

RYERSON UNIVERSITY

Daphne Cockwell
SCHOOL OF NURSING

**Master of Nursing Program
Student Handbook**

2011 - 2012

**STUDENTS ARE REQUIRED TO MAINTAIN AN ACTIVE
RYERSON MATRIX E-MAIL ACCOUNT AND ARE
RESPONSIBLE FOR CHECKING THEIR ACCOUNT ON A
REGULAR BASIS
(E.G. WEEKLY BASIS)**

**STUDENTS ARE ALSO REQUIRED TO CHECK THE
MASTER OF NURSING STUDENT COMMUNITY ON
BLACKBOARD SITE ON A REGULAR BASIS FOR
PROGRAM RELATED ANNOUNCEMENTS AND POSTINGS**

The information in this Handbook is specific to the Master of Nursing Program. Students are also required to adhere to the policies and procedures of the Yeates School of Graduate Studies and the University. Information about these policies and procedures is available on the Yeates School of Graduate website and in the University Calendar.

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WELCOME TO RYERSON UNIVERSITY

Hello and welcome to Ryerson University's Master of Nursing Program! This handbook is designed to provide you with general information about some of the resources and services you may need during your graduate studies at Ryerson University, as well as more specific information pertaining to the program.

Note: Every effort has been made to ensure that the information in the Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest information, please check the Yeates School of Graduate Studies web site at www.ryerson.ca/graduate/polcies/ and Master of Nursing program website at www.ryerson.ca/graduate/programs/nursing/

A MESSAGE FROM THE MASTER OF NURSING PROGRAM DIRECTOR

Congratulations on being admitted into the Master of Nursing program and welcome to the Yeates School of Graduate Studies at Ryerson University. To those of you who are returning students, welcome back!

We are pleased to offer you a program that is designed to provide you with leading edge education focused on advancing your skill and knowledge in evidence based practice, education, policy and leadership. Throughout your studies you will have the opportunity to further develop professional relationships and build upon your current knowledge and skills in order to prepare you for a wide variety of advanced nursing roles.

Enclosed you will find important detailed information about the Master of Nursing Program, the Yeates School of Graduate Studies and the University. This information is intended to familiarize you with relevant guidelines, policies and resources that will assist you as you move through the program.

Please ensure that you read through this material carefully.

All the best in your graduate studies!

Sincerely,

Don Rose, RN, PhD
Associate Professor
Director, Master of Nursing Program

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MASTER OF NURSING PROGRAM DESCRIPTION

Program Overview

Ryerson University is uniquely situated in the Greater Toronto Area, surrounded by leading edge university teaching hospitals, research institutes, and community health and primary health care organizations that are accessible to graduate nursing students for the advancement of their professional knowledge in practice, education and research.

The Master of Nursing Program's varied learning experiences are designed to develop the leadership and educational expertise of students and to advance nursing knowledge and practice. Through critical thinking and scholarly inquiry, students integrate theory, research, and practice in order to be prepared to play an integral role in transforming an increasingly complex health care system.

This comprehensive curriculum is designed to provide students with the opportunity to develop a 'tailor-made' program to complement their academic and career goals. Students enrolled in Ryerson's Master of Nursing program address societal health needs through a Course Stream or a Thesis Stream and in one of two fields of study: (i) Leadership in Health Care Policy and Education; (ii) Health and Illness of Individuals and Communities. Students select their Stream and Field of Study based upon their clinical and research interests. Students in the Leadership in Health Care Policy and Education field of study (Field I) will develop advanced nursing knowledge in health services, systems, and policy together with a focus on education essential to nursing leadership in Canada. Students in the Health and Illness of Individuals and Communities field of study (Field II) will develop advanced nursing knowledge in nursing and related theories of health and illness to enhance and promote the health of individuals, families, communities, and populations. Students who are pursuing a Master of Nursing combined with the Primary Health Care Nurse Practitioner Certificate (PHCNP) will develop advanced knowledge and skills with an emphasis on offering comprehensive primary care to individuals, families, and communities across the life span.

Program Mission

The health care community is looking to universities to play a strong role in resolving the critical human and material resource challenges that Canada will face in the development and delivery of health services to an increasingly diverse and complex client population. In particular, nurses are needed in our health care system with advanced knowledge and skills to contribute to the further development of nursing science and facilitate the utilization of best practices knowledge across the health care spectrum. Supported by values relating to social justice, accountability, advocacy and partnership, the MN program at Ryerson University provides leading edge, innovative and distinctive education to nursing graduate students who wish to achieve an advanced level of skill and knowledge in evidenced based practice, education, policy, and leadership.

Program Vision Statement

Underpinned by values relating to social justice, accountability, advocacy and partnership, the Master of Nursing Program at Ryerson University provides leading edge, innovative and distinctive education to nursing graduate students who wish to achieve an advanced level of skill and knowledge in evidenced based practice, education, policy and leadership.

Program Objectives

To prepare professional nurses to:

1. Assume leadership and advocacy roles in the health care environment.
2. Contribute to knowledge development in nursing and engage in the exchange of knowledge to inform practice.
3. Analyze, utilize and engage in nursing research to improve health care and/or health services.
4. Apply nursing and other health-related theories and research at an advanced level to diverse health issues and/or populations in practice across a wide variety of settings.
5. Develop advanced practice expertise in their field of study.
6. Develop and enhance the quality and effectiveness of their teaching and learning consistent with Ryerson's mission and urban location.

PROGRAM REQUIREMENTS & CURRICULUM

Please note the following policies and guidelines regarding the expectations of both students and faculty in the Master of Nursing Program at Ryerson University. Students are also responsible for being aware of Yeates School of Graduate Studies and Ryerson University policies. Please read the additional policies that are outlined in the Yeates School of Graduate Studies at www.ryerson.ca/graduate/policies/.

COLLEGE OF NURSING OF ONTARIO CERTIFICATE OF REGISTRATION

Students who are enrolled in the Master of Nursing Program are required to provide evidence of current Registration with the College of Nurses of Ontario (CNO) upon admission and yearly thereafter until completion of all program requirements. Any change in status with the CNO must be reported to the Program Director.

Students who fail to meet the above requirements may not be permitted to remain in the MN Program and will be subject to associated academic penalties.

COURSE OF STUDY

Course Work Stream- Field I & Field II

The Course Work Stream curriculum for Fields I and II is designed for both full-time and part-time students. Courses are scheduled during all three semesters of the academic year. Full-time students are expected to complete the program in 16–20 months (4-5 semesters) and part-time students have a maximum time-to-completion of 3 academic years or 9 semesters.

To successfully complete the MN course work stream degree in either Field I or Field II, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 2 REQUIRED FIELD Courses and 3 Elective Courses (at least two of the electives must be in nursing).

<u>Required Core Courses</u>		Credits
Students must complete all 5 REQUIRED CORE Courses		
MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8904*	Seminar in Professional Nursing Advancement	1
MN8905*	Practicum in Professional Nursing Advancement	1

As a requirement, Full-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fourth term of enrolment. Part-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fifth term of enrolment.

* The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over the 12 week term (192 hours). This practicum course is taken concurrently with the course entitled “MN 8904: Seminar in Professional Nursing Advancement” which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses, REQUIRED FIELD courses and at least 1 elective.

Required Field Courses

Students must complete 2 Required Courses from their Field of Study.

Field I: Leadership in Health Care Policy and Education

MN8920	Health Policy: Comparative Analysis	1
MN8921	Leadership in Education	1
MN8934	Inter-Professional Health Education*	1

This course is cross listed as an elective and a Field course for Field I and students may choose to take it as either a required field course or an elective. 1

Field II: Health and Illness of Individuals and Communities

MN8910	Health & Illness: Theoretical Perspectives	1
MN8911	Population Health & Health Promotion	1
MN8931	Diversity & Globalization: Urban Health*	1

This course is cross listed as an elective and a Field course for Field II and students may choose to take it as either a required field course or an elective. 1

Elective Courses*

Students must complete 3 Elective Courses

MN8930	Advanced Nursing Ethics	1
MN8931	Diversity & Globalization: Urban Health	1
MN8932	Nursing Informatics	1
MN8933	Selected Topics in Nursing	1
MN8934	Inter-Professional Health Education	1
MN8935	Theory Practice of Program Planning and Evaluation	1
MN8950	Major Research Paper	1
MN8936	Advanced Therapeutic Communication	1

*There are a variety of options to fulfill the elective requirements of three (3) courses. Students may take a Field Course outside their field of study as an ELECTIVE course.

