



UNIVERSITY OF
ARKANSAS®

**College of Education
& Health Professions**
Eleanor Mann School of Nursing

Graduate Student Handbook

2023-2024

Table of Contents

I.	Welcome_____	1
II.	Communication_____	1
III.	The Mission, Vision, and Philosophy of the Eleanor Mann School of Nursing_____	2
IV.	Overview of MSN Program and Multi-Degree Option_____	3
A.	MSN Program Outcomes (Student Learning Outcomes)_____	4
V.	Overview of DNP Program_____	5
A.	DNP Program Outcomes (Student Learning Outcomes)_____	6
VI.	Overview of Post-Master Certificate Program_____	6
VII.	Online Learning_____	7
VIII.	Advising and Course Enrollment_____	7
IX.	Academic Integrity Policy_____	8
X.	Academic and Professional Standards_____	9
A.	Clinical Practice Expectations_____	9
B.	Participant Responsibilities in Graduate Clinical Experience_____	9
1.	Faculty Responsibilities_____	10
2.	Preceptor Responsibilities_____	10
3.	Student Responsibilities_____	11
XI.	Academic Progression_____	12
A.	In order to progress in the program, students must adhere to:_____	12
B.	Grade Requirements_____	12
C.	Voluntary Withdrawal_____	12
D.	Dismissal_____	12
E.	Readmission_____	12
F.	Time Limit for Completion of Degree_____	12

G.	Graduation	12
XII.	Appeal / Grievance Procedure	13
XIII.	Clinical Compliance Requirements	14
A.	Background Check	14
B.	Drug Screen	15
C.	Immunization Status	16
D.	CPR Certification	16
E.	Health Insurance	16
F.	Professional Liability Insurance	16
XIV.	Guidelines for Planning Clinical Experiences in the DNP Program	17
XV.	Preceptor Guidelines / Qualifications	18
XVI.	Preceptor and Clinical Site Placement Requests	19
XVII.	Working with Minors	19
XVIII.	Professional Appearance / Dress Code Guidelines	20
XIX.	DNP Project Overview	21
XX.	MSN Project Overview	21
XXI.	Scholarship Information and Funding Opportunities	21
XXII.	Netiquette Guide for Online Courses	22
XXIII.	Nursing Honor Society: Sigma Theta Tau International	22
XXIV.	Student Confidentiality Agreement	22
XXV.	Graduate Student Handbook Statement of Understanding	23

I. WELCOME

Welcome to the University of Arkansas Eleanor Mann School of Nursing (EMSON)! You are commended on your accomplishments that earned admission to the graduate program. Continuing an educational path will enhance opportunities for a dynamic professional career. EMSON strives to provide a stimulating and caring learning community that supports lifelong learning and advanced professional development.

The purpose of this handbook is to introduce the components of the graduate programs, and to guide you through essential policies and procedures related to your graduate study. Both general policies of the University of Arkansas and policies specific to EMSON graduate programs are included. Please read these materials carefully. You should become familiar with university and EMSON policies. Each student is responsible for learning, understanding, and applying the information included in this handbook.

Graduate studies are, by design, demanding and challenging, as well as invigorating and gratifying. It is our goal to provide an excellent educational experience, and for EMSON graduates to be leaders of change and evidence-based practice in meeting the needs of individuals and communities.

II. COMMUNICATION

The handbook will be periodically updated as necessary. Students are notified of changes by messages sent via electronic mail. All students enrolled in the EMSON are expected to check their UARK email account on a regular basis. **All email communications will be sent to the student's UARK email account; therefore, students should use the UARK email account exclusively for communications with EMSON faculty and staff.**

III. THE MISSION, VISION, AND PHILOSOPHY OF THE ELEANOR MANN SCHOOL OF NURSING

Mission

The EMSON contributes to the three purposes of the University: Education, Research and Service. The mission of Eleanor Mann School of Nursing is to transform lives through nursing education and inspire leadership in nursing practice and academics to improve the health and well-being of society.

Vision

The EMSON strives to be a recognized leader in nursing education, by preparing highly qualified nurses at multiple levels of academic preparation to demonstrate excellence in service through evidence-based practice, teaching, and research.

Philosophy

The EMSON, an established entity within the College of Education and Health Professions, and the University of Arkansas, Fayetteville serves to advance the profession of nursing by preparing graduates to meet ever-changing client needs for health care. The School of Nursing provides excellence in educational delivery to prepare nursing graduates at baccalaureate, masters and doctoral levels.

