Nursing (NLN); Nurse Leadership and Administration graduates who currently hold managerial positions maybe eligible for Nurse Executive certification (NE-BC) through American Nurses Credentialing Center (ANCC).

For additional information on practice-specific certification, refer to professional organizations, ANCC, or nurse.org.¹²

Student Leadership Opportunity

Cal State East Bay MSN students are encouraged to participate in AACN's Graduate Nursing Student Academy (GNSA) activities as member or serve as student liaison for the school. Student members have access to free resources and services through the GNSA as well as opportunity to develop leadership and networking skill in its Leadership Council. Interest student should contact GNSA for information. AACN Graduate Nursing Student Academy at <https://www.Aacnnursing.org/gnsa>.

¹¹ <https://minoritynurse.com/certified-nurses-the-importance-of-becoming-certified/>

¹² <https://nurse.org/articles/nursing-certifications-credentials-list/>

APPENDICES

Appendix A

Sigma Nu Xi Chapter Consent to Release Information

Cal State East Bay Nursing students need to sign, scan and submit this sheet to the nursing office (as occurs for immunization documents). It relates to possible invitation into the Nu Xi at Large Chapter ("Nu Xi") of the Sigma Nursing Society.

Sigma (formerly Sigma Theta Tau International), founded in 1922, is the International Honor Society for nursing. The society represents excellence in nursing which is reflected in the achievements of individual members and by the accomplishments of its collective chapters. Sigma's mission is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. For decades, most full-time faculty at Cal State East Bay Nursing have been Sigma members, as have many of our students at or upon graduation.

Sigma's Nu Xi Chapter, henceforth Nu Xi, was established in 1992. Nursing programs from Cal State East Bay, Samuel Merritt University, and Holy Names University worked collaboratively to establish an official chapter to serve the East Bay Nursing Community. Members of the Nu Xi Chapter have various professional opportunities including: the ability to collaborate with a variety of accomplished nurse members who live and work throughout the East Bay region; potential participation in national and international conferences hosted by Sigma, and exclusive access to Sigma's job boards.

At Cal State East Bay, nursing faculty will determine which students have met the high standards consistent with being invited to join Sigma. If you are among those students, Cal State East Bay will forward your contact information to Sigma so that you may receive a formal induction invitation. Signing this form grants Cal State East Bay permission to share your basic contact information with Sigma if you are selected for induction. **If you do not wish us to provide Sigma your contact information, write "Do not share my contact information" below your signature on this form and you will not be considered for possible induction.**

The criteria for induction into the Nu Xi Chapter of Sigma changes periodically, since it is governed by Sigma's international by-laws. Historically, the requirements to be inducted have included the following:

- **For Undergraduate Nursing Student:** completed at least half ($\geq 50\%$) of the nursing curriculum; a nursing GPA in the top 35% of the class (with at least a 3.0 GPA); and meet academic integrity standards.
- **For an MSN/Graduate Nursing Student:** completed one fourth ($\geq 25\%$) of the nursing curriculum; a nursing GPA in the top 35% of the class (with at least a 3.5 GPA); and meet academic integrity standards.

Print Student Name: _____ Date: _____

Signature: _____

Office Staff Use Only

If name & signature only mark as "Granted"

If "Do not share my contact information" also handwritten mark as "Declined"

Appendix B

CAL STATE EAST BAY: Photographic Release Form

Please initial in the spaces below what uses of photographs of you are consented to, and sign at the end of the release form. Photos will only be used in the ways you consent to. Your name will not be identified in these photos

- Photographs can be reviewed by the designated individual or individuals.
- Photographs can be used for project illustration (i.e., yearbook, DVD).
- Photographs can be used for promotional materials, such as brochures or fliers.
- Photographs can be used for classroom presentations.
- Photographs can be used for academic conference presentations.
- Photographs can be used for fundraising presentations/proposals.
- Photographs can be used for newspaper or magazine publication.
- Photographs can be posted on a web site for promotional purpose

NAME _____

SIGNATURE _____

DATE _____

(*This form can be individualized to the occurrence.)

Appendix C

Sample Physician's Statement Form

The following statement can be printed for use by your physician to document your ability to return to clinical:

Dear Physician:

There are minimum entry level qualifications required for professional nursing practice for students in the nursing program at California State University, East Bay. _____ is a student in the CSUEB Nursing program and should provide you with a copy of the Essential Functions for Nursing Practice. Please complete the following:

To the Chair of the Nursing Department:

_____ (student name) has been under my care for a
Medical Condition on _____ (date) I have reviewed the Essential
Functions for Nursing Practice and certify that:
He/She is capable of performing Cardiopulmonary Resuscitation without limitations.

Yes/No (circle one)

Comments:

He/She may return to clinical practice with no limitations. Yes/No (circle one)

Comments:

Physician's Name

Physician's Signature

Date

Appendix D

Student Injury Form

California State University East Bay
 Risk Management & Internal Control
 25800 Carlos Bee Blvd., SA4700,
 Hayward, California 94542 (510) 885-3833

Non-Employee Accident/Incident Report			
Instructions: Please print using blue or black ink pen. Complete, sign and return to Risk Management & Internal Control, SA4700			
PERSONAL INFORMATION			
Full Name of Involved Party:		Date and Time of Accident/Incident:	
Address of Involved Party:			Phone Number:
Reported to:	Name:	Dept:	Ph#
DETAILS OF ACCIDENT/INCIDENT			
Location where accident/incident occurred:			
If occurred during a class, give Class Identification and Name of Instructor:			
Please describe accident/incident:			
Were there injuries? If so, nature and extent of Injuries:			
Did injuries require medical care? If yes, give location, name of treating physician and medical finding			
Name:		Facility & Location:	
Medical Finding:			
Were there witnesses? If yes, provide name, addresses, and phone numbers.			
Was personal property damaged? If yes, attach a description and value of the property.			
Signature of Involved Person:		Date:	
Case # (if UPD investigated): RM 33 11/29/11			