Students may also take a course offered from another Graduate Program at Ryerson University. A number of graduate courses from other programs have been cross listed as potential nursing electives and the list of these courses can be found on the Master of Nursing webpage.

Students may participate in the Ontario Visiting Graduate Student program and take courses at another Ontario university (see Yeates School of Graduate Studies Policy and Procedures for full details). With the latter two options, students must FIRST discuss this with the Program Administrator to ensure the proposed course selection fits with their program of study and to gain necessary approvals (e.g., MN Program Director, Graduate program offering the course).

Thesis Stream – Fields I & II

The Thesis Stream curriculum is designed for full-time students only. Courses are scheduled during all three semesters of the academic year. Students are expected to complete the program in two academic years or 6 semesters. To successfully complete the MN thesis stream degree, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 1 REQUIRED Field Course AND a Thesis (equivalent to 4 course credits)

<u>Required Core Courses</u>		Credits
Learners must complete all 5 Required Courses AND a Thesis		
MN8901*	Quantitative Research Methods	1
MN8902*	Qualitative Research Methods	1
MN8903*	Nature & Development of Nursing Knowledge	1
MN8904**	Seminar in Professional Nursing Advancement	1
MN8905**	Practicum in Professional Nursing Advancement	1
MN8000	Thesis	4

* Students taking the thesis stream are required to have completed (or be taking concurrently) the following three courses before enrolling in the thesis: MN8901 Quantitative Research Methods: Design and Critical Appraisal; MN8902 Qualitative Research Methods: Design and Critical Appraisal; and, MN8903 Nature and Development of Nursing Knowledge.

** The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over the 12 week term (192 hours). This practicum course is taken concurrently with the course entitled “MN 8904: Seminar in Professional Nursing Advancement” which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses and one REQUIRED FIELD course.

Required Field Courses

Thesis students must complete 1 REQUIRED FIELD Course from their Field of Study

Field I: Leadership in Health Care Policy and Education

MN8920	Health Policy: Comparative Analysis	1
	<u>Or</u>	
MN8921	Leadership in Education	1
	<u>Or</u>	
MN8934	Inter-Professional Health Education	1

Field II: Health and Illness of Individuals and Communities

MN8910	Health & Illness: Theoretical Perspectives	1
	<u>Or</u>	
MN8911	Population Health & Health Promotion	1
	<u>Or</u>	
MN8931	Diversity & Globalization: Urban Health	1

Please note: Students in the Thesis Stream are expected to be familiar with and adhere to all policies and procedures outlined by the Master of Nursing Program and the Yeates

School of Graduate studies. Please see the Master of Nursing and Yeates School of Graduate studies websites for details.

Concurrent Master of Nursing Primary Health Care Nurse Practitioner Certificate

The Concurrent MN/PHCNP program is designed for both full-time and part-time students. Courses are typically scheduled during all three semesters of the academic year. To successfully complete the combined Master of Nursing degree and certificate in PHCNP, the requirements that must be fulfilled are four one-term MN courses and seven PHCNP courses. Five of the seven PHCNP courses are one semester courses and two are taken over two terms. The 4 Master of Nursing courses address theoretical issues and research skills. All of the MN courses meet for 36 hours per semester, except the Major Research Paper. Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all eleven courses.

<u>Required Core MN Courses</u>		Credits
Students must complete all 4 REQUIRED CORE MN Courses		
MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8950	Major Research Paper	1

<u>Required Core PHCNP Courses</u>		Credits
Students must complete all 7 REQUIRED CORE PHCNP Courses		
MN8955	Pathophysiology for PHCNP	1
MN8956	PHCNP roles and responsibilities	1
MN8957	Advanced Health Assessment and Diagnosis I	1
MN8958	Advanced Health Assessment and Diagnosis II	1
MN8959	PHCNP Therapeutics I	1
MN8960	PHCNP Therapeutics II	1
MN8951	Integrative Practicum	1

Please note: Students in the concurrent MN/PHCNP program are expected to be familiar with and adhere to all policies and procedures outlined by the Master of Nursing Program and the Council of Ontario University Programs in Nursing (COUPN) NP consortium available at: www.np-education.ca

PROGRESS THROUGH THE PROGRAM

Course Selection and Enrollment

All MN course selections and enrolments are facilitated by the Master of Nursing Program Administrator. This includes any course changes (add or drop requests). Students select their

preferred courses for the first year of their studies using the Course Action Request Form. This serves as the request for course enrollment for the first year and is used by the Program Administrator to enroll students in their respective courses. For each subsequent semester, student course enrollment is based on the preselected courses noted on their program of study form (see below).

The program reserves the right to hold enrollment of each course to a maximum class size. Students will be pre-registered and placed on a class list on a first-come first-serve basis based on course availability. Although every effort is made to accommodate a “First” choice course selection request, if the program is unable to accommodate a student’s “First” choice course selection request, indicated subsequent choices will be applied.

Students can change courses after their Course Action Request Form has been submitted and/or processed but must do so on or before the term's last date to add or drop a course. Please note that a course change request must be made in writing by completing a revised Program of Study Form and submitting this to the Program Administrator for approval. All changes are subject to availability of the courses requested.

Program of Study Form

All students are required to complete a Program of Study Form within four weeks of the start of their initial term of registration. The Program of Study Form establishes the student’s schedule of courses which the student will follow to complete the MN degree requirements. This is the starting point for the student’s record and will be used to monitor the student’s progress in courses and in their clinical practicum. The program of study form will be initiated in consultation with the Program Administrator and the student must have this reviewed and approved by the Faculty Advisor within the first four weeks of the program. Any proposed changes to the Program of Study form should be discussed with the student’s faculty advisor and must be approved by the Program Administrator.

Progress Reports

At the completion of each semester, the student must complete a progress report which reviews the student’s academic progress in that semester. It is the responsibility of the student to have their Progress Reports reviewed and signed by their Faculty Advisor each term they are enrolled. Each term the Progress Reports are due approximately one week after the grades become available to the students. Progress report forms are available on the MN Blackboard community site and on the Master of Nursing page of the Yeates School of Graduate Studies website. It is the responsibility of the student to download and complete the Progress Report (student sections) and to download a copy of their complete grade report form from RAMSS before meeting with their Faculty Advisor. During the meeting with the Faculty Advisor each term, the student’s progress and grades are discussed. The Progress Report must be signed by both the student and Faculty Advisor before it is submitted to the Program Administrator. The student is responsible for contacting the Faculty Advisor in a timely manner each term to meet the Yeates School of Graduate Studies deadline for submission. If the Yeates School of Graduate Studies does not

receive a student Progress Report, it may lead to the student being withdrawn automatically from their courses.

Faculty Advisor

Within 3 weeks of the time of course registration in the MN Program, a student will be assigned a Faculty Advisor from the Daphne Cockwell School of Nursing. After consulting with the student, the Faculty Advisor will review an initial program of study and submit this for approval by the MN Program Director, within the first four weeks of the program. Thereafter, the Faculty Advisor will monitor the student's progress toward the completion of the program, and ensure that a Ryerson Graduate Student Progress Report is submitted to the Program Director at the end of each term. For students in the Thesis Stream, the Thesis Supervisor is also considered the Faculty Advisor.

Time Limits

Normally, MN students will register for the first semester of their program in the Fall semester.

For students registered Full-Time in the Course Stream Fields I or II, 5 academic semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered Part-Time in the Course Stream Fields I or II, 3 academic years or 9 semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered Full-Time in the Thesis Stream, 2 academic years or 6 semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered concurrently in the Primary Health Care Nurse Practitioner Certificate, 4 academic years or 12 semesters is the maximum time from initial registration in the Program to completion of the Program.

