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Preface

The Faculty, Students and Staff of the Department of Nursing welcome you as you progress toward the Master of Science degree with a major in Nursing or a Certificate in Nursing Education or Clinician to Administrator Transition. We hope that your experience in the graduate program in Nursing will be stimulating, challenging, and rewarding.

This handbook contains information frequently requested by graduate nursing students. This publication is not intended to duplicate information available elsewhere, but rather, compliments the Graduate Catalog. Students need to be checking their Towson e-mail account and the Graduate Blackboard site for announcements related to student issues and updates to policies.

Useful Websites

http://www.towson.edu/academics/graduate/ (Office of Graduate Studies)
http://www.towson.edu/academics/graduate/catalog.html (Graduate Catalog)
http://www.towson.edu/chp/departments/nursing/grad/nursing/ (Information about earning a Master of Science)
http://www.towson.edu/nursing/graduate (Department of Nursing Graduate Programs)
General Information

Address: Department of Nursing
Towson University
8000 York Road
Linthicum Hall, Room 301
Towson, Maryland 21252-0001

Telephone: 410-704-2068

Approval: Maryland Board of Nursing

Accreditation: Commission on Collegiate Nursing Education
www.aacnnursing.org/CCNE

Degree Granted: Master of Science, Major in Nursing

Certificates Granted: Nursing Education
Clinician to Administrator Transition (CAT)

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Clinical Placement Coordinator
Phone: (410) 704-6539
Email: ljarmstrong@towson.edu
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Dr. Vicky Kent  LI 209  704-5350
Dr. Mary Lashley  LI 201C  704-4206
Dr. Joanna S. Maxwell  LI 201B  704-4210
Dr. Hyunjeong Park  LI 301D  704-4514
Dr. Mary Gergis  LI 201F  704-4209
Dr. Nikki Austin  LI 301F  704-4208
Dr. Hee Jun Kim  LI 201D  704-4556
Dr. Briana Snyder  LI 320  704-4851
Dr. Regina Twigg  LI 201L  704-4388

Staff

Lorraine Armstrong, Clinical Placement Coordinator  LI 201E  704-6539
Ms. Toni Tracey  Hagerstown Center  240-527-2757
Ms. Nakida Hagans  LI 301  704-2069
Department of Nursing Towson University

Mission Statement

The mission of Towson University’s Department of Nursing is to provide exceptional graduate and undergraduate education in a student-centered, caring environment to meet the diverse health needs of all populations. Graduates are prepared to practice in a rapidly changing health care environment using compassion, ethics, evidence-based care and inter-professional collaboration. Faculty promote integration of professional values and a commitment to life-long learning.

Rev. 08.18.
Master of Science in Nursing

The focus of Towson’s master’s program is population-based nursing practice, with options for education or administrative roles. Population-based nursing is characterized by an orientation to the individual, family, and aggregate population.

A critical component of population-based nursing is the development of partnerships with clients and an incorporation of culture and community. There is a focus on understanding and using epidemiologic principles to effectively assess and care for all members of the community, including but not limited to vulnerable populations. It is treatment effectiveness and quality of life, rather that the technologic imperative, which drives decisions.

The intent of population-based nursing is to meet the needs of individuals, families and communities where they live, work and go to school and as they move across healthcare settings. It requires a higher level of autonomy, responsibility and accountability of the nurse at all levels of care in various settings in the community.

Components of population-based nursing include, but are not limited to, self-care, preventive health care, case management, continuity of care, collaborative care, and care within the context of the family and the community. Population-based nursing focuses on how nurses practice, not where they work.

Towson’s master’s program includes an option for students to complete an approved Clinician to Administrator Transition (CAT) certificate program and to transfer those courses as a part of the nursing masters. Thus, students will have the opportunity to have an interdisciplinary, inter-professional learning experience that is imbedded in the framework of an accredited nursing graduate program with a population-based focus.
Program Information

The Master of Science (MS) is a 36-credit program with a focus on population-based nursing. Students complete a core group of classes (21 credits) and choose a concentration in Nursing Education or Clinical-to-Administration Transition (15 credits each). Each course is three credits, and there are two clinical courses that require eight hours weekly (can be individually scheduled with a preceptor). Each of the concentrations may be completed for a post-baccalaureate certificate. The MS serves the needs of both part-time and full-time students by offering weekday courses at various times to allow professionals to balance the demands of work and school. Nursing courses are often scheduled in the blended format with online and face-to-face meetings.

Nursing Education Concentration and Post-Baccalaureate Certificate in Nursing Education

The overarching objective of the Nursing Education concentration is for students completing the program to acquire curriculum development, teaching and evaluation skills through a series of courses designed to facilitate the transition of a clinician to an educator in an academic or health care setting. The concentration is an independent certificate program. However, students in the Post-Baccalaureate Certificate in Nursing Education program will study with students selecting the MS degree in Nursing, Nursing Education Concentration.