Residency

Students in the MN Program are required to maintain continuous registration in every semester of the Program until all requirements of the Program have been met, unless they have been granted Inactive Status.

Inactive Status

Normally, students must maintain continuous registration until the completion of the degree program. However, in cases such as severe illness, maternity/paternity leave or extreme financial difficulty, a student may petition the Dean, Graduate Studies for one or two terms of Inactive Status. Students who have unsatisfactory or incomplete grades on their record are not eligible for Inactive Status.

Students on Inactive Status in a given term will not be entitled to use the services of the University or the Program during the term. However, students who are granted Inactive Status in a given term will not be required to pay fees during that term, nor will that term be included in the calculation of time to completion for the degree.

Students will not normally be granted more than two terms of Inactive Status during their graduate degree candidacy. Students who wish two or more terms of leave because they have other commitments such as a full-time job or travel plans should voluntarily withdraw from their studies. The student must discuss in advance what conditions, if any, need to be met upon their return.

Program Withdrawal

A student who for more than two consecutive terms is unable to participate in a program of study, or who finds it necessary to discontinue in the Program, should officially withdraw from the Program.

If a student who has withdrawn from the Program wishes to return to the Program, that student must reapply for admission through the normal admission procedures for the Program, and may be required, as a condition of re-acceptance, to complete additional course work or other requirements by the Program.

CATEGORIES OF STUDENTS

Full-Time Student

A full-time MN student will register in two or more courses per term. Full-Time students are expected to complete the program in 16-20 months (4-5 semesters). Concurrent enrolment in Required Core courses MN 8905 Practicum in Professional Nursing Advancement and MN 8904 Seminar in Professional Nursing Advancement is mandatory. Only subject to consultation with and the approval of the Program Director may a student change status from Full-Time to Part-Time. Any student enrolled in the Thesis Stream does not fall under this definition and is always considered full-time.

Part-Time Student

Part-time students are expected to complete the program in 3 academic years or 9 semesters. Since concurrent enrolment in Required Core courses MN 8905 Practicum in Advanced Practice Nursing and MN 8904 Seminar in Advanced Practice Nursing is mandatory, a part-time MN student will be required to register in two courses per term at least once over the 9 semesters.

Visiting Student

The Ontario Visiting Graduate Student Plan allows a registered graduate student of an Ontario university (home university) to take graduate courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as “visiting graduate students” at the host university where they pay no fees.

The student completes a Visiting Graduate Student form which may be obtained from the Graduate Studies office of the home university www.ryerson.ca/gradstudies/policies/. On this form the student must indicate the course(s) to be taken and the term when the course is offered at the host university. Admission is not complete until the form has been approved by the Graduate Program Director or Department Chair and the Dean of Graduate Studies or equivalent of both the home university and the host university.

The course(s) selected must be at the graduate level and must meet the requirements for the student’s degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be “extra” or “audit” courses. The student is subject to any regulations of the home university with respect to the maximum number of courses which may be taken at another Ontario university. Normally, a student registered at Ryerson will be allowed to register for up to one full-year course or two half-year courses under this plan.

For Ryerson graduate students, time spent as a visiting graduate student is credited to the continuous registration requirement. The grade received in any course will be included in their official academic records.

If a student withdraws from the course at the host university, he or she must notify the home university by the deadline date for dropping courses stated in the host calendar. If the student does not do so, the course will be counted as a failure.

ACADEMIC POLICIES AND PROCEDURES

Please note the following policies and guidelines regarding the expectations of both students and faculty in the Master of Nursing Program at Ryerson University. Students are also responsible for being aware of Yeates School of Graduate Studies and Ryerson University policies. Please read the additional policies that are outlined in the Yeates School of Graduate Studies at www.ryerson.ca/graduate/policies/.

GRADUATE STUDIES SIGNIFICANT DATES

Students are responsible for knowing the Yeates School of Graduate studies dates, policies and procedures, so please take a moment to look through them. Before you contact the Program Office, consult the School's dates, policies and procedures.

A list of significant academic dates for Fall 2011, Winter 2012 and Spring/Summer 2012 terms are available from the Yeates School of Graduate Studies (SGS) web site:
www.ryerson.ca/graduate/dates/

ACADEMIC CONSIDERATIONS AND APPEALS

Ryerson University is committed to supporting students in all aspects of their academic experience, and provides a broad network of advising, counseling and support services to assist students in fulfilling their personal and academic goals. Among the most important aims of these services, and of the University as a whole, is to promote academic success, to protect academic integrity, and to ensure that a student's transcript will ultimately reflect his/her academic abilities and accomplishments.

These support systems notwithstanding, situations or events beyond a student's control may affect academic performance. The University recognizes this through the granting of academic consideration, where appropriate, in order to support students who face personal difficulties or unforeseen events. Academic consideration is the general name given to a number of accommodations (such as the extension of a deadline for an assignment, or the permission to continue on provisional status), or an academic review or re-assessment (such as a merit review) that may be made when there are sufficient extenuating circumstances of a medical, compassionate or procedural nature.

Academic consideration is administered under the auspices of Academic Council. Pertinent documents and procedural information are available from the office of the Secretary of Academic Council or the Yeates School of Graduate Studies. Students are responsible for reviewing all such information prior to the submission of a formal request for academic consideration or an appeal (i.e. where a request for academic consideration has been denied and this denial is then appealed to the next level in the University).

The specific definitions related to accommodations/appeals and the process for submitting an appeal or requesting a grade reassessment, please go to the Ryerson Yeates School of Graduate Studies website at: www.ryerson.ca/graduate/policies.

Note: The Assistant Registrar, Graduate Studies will provide advice and assistance regarding Academic Consideration and Appeals. All forms can be obtained through the Office of Graduate Studies.

COURSE ASSIGNMENTS AND GRADING

Master of Nursing APA Guidelines for Written Work

To support clear and consistent communication within a discipline, each profession selects a writing style that meets the needs of its members. Writing style involves form and format. Form refers to syntax, grammar, spelling, and punctuation. Format covers the typographic arrangement, expression of ideas, readability, citations, and reference sources. The Daphne

Cockwell School of Nursing has adopted as its standard the Publication Manual of the American Psychological Association. The text referenced below is a Required Reading in all of your courses and therefore should be obtained:

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Formatting requirements related to the title page, the body of the paper, and references are outlined in the APA text. Generally, the current guideline provided by the Ryerson Writing Centre should be followed, but the particular expectations in each course, regarding adherence to APA standards, are provided in the course syllabi and may be discussed by professors during class.

Master of Nursing Guidelines for Grading Written Assignments

Letter Grade %	DESCRIPTION
90 - 100 A+	<p>The extent to which the assignment demonstrates superior performance as evidenced by:</p> <ul style="list-style-type: none"> ◆ Exceptional grasp of the subject matter ◆ Exceptional capacity for originality, creativity, and critical thinking ◆ Exceptional review of literature and integration of relevant concepts ◆ Superior ability to organize and present ideas logically and fluently ◆ Superior ability to analyze, synthesize, and express ideas logically and fluently ◆ Exceptional ability to make critical and insightful evaluation of relevant materials ◆ Exceptional level of scholarly writing ability and correct use of APA guidelines
80 – 89 A to A-	<p>The degree to which the assignment demonstrates excellent performance as evidenced by:</p> <ul style="list-style-type: none"> ◆ Comprehensive grasp of the subject matter ◆ Excellent capacity for originality, creativity, and critical thinking ◆ Comprehensive review of literature and integration of relevant concepts ◆ Excellent ability to present ideas logically and fluently ◆ Excellent ability to analyze, synthesize, and express ideas logically and fluently ◆ Excellent ability to make critical and insightful evaluation of relevant materials ◆ Excellent level of scholarly writing style and use of APA guidelines. Form and APA format are essentially correct.