Post-Baccalaureate Certificate in Clinician-Administrator Transition (CAT)

The CAT certificate is designed for health care professionals who are interested in developing administrative skills. The program focuses on the practical application of administrative theory and emphasizes leadership and skill development through a sequence designed to introduce concepts and facilitate application of skills using case study, team teaching, information technology and other relevant methodologies. Upon completion of the program, students will possess the knowledge and skills necessary to provide excellence in leadership and day-to-day management in the delivery of health care services.

Population-based Nursing Focus

Understanding and using epidemiological principles to effectively assess and care for all members of the community, including but not limited to vulnerable populations, underscores the philosophy of population-based nursing. Treatment effectiveness and quality of life, rather than the technologic imperative, drive decisions. The intent of population-based nursing is to meet the needs of individuals and families where they live, work and go to school and as they move across health care settings. It requires a higher level of autonomy, responsibility and accountability of the nurse at all levels of care in various settings in the community.

Admission Requirements

Towson University requires that all classes be completed within seven years from the first semester of enrollment. Applications are submitted on-line through the Graduate Admissions Office http://grad.towson.edu/applyNow/default.asp. For more information regarding admission requirements and deadlines, please visit the following website: https://www.towson.edu/chp/departments/nursing/grad/nursing/admission.html

We look forward to seeing you at Towson! For further questions, please contact the Graduate Program Directory, Dr. Kathy Ogle: kogle@towson.edu or 410-704-4389
Graduate Nursing Program Outcomes

The graduate of the Master of Science Program will be able to:

1. Incorporate findings from the sciences and humanities to provide advanced nursing care across diverse settings.

2. Apply research outcomes within the advanced nursing setting to improve care, and resolve problems with an emphasis in population-based health.

3. Function as part of an interdisciplinary team to improve health outcomes.

4. Integrate the appropriate use of information technology in the delivery of advanced nursing care for diverse populations.

5. Apply advocacy skills to influence policies related to nursing and health care.

6. Integrate theory, research, and practice into a population-based health project.

7. Apply advanced nursing knowledge to a policy or political process.

8. Demonstrate a leadership role in education and health care settings.

9. Apply the concepts of continuous quality improvement to the delivery of advanced nursing care and healthcare services.
Towson University  
Master of Science in Nursing  
Population-Based Health

<table>
<thead>
<tr>
<th>Master’s Degree Core</th>
<th>(15 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 601: Theoretical Foundations of Nursing Practice (3)</td>
<td></td>
</tr>
<tr>
<td>NURS 603: Nursing Research (3)</td>
<td></td>
</tr>
<tr>
<td>NURS 605: Nursing in Health Systems (3)</td>
<td></td>
</tr>
<tr>
<td>HLTH 630: Epidemiology in Public Health Practice (3)</td>
<td></td>
</tr>
<tr>
<td>Elective (3)</td>
<td></td>
</tr>
</tbody>
</table>

Students select the Administrator or Educator role. Both roles are offered as independent certificates.

**Indirect Care Core**  
**Administrator Role (15 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDHP 600: Transitions: Health Professions in a Changing Environment</td>
<td>3</td>
</tr>
<tr>
<td>IDHP 605: Managing Health Care Professionals</td>
<td>3</td>
</tr>
<tr>
<td>IDHP 647: Management Planning and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>IDHP 651: Health in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisites for:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDHP 610: Administration of Health Care Organizations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Direct Care Core**  
**Educator Role (15 Credits)**

1. NURS 600: Advanced Clinical Practice (3)
2. NURS 610: Curriculum Development in Nursing (3)
3. NURS 612: Teaching and Learning in Nursing (3)

*Prerequisites for:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 710: Evaluation in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>NURS 810: Teaching Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

**Clinical Experience (6 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 701: Advanced Population-Based Health</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisites: All core and concentration courses with the exception of IDHP 610 (applies to Clinician to Administrator students only), NURS 810 (applies only to Nursing Education students), and the elective course. Department permission required.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 802: Advanced Population-Based Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisites: All core and concentration courses with the exception of IDHP 610 (applies to Clinician to Administrator students only), NURS 810 (applies only to Nursing Education students), and the elective course. Department permission required.*
Towson University
Certificate in Nursing Education

Direct Care Core
Educator Role (15 Credits)

NURS 600: Advanced Clinical Practice (3)
NURS 610: Curriculum Development in Nursing (3)
NURS 612: Teaching and Learning in Nursing (3)

Prerequisites for:

NURS 710: Evaluating in Nursing Education (3)
NURS 810: Teaching Practicum (3)
Curriculum Overview for the M.S. Degree in Nursing

Concentrations:
Nursing Education
Clinician-Administrator Transition (CAT)

Certificate Programs (15 credits):
Nursing Education
Clinician-Administrator Transition (CAT)

Program Description:
The Master of Science (MS) degree in Nursing is designed to prepare graduates to assume key roles in the delivery of health care to individuals and families within a population-based nursing practice. Concentrations are available in Nursing Education or Clinical-to-Administration Transition.