73 –79 B to B+	<p>The degree to which the assignment demonstrates good performance as evidenced by:</p> <ul style="list-style-type: none"> ◆ Good grasp of the subject matter ◆ Good capacity for originality, creativity and critical thinking ◆ Good review of literature and integration of relevant concepts. One or more key concepts/research areas may not be addressed ◆ Good ability to organize and present ideas logically and fluently ◆ Good ability to analyze, synthesize concepts ◆ Good ability to make critical and insightful evaluation of relevant materials ◆ Good level of scholarly writing and use of APA guidelines. Occasional minor errors in form and format.
70 to 72 B-	<p>The degree to which the assignment demonstrates adequate performance as evidenced by:</p> <ul style="list-style-type: none"> ◆ Satisfactory grasp of the subject matter ◆ Satisfactory review of literature and integration of relevant concepts. One or more key concepts/research areas are not addressed ◆ Satisfactory ability to analyze and synthesize concepts ◆ Satisfactory ability in expressing ideas logically and fluently ◆ Satisfactory ability to make critical and insightful evaluations of relevant materials ◆ Satisfactory level of scholarly writing and use of APA guidelines. Errors in form and format throughout.
ANY GRADE BELOW B- IS CONSIDERED A FAILING GRADE ON THE ASSIGNMENT	
63 to 69 C – C +	<p>The degree to which the assignment demonstrates unacceptable performance, as evidenced by:</p> <ul style="list-style-type: none"> ◆ Limited grasp of the subject matter ◆ Limited review of appropriate literature ◆ Limited ability to analyze and synthesize key concepts ◆ Limited ability in expressing ideas logically and fluently ◆ Limited presentation of arguments ◆ Limited ability to make critical and insightful evaluations of relevant materials ◆ Limited level of scholarly writing and use of APA guidelines. Errors in form and format throughout
50 to 62 C – to D –	<p>The degree to which the assignment demonstrates unacceptable performance, as evidenced by:</p> <ul style="list-style-type: none"> ◆ Minimal familiarity with the subject matter ◆ Absence of originality, creativity and critical thinking ◆ Poor review of appropriate literature ◆ Poor ability to analyze and synthesize key concepts ◆ Poor organization or lack of focus in the presentation of ideas ◆ Poor ability to make critical and insightful evaluation of relevant materials ◆ Poor or inconsistent ability in demonstrating scholarly writing and use

	of APA guidelines. Major errors in APA form and format.
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Master of Nursing Late Assignments Policy

All written assignments are due on the date noted in the course materials – date includes time of day by which written assignments must be submitted and how/where students should submit the written assignment.

Negotiated Extensions

Faculty members in the Daphne Cockwell School of Nursing understand that extenuating circumstances arise in students' lives. However, students are expected to negotiate extensions for written assignments with the Course Professor prior to the date that the written assignment is due. This responsibility is part of professional behaviour. Only under unforeseen and extreme conditions can an extension be negotiated without penalty on the day that a written assignment is due.

Penalty for Non-negotiated Late Submissions

Any written assignment that is not handed in by the due date and time AND any assignment for which an extension is granted that is not handed in by the negotiated date and time are subject to the following penalty(s):

- a. For 1 day late (any time up to 24 hours after date/time due), the penalty is 5% deducted from the grade for the written assignment (e.g. mark of 75% would be reduced to 70%).
- b. For each subsequent day late (each 24-hour period), the reduction increases daily:
 - for 2 days late, deduct 15% (e.g. mark of 75% would be reduced to 60%)
 - for 3 days late, deduct 30%
 - for 4 days late, deduct 50%
 - for 5 or more days late, deduct 100% (written assignment is given zero [0])

Note: the day count is for business days only.

GRADING GRID

GRADE	10%	15%	20%	25%	30%	35%	40%	45%	50%
A+ 90-100	9.5	14.3	19	23.8	28.5	33.3	38	42.8	47.5
A 85-89	8.7	13.1	17.4	21.8	26.1	30.5	34.8	39.2	43.5
A- 80-84	8.2	12.3	16.4	20.5	24.6	28.7	32.8	36.9	41
B+ 77-79	7.8	11.7	15.6	19.5	23.4	27.3	31.2	35.1	39
B 73-76	7.5	11.2	14.9	18.6	22.4	26.1	29.8	33.5	37.3
B- 70-72	7.1	10.7	14.2	17.8	21.3	24.9	28.4	32	35.5
C+ 67-69	6.8	10.2	13.6	17	20.4	23.8	27.2	30.6	34
C 63-66	6.5	9.7	12.9	16.1	19.4	22.6	25.8	29	32.3
C- 60-62	6.1	9.2	12.2	15.3	18.3	21.4	24.4	27.5	30.5
D+ 57-59	5.8	8.7	11.6	14.5	17.4	20.3	23.2	26.1	29
D 53-56	5.5	8.2	10.9	13.6	16.4	19.1	21.8	24.5	27.3
D- 50-52	5.1	7.7	10.2	12.8	15.3	17.9	20.4	23	25.5
F1 40-49	4.5	6.7	8.9	11.1	13.4	15.6	17.8	20	22.3
F2 30-39	3.5	5.2	6.9	8.6	10.4	12.1	13.8	15.5	17.3
F3 1-29	1.5	2.3	3.0	3.8	4.5	5.3	6.0	6.8	7.5
F4 0	0	0	0	0	0	0	0	0	0

GRADUATE PROGRAM COURSE ASSESSMENT STANDARDS

Satisfactory performance in the Master of Nursing Course Stream program requires completion of all courses taken for credit in the graduate program with a grade of at least B- each course or Satisfactory (Pass) in each non-graded course. Any grade below B- will be deemed Unsatisfactory.

Satisfactory performance in the Concurrent Master of Nursing/PHCNP program requires completion of all 11 courses taken for credit in the graduate program with a grade of at least B- in each course. Any grade below B- will be deemed Unsatisfactory.

GRADED COURSE PERFORMANCE DESIGNATIONS

Grading System

Grades will be awarded for every course in which a student is enrolled in accordance with the following system:

Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the “other” designations defined below.

Thesis Performance Assessment

The Thesis is deemed to be a course, and when completed, shall be assigned a grade or designated Pass/Fail. A student with satisfactory performance (as recorded on the Progress Report) will continue in these courses with “IP” (in progress) on the grade report in every term until completion. A student with unsatisfactory performance during a term will be assigned a grade of "UNS". A second unsatisfactory term during enrolment in any of these courses will result in a performance designation of "F" and the student will be withdrawn from the program.

Other Course Performance

AEG: Where a student has achieved satisfactory performance in course work during scheduled classes but has not been able to write the final paper for acceptable reasons including documented illness, family emergency or any other serious problem, the student may petition the Director of the Program for an Aegrotat standing in the course. The course will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation “AEG” in lieu of a grade.

AUD: As a candidate for a graduate degree, a student may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fee. A graduate student who wishes to audit more than this number of courses will be assessed an additional fee per course.

Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

To audit a course, a student must obtain the Program Director's written approval and the permission of the professor teaching the course, and then submit with a registration form which indicates the course number and designation "Audit". An auditor will neither write the final examination nor receive a grade for the course, but will be expected to participate actively in some portions of the course. The nature of participation will be defined in writing by the instructor at the time permission to audit is given, and a student who does not participate to this extent may be officially withdrawn from the course. Registration is predicated upon space being available in the course.

CNC: Course not for credit in the current program; this description is recorded on the transcript as information supplementary to the grade earned in the course.

CRT: Transfer Credit. A transfer credit may be achieved through an acceptable grade in a graduate course which has been completed at Ryerson or at another post-secondary institution and which is deemed equivalent to a course in the student's graduate program. To request transfer credit assessment, students must submit a formal petition to the Program Director. Equivalency is determined by the Program Director and/or by the faculty member who is responsible for teaching the specific course in the student's graduate program. The student must be registered in the Program and credit will normally require a prior Letter of Permission from the student's graduate Program Director.

Courses accepted as transfer credits will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "CRT" in lieu of a grade.

A student must complete at least 50% of the Program's degree course requirements, and a thesis or other major project where applicable, while registered as a graduate student at Ryerson.

FNA: Failure Non Attendance; a grade awarded by the Professor when the student is absent from a significant portion of the class meetings, including all course evaluations. It means Unsatisfactory Performance, and is equivalent to a grade of "F".