A population-based nurse is a nurse who brings special knowledge of health promotion and prevention, and coordination of multiple systems and services to his or her practice setting in the community. An individual and family-centered orientation, the development of partnerships with clients, and an appreciation of the values of the community characterize population-based nursing. Community settings are not limited, and specialization can focus on specific population groups. This degree is not a specialty in nursing, but a philosophy that guides care in all nursing specialties. It does not prepare a nurse to sit for advanced practice certification, but does include advanced clinical content.

All students are required to complete the Graduate Nursing Core. In addition, each student will select a concentration for further study: Nursing Education or Clinician Administrator Transition (CAT). Students may elect to pursue a graduate project or thesis, if either activity is consistent with their professional goals. The MS is designed for the student who has a bachelor’s degree in Nursing from a regionally accredited program and is licensed as a Registered Nurse (RN), or eligible, in the State of Maryland or in a compact state.

The MS also serves the needs of the full- or part-time student. Advanced practicum experiences will be planned with appropriate agencies using a time frame congruent with the goals of the experience and preceptor assignments.
**Degree Requirements**

The MS in nursing requires successful completion of a minimum of 36 credits. Fifteen of these credits will be determined by the concentration the student selects. All students will complete the graduate nursing core.

**Graduate Nursing Core (21-27 credits)**

- HLTH 630  Epidemiology in Public Health Practice (3)
- NURS 601  Theoretical Foundations of Nursing Practice (3)
- NURS 603  Nursing Research (3)
- NURS 605  Nursing in Health Care Systems (3)
- NURS 701  Advanced Population Based Health (3)
- NURS 802  Advanced Population Based Health Practicum (3)

**Elective**  Graduate course in any department (3)

**Concentration A: Nursing Education (15 credits)**
Students who desire to teach in a nursing school or work in staff development and education in a health care agency will complete the following courses. The certificate option may be selected alone, or serve as a component of the master's program.

- NURS 600  Advanced Clinical Practice (3)
- NURS 610  Curriculum Development in Nursing (3)
- NURS 612  Teaching and Learning in Nursing (3)
- NURS 713  Evaluation in Nursing Education (3)
- NURS 810  Teaching Practicum (3)

**Concentration B: Clinician-Administrator Transition (CAT) (15 credits)**  Students desiring to emphasize administration can complete the CAT certificate program, including the following courses (15 credits):

- IDHP 600  Transitions: Health Professionals in a Changing Environment (3)
- IDHP 605  Managing Health Care Professionals (3)
- IDHP 610  Administration of Health Care Organizations (3)
- IDHP 647  Health Care Financial Management (3)
- IDHP 651  Planning and Marketing Health in Business and Industry (3)

The CAT concentration is either an interdisciplinary graduate certificate program offered by the College of Health Professions or a component of the master's program.
Graduate Grading Scale

All Graduate Nursing courses are graded on a +/- scale. The quality points and letter grade assigned to each number grade are listed below. Please see course syllabi for grading criteria for individual courses and assignments.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA Equivalents</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-94.9</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>85-89.9</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>80-84.9</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70-79.9</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 69.9</td>
</tr>
<tr>
<td>FX</td>
<td>0.00</td>
<td>Below 69.9</td>
</tr>
</tbody>
</table>

A grade of FX is given to students who never attend class or who stop attending during the term without officially withdrawing.
NURS 594 Travel Study in Nursing (3)
Historical and contemporary sociopolitical factors that guide the delivery of health care to various population groups in other countries. Prerequisite: Permission of the instructor.

NURS 600 Advanced Clinical Practice (3)
Advanced Clinical Practice examines the advanced pathophysiology, physical assessment and pharmacological treatments for clients with or at risk for common health alterations. Prerequisite: department consent required.

NURS 601 Theoretical Foundations of Nursing Practice (3)
Prepares nurses to critically analyze and apply a wide range of nursing and related theories to research and clinical practice in order to develop a comprehensive and holistic approach to care. Prerequisite: department consent required.

NURS 603 Nursing Research (3)
Prepares the nurse to identify clinical problems, critically evaluate nursing research, develop a research design, and apply research in practice. Prerequisites: undergraduate research and/or statistics course; department consent required.