INC: Incomplete: most work completed is of Satisfactory performance, but some work remains to be completed by a specified date not later than the end of the following academic term. Where this work is not completed by that date and a final grade is not assigned by the Professor in the course, the INC grade will become an F grade.

INP: “INP” means that the course is in progress with Satisfactory performance, but that at least one more term of formal course registration and study is required for completion.

PSD: Acceptable performance in a course graded only pass/fail, as predefined in the Calendar.

UNS: “UNS” means that the course is in progress with Unsatisfactory performance and that at least one more term of formal courses registration and study is required for completion.

Academic Standing

At the end of each semester, a grade report will be produced for each student, indicating his/her academic standing.

CLEAR:

Master of Nursing students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course. Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any pre-requisite courses.

PROVISIONAL:

A Master of Nursing student has a grade of less than B- (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by the Program Director, signed by the Faculty Advisor and the student, and recorded with the Office of the Registrar. As part of a provisional plan of study, the Program Director may require a student to repeat a failed or unsatisfactory course or substitute an alternative course within a maximum of one year.

Students who fail to have a provisional plan of study approved prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

WITHDRAWN:

The Master of Nursing student has unsatisfactory performance in more than one course (i.e. less than B- or F), OR has failed to meet the requirements of a provisional plan of study, OR has failed to complete the Master of Nursing Program within the maximum time limit.

A student who has been withdrawn from the Program is not eligible for readmission into the Program.

OPEN:

An academic standing has not been assigned and the student may continue in the Program.

CODES OF CONDUCT

STUDENT CODE OF CONDUCT

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. The Ryerson Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance. Instructors and staff members have a responsibility to take action if they suspect the Code has been violated. The procedures described in this Code have been designed to provide a fair process in such matters. It is imperative that all members of the community abide by the Code in order to maintain an environment that is consistent with the values and behaviour we espouse.

ACADEMIC MISCONDUCT

Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable. As academic misconduct can take many forms the following examples are provided for descriptive purposes and are not intended to constitute an exhaustive list.

A1. Academic Dishonesty: Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or the University administration. Academic dishonesty includes but is not limited to the following offences:

- a. Plagiarism - claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes:
 - i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;

- ii. presenting someone else's work, opinions or theories as if they are your own;
- iii. presenting another's substantial compositional changes to an assignment as your own;
- iv. working collaboratively without permission of the instructor on an assignment, and then submitting it as if it was created solely by you; or
- v. submitting the same work, for credit in two or more courses without the prior written permission of the instructor(s).

b. Cheating

- c. Misrepresentation of personal identity or performance
- d. Submission of false information

Please Note: For more examples of Academic Misconduct and the penalties and consequences associated with Academic Misconduct please go to The Student Code of Academic Conduct on the Ryerson website at : <http://www.ryerson.ca/senate/policies/pol60.pdf>

For more information on Academic Integrity that discusses group work, plagiarism, and how to avoid Academic misconduct that is specific for Graduate students go to the Ryerson University Academic Integrity website at <http://www.ryerson.ca/academicintegrity/grads.html>

NON-ACADEMIC MISCONDUCT

The Ryerson Student Code of Non-Academic Conduct ("the Code") reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published University regulations and policies. At the heart of accepted standards is respect for other members of the Ryerson community. The Code in its entirety is intended to identify behaviour, which the University considers to be inappropriate, to outline the procedures the University will use to respond to such behaviour, and to indicate the possible consequences of such behaviour. In addition to requiring the highest standards of academic integrity, Ryerson expects its students to conduct themselves appropriately in other ways (e.g. their interaction with other students, staff and faculty). The University is concerned that inappropriate student behaviour may impair its capacity to carry out effectively its educational responsibilities and to fairly serve all students. Accordingly, the Code concerns itself with student behaviour both inside and outside of classroom settings. The Code will also be enforced if a breach of the Code has occurred off-campus, which affects the right of the members of the University community to use and enjoy the University's learning and working environments.

For the purpose of this policy, a "student" is defined as a person registered in an undergraduate or graduate program proceeding toward a degree, a diploma or a certificate at Ryerson University, or otherwise taking credit or non-credit courses offered by the University.

Students retain their RIGHTS as a citizen when they become members of the University community. They have the RESPONSIBILITY to abide by federal, provincial and municipal statutes in addition to the University's own regulations. The University's interest may cause it to initiate a process pursuant to this policy, whether or not non-University authorities have taken

action. The guiding principle is that Ryerson will institute disciplinary proceedings only when Ryerson's interests are affected.

For the definitions, regulations and penalties regarding Non-Academic Misconduct please go to the Student Code of Non-Academic Conduct please go to the SGS website at: <http://www.ryerson.ca/senate/policies/pol61.pdf>.

MASTER OF NURSING PROFESSIONAL CONDUCT GUIDELINES

In accordance with the Professional Misconduct Regulation (Ontario Regulation 799/93) under the Nursing Act, 1991, it is an act of professional misconduct to fail to report an incident of unethical conduct of a health care provider. Faculty and students who are registered with College of Nurses of Ontario are required to abide by this legislation. Verbal or written information that is deemed to be an act of Professional Misconduct disclosed by a member of the College of Nurses of Ontario while a student in a nursing course/program will be reported.

Preamble

These guidelines address issues of responsibility and accountability for all students in the Master of Nursing Program and are intended to identify expected behaviours, outline procedures to respond to inappropriate behaviour, and indicate the possible consequences of such behaviour.

Guidelines are important for the public, in that they ensure that the student has criteria to follow with respect to professional conduct. Guidelines are important for the student, in that they provide direction regarding acceptable and expected professional behaviour.

Nursing students are required to:

- adhere to Ryerson's Student Code of Academic and Non-Academic Conduct on YSGS website
- refer to Student Religious Observances: see University calendar
- refer to the Professional Standards as defined by the College of Nurses of Ontario (CNO) http://www.cno.org/docs/prac/41006_ProfStds.pdf.
- follow the Guidelines for Specific Clinical Practice Situations (section 2 of the Guidelines for Professional Behaviour, College of Nurses of Ontario (CNO), (February 1995).
- be familiar with the CNO document on Legislation & Regulation: Professional Misconduct (2009).

The following conduct guidelines will also be enforced if a breach has occurred off-campus that affects the rights of members of the university communities to use and enjoy the university's learning and working environments. For the purpose of these guidelines, a student is a person registered in Master of Nursing program.

Student Responsibilities

Over the course of the program, students are expected to demonstrate the attributes of a professional nurse. The following are expectations with respect to the student's professional conduct within the Master of Nursing Program and Practicum settings:

- uses effective time management skills to organize workload (prioritizes, sets time frames, and evaluates own work patterns);
- accepts accountability for own actions and decisions;
- seeks assistance appropriately;
- provides constructive feedback to colleagues;
- demonstrates honesty, integrity, and respect (for self and others) in relationships with colleagues, faculty and staff;
- promotes team problem-solving and decision making in collaboration with colleagues and faculty;
- uses conflict resolution skills directly and in a timely manner to facilitate interpersonal relationships;
- identifies the effect of personal values and assumptions on interactions with colleagues and faculty;
- maintains a distinction between social interaction and professional communication;
- uses established communication protocols within the School of Nursing, the Yeates School of Graduate Studies and the university;
- recognizes and reports situations involving colleagues and/or faculty which are potentially unsafe;
- assumes responsibility for knowing all student-related school policies and nursing practice site policy relevant to the student Practicum;
- maintains client confidentiality;
- demonstrates sensitivity to diversity;
- respects others by turning off cell phones and maintaining a scent free environment.

Procedures

Failure to demonstrate consistent achievement in the development of the above behaviour will jeopardize the successful completion of a course and/or the program. Allegations of unprofessional behaviour and/or professional misconduct may be made by any faculty member, nursing practice agency representative, or peer. Once inappropriate behaviour/conduct has been brought to the attention of the Master of Nursing Program Director, the student will be notified and involved parties will be invited to meet with the MN Program Director or designate. If the allegation is substantiated, the issue, student response, and recommendations/ penalties/ disciplinary action will be documented, a copy given to the student, and a copy placed in the student file.