NURS 605 Nursing in Health Care Systems (3)
Prepares the nurse to participate in the design, implementation and management of care in a variety of health care systems, provide quality cost-effective care, and assume a leadership role in the managing of human, fiscal, and physical health care resources. Prerequisite: department consent required.

NURS 610 Curriculum Development in Nursing (3)
Overview of theory and methods for the development of nursing educational delivery systems in academic and service settings. Prerequisite: department consent required.

NURS 612 Teaching and Learning in Nursing (3)
Focuses on the application of learning theory and teaching methods in the classroom and clinical environments with a particular emphasis on meeting the needs of diverse student populations. Includes instructional technology and micro-teaching experiences. Prerequisite: department consent required.

NURS 701 Advanced Population Based Health (3)
Focuses on the application of advanced clinical reasoning to population-based health. Evidence based program planning and evaluation models are applied to diverse population groups with unmet health needs across the lifespan. Emphasis is placed on the nursing care of the vulnerable populations in diverse community based settings. Prerequisites: all core and concentration courses with the exception of the elective course, IDHP 610 (applies to Clinician to
Administrator students only) and NURS 810 (applies only to Nursing Education students); department consent required.

**NURS 713 Evaluation in Nursing Education (3)**
Emphasis is placed on the evaluation of student performance, teaching, courses and programs. Assessment measures of learner outcomes, faculty effectiveness and program quality will be explored. Students who have successfully completed NURS 710 will not receive additional credit for NURS 713. Prerequisites: NURS 600, NURS 610, NURS 612, (may be taken concurrently); department consent required.

**NURS 802 Advanced Population Based Health Practicum (3)**
Students apply concepts and theories related to advanced population based health to diverse community practice settings where care is provided to vulnerable population groups. Students assume leadership roles in executing evidence based, scholarly, population-focused health projects to promote health among targeted populations. Prerequisites: all core and concentration courses with the exception of the elective course IDHP 610 (applies to Clinician to Administrator students only) and NURS 810 (applies only to Nursing Education students); department consent required.

**NURS 810 Teaching Practicum (3)**
A practicum designed to apply new knowledge and skills in teaching and learning in academic or service settings. Self-assessment of teaching, discussion of the nurse educator role, and exploration of issues related to the teaching-learning environment will occur in weekly seminars. Prerequisites: NURS 610, NURS 612, NURS 710, (may be taken concurrently); department consent required.

**INTERDISCIPLINARY HEALTH PROFESSIONS (IDHP)**

**IDHP 600 Transitions: Health Care Professionals in a Changing Environment (3)**
Introductory course in CAT program, focused primarily on context and stakeholders of health delivery system, along with leadership and teamwork.

**IDHP 605 Managing Health Care Professionals (3)**
Overview of issues and skills involved in effectively managing the health professional. Focuses on the application of the entire range of supervisory skills and personnel management practices to the tasks of administering a health care operation.

**IDHP 610 Administration of Health Care Organizations (3)**
Capstone course in the interdisciplinary Clinician to Administrator Transition (CAT) certificate program. Integration and application of knowledge and skills related to program planning, financial management and management of human resources. Prerequisites: Completion of the first five courses in the CAT program.
IDHP 647 Health Care Financial Management (3)
Examination of financial aspects of health care, including accounting and budgeting. Aspects of production, distribution and organization and health services are reviewed from financial and economic perspectives.

IDHP 651 Planning and Marketing Health in Business and Industry (3)
Health promotion and delivery in the profit and not-for-profit sectors. Concepts and application of planning and marketing health in various settings.
# Graduate Advising Sheet

| Name: _________________________________ | Semester Enrolled: ___________________
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TU ID #:________________________________</td>
<td>Concentration:_______________________</td>
</tr>
<tr>
<td>Phone #:______________________________</td>
<td>F/T:_________ P/T:_________</td>
</tr>
</tbody>
</table>

## Graduate Nursing Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 630</td>
<td>Epidemiology in Public Health Practice (3 credits)</td>
<td>FALL OR SPRING</td>
</tr>
<tr>
<td>NURS 601</td>
<td>Theoretical Foundations of Nursing Practice (3 credits)</td>
<td>FALL</td>
</tr>
<tr>
<td>NURS 603</td>
<td>Nursing Research (3 credits)</td>
<td>SPRING</td>
</tr>
<tr>
<td>NURS 605</td>
<td>Nursing in Healthcare Systems (3 credits)</td>
<td>SPRING</td>
</tr>
<tr>
<td>NURS 701</td>
<td>Advanced Population Based Health (3 credits)</td>
<td>FALL</td>
</tr>
<tr>
<td>NURS 802</td>
<td>Advanced Population Based Health Practicum (3 credits)</td>
<td>SPRING</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(3 credits)</td>
<td>ANY SEMESTER</td>
</tr>
</tbody>
</table>

## Concentration A: Nursing Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 600</td>
<td>Advanced Clinical Practice (3 credits)</td>
<td>FALL OR SPRING</td>
</tr>
<tr>
<td>NURS 610</td>
<td>Curriculum Development in Nursing (3 credits)</td>
<td>SPRING</td>
</tr>
<tr>
<td>NURS 612</td>
<td>Teaching and Learning in Nursing (3 credits)</td>
<td>SUMMER</td>
</tr>
<tr>
<td>NURS 713</td>
<td>Evaluation in Nursing Education (3 credits)</td>
<td>FALL</td>
</tr>
<tr>
<td>NURS 810</td>
<td>Teaching Practicum (3 credits)*</td>
<td>FALL</td>
</tr>
</tbody>
</table>

## Concentration B: Clinician-Administrator Transition (CAT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDHP 600</td>
<td>Transitions: Health Professions in a Changing Environment (3 credits)</td>
<td>FALL</td>
</tr>
<tr>
<td>IDHP 651 or HLTH 651</td>
<td>Strategic Planning and Marketing in Health Care (3 credits)</td>
<td>SPRING</td>
</tr>
<tr>
<td>IDHP 647 or HLTH 647</td>
<td>Health Care Financial Management (3 credits)</td>
<td>FALL</td>
</tr>
<tr>
<td>IDHP 605</td>
<td>Managing Health Care Organization (3 credits)</td>
<td>SUMMER</td>
</tr>
<tr>
<td>IDHP 610</td>
<td>Administration of Health Care Organizations (3 credits)</td>
<td>SPRING</td>
</tr>
</tbody>
</table>

All four previous courses must be completed.
Graduate Class Attendance/Absence Policy

1. **Students are expected to attend all classes.** Consistent attendance offers the most effective opportunity for students to understand concept, materials, and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars, practicum, and courses that require public speaking, laboratories, language learning, group discussions, or student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final earned grade.

   Faculty who use absences as a factor in grading must explain, in the course syllabus, what effect even an excused absence might have on the evaluation of a student’s work.

2. It is policy of the University to excuse the absences of students for the following reasons:

   - Illness or injury when the student is unable to attend class;
   - Religious observance where the nature of the observance prevents the student from attending class;
   - Participation in University activities at the request of the University authorities (e.g. Intercollegiate Athletics, Forensics Team, Dance Company, etc.);
   - Compelling verifiable circumstances beyond the control of the student.

   Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance, and as soon as possible when not known in advance.

3. Absences that do not fall into any of the categories outlined in item number two are unexcused. Faculty may set a limit on the number of unexcused absences.

4. Students who are absent from class are responsible for any missed work, assignments or assessments (e.g. quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, the faculty member should attempt to make a reasonable adjustment of the assignment.

*For additional information regarding attendance and absence, please review the university policies at the following links:

TU Attendance/Absence Policy
https://www.towson.edu/chp/departments/nursing/undergrad/nursing/resources/handbook.html

TU Student Bereavement Procedure
Department of Nursing Policies

**Program Dismissal for not Meeting Program Requirements:** The Graduate Nursing Program limits the number of course withdrawals and/or failures to **two**, beginning with the first semester that a student enrolls. More than two withdrawals and/or failures will result in termination from the program. Students who are academically dismissed from the Graduate Nursing Program cannot be readmitted to the Graduate Nursing Program in any capacity.

**Appeal Process:** Students who wish to appeal a course assignment or grade will follow the appeal process outlined in Appendix E of the Graduate Student Catalog. [https://catalog.towson.edu/graduate/appendices/appendix-e-code-student-conduct/](https://catalog.towson.edu/graduate/appendices/appendix-e-code-student-conduct/)

Correspondence regarding appeals should be in the form of a written letter delivered to the Department of Nursing and include any supporting documentation.

Students who wish to withdraw from a course after the official withdraw date should see the Towson University policy for “Withdraws from a Course” and must appeal directly to the Office of the Registrar. See: [https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/course-withdrawal/](https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/course-withdrawal/)

**Health Insurance:** It is the policy of Towson University’s Department of Nursing that for duration of enrollment in the graduate program, each student is required to carry health insurance which includes Emergency Room benefits. A University Sickness and Accident Plan is available to all students who are not covered by another individual or group plan. For information about this plan or other services, contact the Health Center, (410) 704-2466

**Plagiarism** is an often-misunderstood kind of cheating. It is a form of theft in which another person's ideas or words are presented as one's own. *It involves copying material word for word from a book or article and failing to use quotation marks and proper documentation. Additionally, phrases, ideas or sequences of ideas, which one borrows from a written source, require documentation.* Plagiarism often results more from carelessness than deliberate dishonesty; however, plagiarism in any form is a serious offense. Students are expected to read, understand, and follow requirements for source documentation found in the APA Manual (APA, 2010). Repeated incidences of plagiarism will result in significant grade reductions for the paper and can lead to academic sanctions according to the Towson University Academic Integrity Policy.