If the inappropriate behaviour contributes to interfering with the safety of others, and/or crosses the boundaries of legal* nursing practice:

- the student will be immediately removed from the nursing practice area and/or the school;

- a meeting of the student and involved persons will be convened within 5 working days to determine further penalties/disciplinary action.
- In matters of legal/professional misconduct, the College of Nurses of Ontario and/or legal authorities may be informed.

* legal refers to protocols for nursing practice as stated in the Regulated Health Professions Act (RHPA)

For unprofessional behaviour other than the above:

- a discussion will take place between the person identifying the behaviour and only the student exhibiting it.

If this discussion fails to resolve the behaviour:

- the MN Program Director or designate will be notified in writing of the behaviours and discussion to date;
- within 5 days of receipt of the written notification, a meeting will be convened including the MN Program Director or designate, the student, and other appropriate parties to determine other recommendations, penalties/disciplinary actions. These actions may range from remedial counselling to failure of the course or expulsion from the program. Documentation of this meeting shall be placed in the student file and remain as a permanent record in the file.
- if a prior record exists of professional misconduct/unprofessional conduct, a more severe penalty may be imposed.

The following persons will be informed of any penalty imposed at this stage: student, faculty member, Program Director, Dean of Graduate Studies. Follow-up will be dependent upon the recommendations and/or disciplinary action determined by the Master of Nursing Program. Records in the student's file will be made available to faculty only for the purpose of determining whether there is a repeated pattern of offences. No record of any penalty other than expulsion will appear on the student transcript.

MASTER OF NURSING PRACTICUM GUIDELINES AND POLICIES

OVERVIEW OF PRACTICUM FOR FIELDS I AND II *

The MN curriculum is designed to prepare students for advanced level nursing in a variety of roles and contexts as needed in our contemporary health care system. The practicum component of the program supports students in establishing beginning level competencies for participating in professional nursing advancement. These competencies are extracted from the Canadian Advanced Nursing Practice Framework (CNA, 2008) and other relevant frameworks.

The MN program defines and describes competencies of relevance to advanced professional nursing based largely on the work of the Canadian Nurses Association. Through broad consultation and extensive reviews of the practice of nurses in advanced clinical roles (i.e., Clinical Nurse Specialists and Nurse Practitioners) CNA developed a national framework (2008)

for advanced nursing practice. The framework details competencies related to clinical practice, research, leadership, and consultation and collaboration which are key to providing leadership in health care organizations and/or to meeting the complex health needs of clients (individuals, families, groups, populations or entire communities). These competencies, while derived in relation to clinical practice roles, are of relevance to advanced nursing in all roles and will support students upon their graduation in developing and advancing nursing knowledge as well as the profession as a whole.

The Practicum will provide students with an intensive experience in their selected field of study. Ryerson's proximity to a broad range of health care facilities, community organizations and government agencies will enable students to have excellent practicum opportunities in both the 'leadership/education' and 'health/illness' fields. Students will have an opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, research, education, policy and/or administration. In the Seminar in Professional Nursing Advancement (MN 8904), which is taken concurrently with the Practicum, students will examine linkages between theory, research and professional nursing advancement in their fields of study.

***Students in the concurrent MN/PHCNP program are expected to be familiar with and adhere to all clinical placement policies and procedures established by the Primary Health Care Nurse Practitioner program. Please see the PHCNP handbook for details or contact Monica Da Silva, Clinical Placement Agent, at mdasi@np-education.ca.**

Practice Requirement Records

The following requirements are guided by concern for the optimal functioning of the student, the maintenance of optimal health of clients, government regulations for health care workers/students in health settings and the policies of nursing practice placement agencies.

The completion of the Practice Requirement Records is the responsibility of the student and is required in order to enter the practicum setting. Our placement partners have the right to refuse students who do not meet the requirements outlined in the Practice Requirement Records form. Placement agencies may at any time, request to see proof of immunization records and other additional information. Placement agencies may, at any time, request to see proof of your immunizations, TB, CPR-Level HCP, CNO license, N95 Mask Fit Certificate and Vulnerable Sectors police check and/or Flu Vaccine. The Central Placement Office (CPO) does not keep copies of student health records; this is *the student's* responsibility. Therefore, it is advised that students make additional copies to keep on file before submitting the completed Practice Requirement Records. Once the Practice Requirement Records have been processed students will be notified via e-mail to pick up their records at the CPO.

The following is required:

1. Tuberculosis Screening

Documentation of an **annual** 1-Step TB Test is required for all students. If you previously had a positive result you should not receive further TB testing. Instead, submit a copy of a chest x-ray

report with your Practice Requirement Records. Students also need to submit a note from their health care provider (HCP) indicating that he/she does not have signs & symptoms of active TB.

2. CPR Level C or HCP

Based on requests from our community partners (hospitals and community agencies) the CPR-level HCP must be re-certified and updated **EVERY YEAR**, even though many agencies provide a 2 year certification.

3. Vulnerable Sector Screen (VSS) Police Checks

Prior to beginning the practicum placement, all nursing students are required to obtain VSS police check which must be valid for the entire school year. (The VSS police check is valid for one year from the date it was issued). If you reside in the Greater Toronto Area you must complete the consent form that is available in the CPO. Otherwise, you must contact your local police department and request a vulnerable sector police check. Please note that police checks filed in Toronto can take 12 weeks or longer therefore your form should be filed well in advance. A clear police check is required in order to attend practice. Please attach the original document of your police check to the Practice Requirement Records. If you have not received your police check, please retain your receipt and attach it to your Practice Requirement Records.

If your police check is positive you are required to contact Gina Marasco, Central Placement Manager at 416.979.5000 Ext. 6573 and arrange a meeting to discuss clearance for practice. Final decisions for proceeding with practice are conducted on a case-by-case discussion with the Placement Manager and, in some circumstances, the placement facility. For further inquiries please contact the MN Placement Coordinator.

4. N95 Mask Fit Certificate

Please ensure that you carry your mask fit card **at all times during practice.** Mask fit cards are valid for two (2) years from the date it was issued.

5. Current copy of the College of Nurses of Ontario (CNO) Annual Registration License.

All Master of Nursing students are required to maintain a current license with the CNO. As part of the practice placement requirements, each students' CNO license will be verified via www.cno.org it is the students responsibility to ensure that his/her license is current.

6. Influenza Immunization

The influenza immunization is not mandatory, however students who do not obtain influenza immunizations may encounter challenges with their placement. Some placement partners may mandate that students receive influenza immunization and may require students to provide evidence of immunization. If an outbreak occurs at your assigned agency and you did not receive your flu vaccine, you may be denied access to the facility, thus jeopardizing successful completion of your practice. The influenza vaccine is available free of charge from Ryerson Health Services in the Fall. If a student fails to provide documentation it will be assumed that the student has chosen not to be vaccinated for personal reasons.

Workplace/Education Placement Agreement (WEPA) Information:

Work Education Placement Agreements provide students with insurance coverage in the event of an accident while attending their practicum. For further details please check the MN community Black Board for details and/or contact the MN Placement Coordinator.

Practicum Requirements

Students will work with the course instructor from MN 8905 and the MN placement coordinator from the Central Placement Office to negotiate and confirm a practicum placement. Students will identify a preceptor with graduate education with whom they will work closely during their 12 week practicum. These negotiations are normally started one term prior to being enrolled in MN 8905.

Once a practicum has been confirmed by the course instructor all students must complete a Practicum Information sheet and submit it to the MN Placement Coordinator. Student practicum placements are subject to review and approval by the Program Director, Master of Nursing.

The practicum is **NOT** a work study and therefore students are required to complete their practicum outside of their place of employment. The practicum requirement is 16 hours per week over the 12 week course (192 hours) for MN 8905. The weekly 3-hour Seminar in Professional Nursing Advancement (MN 8904) must be taken concurrently with the practicum. Students' Program of Study forms will be finalized by the first term of enrolment and students will know which term they will be enrolled in MN 8904 and MN 8905. This allows students ample time to prepare for the term in which the practicum hours are required. Successful completion of the Practicum is required to graduate from the MN program.