**Academic Integrity:** Academic and professional integrity is expected. The Towson University Student Academic Integrity Policy is enforced by the Department of Nursing (DON). Any violation of the policy may result in failure of the assignment, failure of the course and/or other academic sanctions. Academic dishonesty will be reported to the Towson University Office of Student Conduct and Civility Education. *Students who believe that students have cheated on any course work have the responsibility to themselves, their classmates, and their profession to notify the instructor.* Review the policy found at the web site: Towson University Student Academic
Integrity Policy.  https://www.towson.edu/about/administration/policies/documents/policies/03-01-00-student-academic-integrity-policy.pdf

Accommodating Students with Disabilities: The Department of Nursing is in compliance with all Towson University policies, which are published in the Towson University Catalog. If you are a student with a disability, please note that the University follows the guidelines in section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1999. Students with disabilities are encouraged to register with Disability Support Services (DSS), 7720 York Road, Suite 232, 410-704-2683 (Voice or TDD). Students who suspect that they have a disability, but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made. Documentation must be provided to the professor/instructor of the class.

University-wide emergency: In the event of a University-wide emergency, classes, deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials and/or classmates, a revised attendance policy and a revised semester calendar and/or grading scheme. In case of a University-wide emergency, please refer to the following about changes in the course:

- The instructor’s email or telephone numbers (as appropriate)
- Blackboard site for the course

For general information about any emergency situation, please refer to the University web site: https://www.towson.edu/publicsafety/emergencies/ For information related to University closings, please see http://www.towson.edu/news/emergency.html For information related to University emergency notifications, please see https://www.towson.edu/publicsafety/notification/

Student Evaluations of Course: Student evaluations play a crucial role in the delivery of this course. All course evaluations will be administered during the last two weeks of the course. It is vitally important that you complete the evaluation as the results are used to modify the course and assess teaching. The University uses the results to address technology and facility needs. You can be assured that your responses will be confidential as the results will be transmitted to the instructor after the grading period and they will not include any identifying information.

Civility Code: Towson University places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. We believe that in order to achieve these ideals, all students and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one’s choices and actions; (3) delivering correspondence – whether verbal, nonverbal, written, or electronic – with respectful language and in complete sentences; and (4) accepting consequences of one’s inappropriate choices and actions. Examples demonstrating civility in the classroom as a student include:
• Being respectful of the professor and other students.
• Not texting or using cellular phones and other electronic devices.
• Not using your laptop for activities other than class work.
• Not eating or drinking in class.
• Not reading newspapers or listening to music during the class.
• Not sleeping in class.

The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information on the Code of Student Conduct can be found in the Graduate Catalog, Appendix D.

Transportation: Graduate Nursing Students are required to furnish their own travel to and from clinical facilities.

Smoking: Towson University is a non-smoking campus.
Health Policies and Procedures

Graduate students must provide evidence of immunizations, certifications, and freedom from certain communicable diseases during all semesters that they are enrolled in classes. Students must provide evidence of the following prior to registering for classes:

- Positive antibody titer for Measles, Mumps and Rubella (MMR)
- Positive antibody titer for Varicella
- Positive antibody titer for Hepatitis B (or declination waiver)
- Evidence of freedom from Tuberculosis (annual requirement)
- Evidence of Diphtheria, Tetanus and Pertussis vaccination (at least once every ten years)
- Seasonal influenza vaccination
- Evidence of current Healthcare Provider CPR certification
- Evidence of completed education competencies (either through employer or through Blackboard)
- HIPAA training
- Bloodborne Pathogens training
- TB Education training
- Other requirements as required by clinical placement site(s)

The Department of Nursing utilizes an electronic system called CastleBranch to monitor compliance with health and certification requirements. Below are the guidelines to follow when creating a CastleBranch account:

- To reach the website, go to www.mycb.CastleBranch.com
- Click on Package Code on upper right side of screen, then Go
- Type TO54im, then Submit
- Read the information provided, click I have read the information, then Click to Continue
- Review the agreement, terms and conditions. Click the box to indicate that you have read and agree. Click Continue
- Enter the required demographic information (noted by an asterisk (*))
- In the Classification field, click on the drop-down box to select MS option
- Click Next to complete the account set up

The one-time cost is $25.00 for the medical document manager. Students will receive notifications from CastleBranch when documents are about to expire.

CastleBranch will notify students 30 days in advance of the expiration of a certification. CastleBranch will send an email notification to students and Clinical Placement Coordinator when students are non-compliant with requirements. The Clinical Placement Coordinator will notify the Graduate Program Director and Chairperson of students who fail to maintain compliance with Department of Nursing requirements.
Students with outstanding or expired requirements will not be granted permission to register for classes, or, if already registered, students may not attend classes, participate in on-line work, or clinical experiences until after they have met the health, certification and education requirements. Such absences from class will be considered unexcused and students will earn zeros for that work. Make-up work is not permitted.

Students must also comply with the health policies and procedures set forth by Towson University. Visit the following link for more information.

https://www.towson.edu/healthcenter/immunizations.html
Writing- Style Requirements

The Department of Nursing has adopted the American Psychological Association’s (APA) Publication Manual as its standard for style. All students are expected to purchase the latest edition of the APA publication manual (available in the TU Bookstore and at on-line resources). The Manual is a required text for all of the graduate nursing courses and shall be followed in all written assignments. Please refer to the manual for all questions regarding APA style of documentation.

Computers/Word Processing

Students may use computer facilities on campus to compose (word-process) course papers. Computers for student use are located in Linthicum Hall, in Cook Library, and various other sites across campus.

APA Website

Students are encouraged to visit the APA website to access free APA style tutorials. http://www.apastyle.org/learn/tutorials/index.aspx
Evaluation of Student Work

Student writing will be evaluated according to the following criteria:

I. Thought (Content)
   A. Breadth of Knowledge (may involve research)
   B. Depth of Understanding
   C. Clear, logical thinking
   D. Ability to analyze and synthesize
   E. Avoidance of stereotyped thinking, such as ethnic slurs and sexist patterns of thought
   F. Sufficient Development (support for generalizations, hypotheses, conclusions, or proposals)

II. Purpose and Audience
   A. Use of writing formats appropriate to discipline (e.g., case studies, lab reports, research articles, etc.). This may involve accurate use of appropriate documentation procedures of the discipline and effective use of direct quotations and paraphrase.
   B. Ability to adapt writing to appropriate audience and writing situations: analysis of intent or purpose and of reader needs.
   C. Use of the special vocabulary of the field, while avoiding jargon and overblown language.
   D. Achievement of clarity and conciseness.

III. Organization (of whole paper, section, and paragraph)
   A. Unity (clear thesis, hypothesis, and/or main ideas)
   B. Focus (subparts, paragraphs, and parts of paragraphs closely linked to main ideas)
   C. Logical Arrangement of Parts (clear and effective order of presentation)
   D. Transitions and Coherence (smooth connections from paragraph to paragraph and sentence to sentence)

IV. Literacy and Style
   A. Diction: vocabulary, usage, precision, appropriateness, effectiveness, and avoidance of sexist and racist language
   B. Syntax: correct sentence structure; appropriately varied and effective sentences
   C. Grammar: acceptable forms of verbs, pronouns, adverbs, and other parts of speech
   D. Mechanics: spelling, punctuation, capitalization, etc.

The Writing Center provides individual writing support to all members of the Towson community, including undergraduate and graduate students as well as faculty and staff members. For more information, access http://www.towson.edu/cla/centers/writing/
English Department Writing Service

**The Writing Center** http://www.towson.edu/cla/centers/writing/
Liberal Arts Building, Room 5330
410-704-3426
Director: Wayne Robertson wrobertson@towson.edu
Provides tutoring for writers at all stages of the writing process and in all courses within the University.

**Online Writing Support** http://webapps.towson.edu/ows/index.asp
410-704-2857
Director: Margaret L. Benner benner@towson.edu
Provides on-line assistance and interactive exercises for grammar punctuation skills.

**English Language Center**

https://www.towson.edu/academics/international/englishlanguagecenter/

Suite 331 Enrollment Services Building
410-704-2552
Director: Shelley Etzine setzine@towson.edu
Assists students, whom English is a second language, with sentence-level and paragraph/essay-level skills.
Honors and Scholarships

Sigma Theta Tau International Honor Society of Nursing:
Sigma Theta Tau International is an organization of nurse leaders, scholars and researchers. Membership in the society is by invitation. The Society’s mission statement is as follows:

Sigma Theta Tau International is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

At Towson University, the Sigma Theta Tau International Chapter is Iota Epsilon. In order to be nominated for this honor, academic records are evaluated once the graduate student has completed one-fourth of the program with a minimum Grade Point Average of 3.5 on a 4.0 scale. Once approved for membership, an induction ceremony is held for new members. Currently the induction fee is about $60.00 which includes dues for one year to the local chapter and the international society. A key, charm or pin of the Society is also available for purchase. Sigma Theta Tau International encourages and actively supports further professional development and promotes nursing scholarship, leadership, creativity and commitment among its members.