Students are expected to meet regularly with their preceptors throughout the term, during their preceptors' regular hours (typically Monday to Friday) and should plan to spend the majority of their time in the practicum setting. This is an essential feature of the practicum and will allow for student socialization into advanced nursing roles as well as maximize student learning about related expectations, and challenges.

During their practicum experience, students are expected to make a focused scholarly contribution to the organization based on their individual learning goals and the needs of their practicum setting. The scholarly contribution is defined through negotiation between students and their preceptors and with input from faculty. Specific objectives, strategies, resources, expected outcomes, and evaluation criteria related to the scholarly contribution are reflected in the student's Practicum Agreement.

Each student will prepare a Practicum Agreement in consultation with his/her preceptor and be prepared to submit a draft to the course instructor at the first scheduled MN 8904 Seminar (*See Practicum Agreement Guidelines* below). The practicum agreement is used by the student, the preceptor and the faculty advisor to evaluate the student's achievements throughout and upon completion of the course.

Practicum Agreements

Purpose:

The practicum agreement is a working document that details what the student will learn and how that learning will be measured. Students identify two overall goals for the practicum: one goal related to the process of socialization into advanced nursing, and one goal related to the individual scholarly contribution the student will make to the practicum setting during the semester. Students will specify (1) objectives for accomplishing the goals, (2) the strategies and resources to be used for accomplishing the objectives, and (3) the measurable criteria for evaluating the student's progress in achieving the objectives. The Practicum Agreement is developed by the student in consultation with his/her preceptor and course faculty.

Process:

- 1) Students will identify **TWO** overall *goals* for the practicum experience. Goals focus on results, not activities. They specify what a student wants to achieve through the practicum experience.
 - a) **One goal will relate to the process of socialization into advanced nursing.** Students will consider the advanced competencies from the Canadian Nurses Association Advanced Nursing Practice Framework (see MN8905 course syllabus) that they want to develop during the practicum placement. They will also review the course objectives and reflect on their past experiences, learning, and career goals when selecting the competencies of focus for their practicum.
 - b) **The second goal will relate to the scholarly contribution the student will make to the practicum setting.** Students will specify where they will focus their efforts in terms of their daily activities and in relation to “leaving something behind” upon completion of the practicum experience.
- 2) Students will identify *objectives* related to each of their two goals that will help them achieve what they are setting out to accomplish. Objectives should be clearly defined and “SMART”, that is; they are specific, measurable, achievable (feasible), realistic and timed appropriately. The objectives will be explicit statements that will answer what students will do, when, where, and how. They will reflect higher order cognitive processes according to Bloom's taxonomy.
- 3) Students will identify *strategies and techniques* that they will use to achieve each of their objectives and ultimately, their goals. These are action oriented statements.
- 4) Students will identify *resources* that they will use to assist them in achieving their objectives. They will consider people, places, literature and other resources.
- 5) Students will identify the *indicators of achievement* in relation to their objectives. Both the student and the preceptor will make explicit reference in the final evaluation documents to these indicators when appraising the student's success in meeting his/her stated goals for the practicum.
- 6) Students will review their draft practicum agreement with their preceptors to ensure that the goals and related objectives can be achieved in the setting and that the suggested resources and strategies are realistic. Once they have reviewed the practicum agreement with their preceptor, students will bring a copy to week 1 of MN8904 Seminar in Professional Nursing Advancement for submission and review by the course faculty.

Format:

Students will be provided a template for the development of their Practicum Agreement once they have confirmed their practicum setting and preceptor (see MN 8905 Syllabus). As a working document, it is understood that the Practicum Agreement may be revised during the course. Any revisions must be approved by the preceptor and course faculty.

Injury, Accidents, Illnesses on Site:

In the event of any student injuries/accidents/illnesses that occur while attending practicum, agency policy must be followed. Additional reporting information and paperwork (for completion by the student) is available at <http://www.ryerson.ca/cpo/students/injury-incident.html>

Master of Nursing Practicum Misconduct Policy

Students whose behaviour places themselves, clients or the agency at risk, or students whose performance does not meet the requirements of the practicum course will be reported to the MN Program Director. **The Daphne Cockwell School of Nursing reserves the right at any point during the academic term, to remove a student from a practicum placement or laboratory, in a situation in which clients or others are placed at risk.** This will result in the student receiving an F grade.

Note: Nursing agencies reserve the right to refuse to continue to provide nursing practicum placement to any student whose performance does not meet agency standards. In the case of professional nursing misconduct, related policy statements take priority over all other evaluation process statements and policies

Removal from a Practicum placement setting

IT A STUDENT IS REMOVED FROM A PRACTICUM PLACEMENT SETTING FOR ANY REASON OVER THE COURSE OF THE SEMESTER, THE MASTER OF NURSING PROGRAM CANNOT GUARANTEE THEY WILL FIND ANOTHER PLACEMENT

GENERAL POLICIES AND PROCEDURES

Assignment Pick-up

All hard copy assignments are to be handed in by students and returned to students **during scheduled class/seminar time** whenever possible. Students are expected to be in class to receive assignments from their teachers. However, when this is not possible due to extenuating circumstances, assignments can be picked up during the teacher's office hours or at a mutually agreed upon time. If it is necessary to leave assignments for students in the "Assignment

Cubby”, the assignments must be in a sealed envelope with only the student’s ID number or name indicated (not both).

Non-assignment or other material pick-up

Students are required to show identification (Ryerson ID) when picking up reference letters or other student-related materials left at the Main Office Reception for pickup. Should they need to have an alternate person pick up on their behalf, the student must email the Department Secretary (lduffus@ryerson.ca) authorizing and naming that alternate person. The alternate will be required to provide photo ID upon pickup.

COMMUNICATION

Ryerson Online Identity and E-mail accounts

To access many of Ryerson's online resources, students must first activate a Ryerson online identity. During the activation process students will obtain a username and create an initial password.

All students are required to activate and maintain a Ryerson Matrix e-mail account and access Ryerson e-mail on a regular basis. Please refer to Policy 157 – Establishment of Student E-Mail Accounts for Official University communication at <http://www.ryerson.ca/senate/policies/poll57.pdf>. This shall be an official means by which students will receive university communications.

Students should activate their Ryerson e-mail account during the registration week and no later than the end of the first week of classes in the Fall term. To activate your online identity and accounts go to: www.ryerson.ca/ccs/

If students currently have an account they are expected to reactivate the account each year.

Please note that the program will only use the Ryerson account when communicating with students by E-mail.

Master of Nursing List Serve and Master of Nursing Community Site.

Once you have your Ryerson E-mail account you will be added to the Master of Nursing List Serve and the Master of Nursing Community site through Blackboard. All program related announcements will be posted to the Master of Nursing List Serve and the Master of Nursing Community site.

MN Students are responsible for checking their account on a regular basis (e.g. weekly basis) as the MN LISTSERV is used as the main communication method of the Program Director and Program Administer to provide important announcements and notices to MN students. Students are also expected to check the MN community Site on Blackboard weekly for important information.

Ryerson Student Photo-ID Card (One Card)

The OneCard is the official identification card for the Ryerson University community. As well as being the single most important piece of ID you possess during your time here at Ryerson it also serves as a convenience card for many of the services available on campus, including the library, printing and photocopying, food purchases, discounts, savings and more. For details on getting your OneCard go to: www.ryerson.ca/onecard/

Contacting Professors and Students

Telephone: All telephones within the School of Nursing are equipped with voice mail for messages. Extensions can be accessed through the Ryerson central line (**416-979-5000**). Messages can also be left on the voice mail of the Master of Nursing General line at (416-979-5000 ext. 7852).

Office Hours: Each instructor/faculty posts office hours during which he/she is available to meet with students.

CAUTION: If you choose to forward Ryerson e-mail to another account, you risk losing the information. This IS NOT RECOMMENDED.

Black Board

Most courses in the MN program make use of a restricted website which uses the computer package “BlackBoard”. Professors use BlackBoard as part of their course management and therefore this is often where Course Outlines, Assignments and Electronic Readings are posted. As well, on BlackBoard there is a MN Community Site where KEY information and documents are posted on a regular basis by the Program Director and/or the Program Administrator. Since attachments cannot be sent through the list serve, it is REQUIRED that the BlackBoard Community Site be checked on a regular site so students have access to the necessary forms (i.e. Progress Reports) and announcements (i.e. RA job postings) to support their successful progress through the program.