Scholarships and Loans

Students may check with the Financial Aid Office for information about scholarships and loans during the academic year. Information specific to nursing scholarships is also posted on the Department’s Website (https://www.towson.edu/chp/departments/nursing/scholarships.html). Contact a Student Affairs Committee member for further information.
General Scholarship Information

Students are encouraged to read the Graduate Nursing Program Blackboard site for other scholarships available. From time to time organizations send announcements and applications for scholarships to the Department of Nursing.

Students are also encouraged to contact area hospitals for scholarship information. Many area hospitals provide scholarships to students currently enrolled in the Nursing major. Most require that the student be employed by the hospital upon graduation.

State Scholarships and Grants
The state of Maryland offers scholarships and grants based on financial need, academic major, merit, or a combination of these factors. Legal Maryland residents apply using the FAFSA or the Renewal FAFSA.

For more scholarship information, visit the following links:
http://www.towson.edu/admissions/financialaid/programs/scholarships/
http://inside.towson.edu/scholarshipseeker/TU-Scholarships.html

Graduate Assistantships

The Graduate School offers a limited number of graduate assistantships each year to qualified admitted or enrolled students. The stipends for these assistantships vary according to the number of hours worked and the length of employment (from two to twelve months). Full-time assistants (20 hours per week) receive a 12-credit tuition waiver per semester plus a stipend each semester. Half-time assistants (10 hours per week) receive a 6-credit tuition waiver per semester. There are also a limited number of graduate teaching and research assistantships in certain programs as well as external assistantships.

Most departments make their selections from the pool of applicants in late spring. Applicants are encouraged to submit their application in early spring or several months in advance of the beginning of the semester for which they are applying. Interested applicants may obtain more information and an application by calling 410-704-2077 or on the Web at http://www.towson.edu/academics/graduate/assistantships/

Student Opportunities

Graduate Nursing students are eligible and encouraged to serve on several Department of Nursing committees. Please see the Program Director if you are interested.
Resources

Blackboard
Blackboard is Towson University’s online application for delivering useful information to students. The Graduate Nursing Program has its own Blackboard site containing helpful information related to coursework and requirements for successfully completing Towson’s Graduate Program. The site was created as a resource for students to seek information and ask questions. In addition to posting course items and program requirements, Blackboard will be used to post announcements and to inform students of potential employment and scholarship opportunities.

To access Blackboard, go to MyTU (https://inside.towson.edu/mytu/myTU.cfm) and click on Blackboard under the “top links” section. Once logged in, look under “My Courses,” and find “NURS000: Nursing Graduate Program,” and the following screen will appear. Use the blue links on the left side of the page to access important information. Annual competencies/quizzes are also found here. It will be beneficial to check Blackboard on a consistent basis, as new information may be posted.
Campus-Wide Resources

Advising services are available throughout the University. Services include the Learning Center, Tutorial Services Center, Minority Affairs, Commuter Affairs, and International Student Advising. Refer to the Graduate Catalog for a more complete list of resources.

Health Care Information

There are substantial numbers of health care information resources. On-campus sources include the Albert S. Cook Library. Most of the major hospital facilities/agencies are equipped with a medical library which is generally accessible to students upon request. Other sources of information include visiting career fairs, health fairs and writing/contacting the various associations for information.

Tutorial Help

Students who require assistance should approach the instructor of the course. The instructor can either provide the needed help or refer the student to the Learning Center, Writing Lab, or the Tutorial Center. A course instructor will provide a referral to the appropriate center.

Advising and Counseling Services

The University offers services to meet student needs in the areas of academic advising, career guidance, and personal counseling. Graduate students are assigned to the Graduate Program Director for advising.

The Counseling Center includes a professional and trained staff that provides both individual and group counseling and exists to support and enhance student development in academic, social, vocational, and personal areas. An anonymous self-help information and referral service ("Cope Line") features recorded messages covering a broad spectrum of health concerns, consumer issues, life skills, parenting, sexuality, alcohol & drug, and TU information.

The University Academic Advising Center offers advice in fulfilling University requirements, choosing courses and electives, learning about academic standards, and special credit load permits.

The Career Services Center offers occupational services for all students including seniors, graduate students, and alumni. Services include seminars and workshops and career programs and advising.

The Health Center offers services and advising to students in the realm of health care and safety. Other advising services include the Learning Center, Tutorial Services Center, Minority Affairs, Commuter Affairs, and International Student Advising.