To access Blackboard students can go to <https://my.ryerson.ca/webapps/login/> or access it from the Ryerson University web homepage by clicking on the icon “my.ryerson.ca (RAMSS)”. It will take you to a Ryerson login page and ask for your user name and password. Your **user name** is your matrix account (usually this is your name and is the first part of your e-mail address – the letters BEFORE “@” in your Ryerson e-mail address). Because the web site is restricted to students registered in the program you will need a password (the same password you use to access your Ryerson webmail).

Students are expected to access their Ryerson e-mail account and MN Community Blackboard site on a regular basis (i.e. Weekly) for important messages, updates, etc.

Important Websites and links to bookmark and review

- **RAMSS** refers to *Ryerson's Administrative Management Self Service* . Although you cannot register yourself in classes, you can view your enrolled courses, class schedules, grades and fees account online. [Guide to RAMSS](#)
- **The Yeates School of Graduate Studies (SGS)** - all graduate students should be familiar with the policies, procedures, information and resources found on the [SGS website](#)

RESEARCH ETHICS

All research conducted in a University setting (whether by faculty, staff or students) is guided by policies and procedures designed to protect study participants, the researcher, the University and the public. Ryerson's policies and guidelines for ethical conduct of research can be found at <http://www.ryerson.ca/about/vpresearch/ethics.html>

These policies are in accordance with Canadian guidelines known as the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans established by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council, and the Social Sciences and Humanities Research Council. In order to ensure that research is consistent with these policies, all research with human subjects must be reviewed and approved by the Ryerson University Research Ethics Board (REB).

All thesis students must conform to the Ryerson REB policies related to ethical conduct of research and must obtain REB approval, in consultation with their supervisor, prior to conducting any thesis related research.

Ryerson has established guidelines for undergraduate students conducting research for class assignments that include data collection involving human participants. Although these guidelines are established for "undergraduate students", **graduate students** who are conducting research as part of their class assignments (not Thesis work) must follow the same guidelines and principles outlined for undergraduate students.

These guidelines can be found at:

http://www.ryerson.ca/ors/forms/sig_research.html

Students who are in doubt about the nature of a particular project (i.e. research versus professional practice) should review the Flowchart to Assist Undergraduate Researchers available at:

www.ryerson.ca/about/vpresearch/Undergraduate%20Students%20as%20Researchers-Chart.doc

INTELLECTUAL PROPERTY GUIDELINES

Ryerson recognizes and is committed to preserving the principles of academic and intellectual freedom and ensuring that all creators of intellectual property — graduate students, faculty, staff and other contributors — have their rights protected, have their contributions acknowledged appropriately, and receive appropriate economic return for their contributions in creating intellectual property when it results in commercialization.

The Ryerson Intellectual Property Policy is posted at the Office of Research Services (ORS) website, www.research.ryerson.ca. It applies to all faculty, staff and student employees, graduate students and postdoctoral fellows, as well as to non-employees who participate in or intend to participate in teaching and /or research, scholarship or creative activities at the University. The

policy can be found on the Yeates School of Graduate Studies website at http://www.ryerson.ca/graduate/policies/documents/IP_Guidelines.pdf

These guidelines are intended to help you understand your rights to intellectual property that may result from your educational and research activities at Ryerson.

RESOURCES AND SUPPORTS AVAILABLE FOR STUDENTS

MN STUDENT STUDY SPACE AND LOUNGE

There is a Master of Nursing Lounge and Study Space located at 415 Yonge Street on the 3rd Floor in the hallway opposite to the MN Classroom. The study space has desk top computers available for MN students as well as study carols and meeting tables, for group discussions. The Lounge and Study Space is for the exclusive use of Master of Nursing and PHCNP Students and therefore students must use their ONE CARD to access these areas. Access to this building (415 Yonge Street) is available Monday – Friday between 8am-6pm.

There is also an office for Graduate Assistants and Research Assistants at 415 Yonge Street. Students who are employed as a GA or RA may have access to this room and computers but this must be arranged through the individual faculty member responsible for hiring.

STUDENT SERVICES

Ryerson has a number of services available to support students. A complete list of the services is available at the student services website at:

<http://www.ryerson.ca/studentsservices/>

Academic Support and counselling services are available for students in the Faculty of Community Services.

<http://www.ryerson.ca/fcs/Students/AcademicSupportCounselling/index.html>

GRADUATE AND RESEARCH ASSISTANTSHIPS (GA/RA)

Research Assistantships (RA): employment available to students assisting Principal Investigators in conducting research activities not necessarily related to their studies. Full-time graduate students can be employed for a maximum of 10 hours per week averaged over the term.

Graduate Assistantships (GA): an appointment of a Ryerson Graduate Student, enrolled on a full-time basis, who is employed to assist with teaching and related duties. Full-time graduate students can be employed for a maximum of 10 hours per week as Graduate Assistants, averaged over the term. The minimum rate of pay can be found in the Collective Agreement for CUPE Local 3904, Unit 3. Graduate Assistants are hired by the department/program responsible for teaching the related course.

GA/RA opportunities are generally announced through the MN list serve and posted on the MN Student Community Blackboard Site.

In addition, these positions are posted online on the university's 'Careers and Jobs' web page at www.ryerson.ca/jobs. If you are interested in a GA/RA position, *apply directly online* at the 'Careers and Jobs' web page.

Faculty also post their positions on a common bulletin board near their offices or on individual professor's office doors, so be sure to walk around the department to see if there is anything of interest.

STUDENT FUNDING

In order to attract and retain excellent graduate students, Ryerson University will ensure that an internal program for support including scholarships, bursaries and assistantships (research and teaching) is maintained and that access will be made available to external sources of funding (e.g., granting council postgraduate scholarships and Ontario Graduate Scholarships). Funding practices will recognize that most full-time students in research-oriented programs require significant financial support. To facilitate student access to the various funding resources, the Assistant Registrar, Yeates School of Graduate Studies, will provide administrative support.

Categories of Graduate Student Funding

Internal:

Ryerson Graduate Scholarships (RGS): based on academic excellence, nominated by individual graduate programs, and approved by the Scholarship and Awards Committee, Yeates School of Graduate Studies (Students must be in the full time stream to be eligible).

Ryerson Graduate Awards (RGA): based on need for support and academic achievement, and awarded by individual graduate programs (Students must be in the full time stream to be eligible).

Graduate Bursaries: need-based funds available to students currently enrolled in graduate programs who are facing emergency situations, and awarded by the Bursary sub-committee of the Scholarship and Awards Committee, Yeates School of Graduate Studies

Graduate Stipend: funding to support a graduate student's research while completing a degree. (Note: stipends are not payment for employment). Normally the stipend is paid from the research funding of faculty supervisors. When the stipend is a student's only source of funding, the minimum awarded must be \$1,000 per month or \$12,000 per year.

Other Internal Scholarships: Details regarding application procedures and selection criteria for other Internal scholarships and awards (e.g. Edward S. Rogers Fellowships, the J. P. Bickell Scholarships, the Bell Globe Media Awards) can be found on the Graduate Studies website.

Detailed descriptions of the Internal Awards can be found on the YSGS website.

Faculty of Community Services (FCS) student awards: The FCS offers a number of student awards for graduate students including Graduate Writing awards and Conference support. A full list of FCS student awards can be found at:

<http://www.ryerson.ca/fcs/Students/Awards/index.html>

External:

Students may also receive scholarships and awards from external sources. These include those offered by provincial and Federal government agencies/councils such as the Ontario Graduate Scholarship (available yearly, application deadline is early October), Natural Science and Engineering Research Council awards, Social Science and Humanities Research Council awards, And Canadian Institutes of Health Research awards, as well as those offered by private individuals or organizations. The Yeates School of Graduate Studies website will provide information and links to such scholarships and may administer the competitions for these scholarship programs and/or may be responsible for distributing these funds.