The School of Nursing encourages a learner-centered approach to teaching and learning - meeting students where they learn best (Benner, et al., 2010). Students are considered active participants in the learning process toward professional role development that serves diverse populations of individuals, families and communities. Students deliver evidence-based nursing practice with a sense of inquiry to understand the client's personal experience as it relates to health and illness.

The School of Nursing supports life-long learning and advances scholarship through programs at all levels of preparation. We believe that graduates of the Master of Science in Nursing (MSN), with specialized preparation as educators, contribute to the nursing profession by applying evidence-based teaching and learning practices in a variety of settings with a focus on preparing undergraduate nurses for entry into the profession. The online MSN program is built upon The Essentials of Master's Education in Nursing and allows students to receive quality education in the role of the professional nurse educator. Students apply theoretical foundations of teaching and learning as they advance educational programs for nursing students and client populations at the community, state, nation and global levels.

We believe that Doctor of Nursing Practice (DNP) graduates are prepared to provide leadership in application of evidence-based clinical practice and contribute to the development of nursing science through independent and collaborative participation in scholarly activities, focusing on the improvement of client care outcomes. Multiple entry options for the DNP program are offered. The online DNP program is built upon The Essentials for Doctoral Education for Advanced Nursing Practice. Students receive advanced preparation in the foundations essential for the advanced practice role to develop clinical judgment and decision making to impact client outcomes at the point of care.

Graduates of all programs recognize the significance of inter-professional collaboration, health policy, uses of technological advances and client care coordination in attaining the highest functional outcomes for populations served. EMSON graduate students function as change agents providing leadership to improve quality in health care.

IV. OVERVIEW OF MSN PROGRAM AND MULTI-DEGREE OPTION

Multi-degree Option – MSN and DNP

Students interested in earning both the MSN in nursing education and a DNP may opt to complete these programs simultaneously. The core courses required in both programs will apply to the multiple degrees. Students selecting this option will complete four additional courses and a scholarly project in addition to the DNP requirements. Students must apply to both programs of study. Acceptance in one of the programs of study does not guarantee acceptance into the additional program of study. Multi-degree option students may elect to complete the required MSN scholarly project as a component of the DNP project. In addition, multi-degree students may elect to utilize approved clinical experiences from the DNP program for partial fulfillment of the requirements to complete the NURS 5343 Specialty Development practicum course. These adjustments to students' program plans must be approved by the MSN Coordinator.

Nurse Educator Concentration

The Master of Science degree with a concentration in Nursing Education is offered online through the EMSON. Students are expected to be active participants in the online learning environment in preparation for the advanced practice role of nurse educator. The program of study guides students through knowledge acquisition in specialty clinical areas of nursing as well as the role of the nurse educator. Students will learn the foundational concepts and principles of evidence-based teaching and learning, curriculum development and design, and methods of assessment appropriate to educate the next generation of nurses in a variety of learning environments including healthcare and academic settings.

The program of study emphasizes advanced scholarship and life-long learning to improve the practice of nursing through education. Completion time for full and part-time students varies depending upon semester start date. Students must complete their degrees within six consecutive calendar years from the first semester of enrollment in the program. Specific on-campus requirements include:

Students are required to attend a maximum of two on-campus sessions to demonstrate competency in physical examination prior to entering the clinical setting in NURS 5102 Advanced Health Assessment, Physical Exam and Diagnostic Reasoning.

Project Presentation: The final MSN project may be presented to the committee using technology or as a formal paper. Students may also disseminate their respective projects by presenting at an approved conference or to appropriate audiences of interest. The final paper will serve as the comprehensive examination required for graduate students. While there is no on-campus requirement for this presentation, students may present in person if preferred.

Overview of Post-Masters Certificate Program for Nurse Educators

The Eleanor Mann School of Nursing post-graduate certificate in nursing education program prepares nurses for the role of educator in academic and clinical settings. The program is guided by the competencies expected of nurse educators provided by the National League for Nursing, Core Competencies for Academic and Clinical Nurse Educators. The certificate augments an existing clinical master's degree. The 15-credit program offers four 3 credit-hour courses. This graduate certificate program will prepare the next generation of nurse educators for academic and clinical settings.

A. MSN Program Outcomes (Student Learning Outcomes)

The Master of Science in Nursing (MSN) Program offered by the EMSON expands on the philosophy of the undergraduate nursing program and contributes to the mission of the College of Education and Health Professions and the University of Arkansas. This program is built upon the American Association of Colleges of Nursing's *The Essentials of Master's Education in Nursing* (AACN, 2011) framework to prepare students to engage in advanced levels of nursing practice (clinical and academic) and engage as a leader in a variety of settings. Completion of the MSN program provides the essential foundation for seamless academic progression into a research— or practice—focused doctoral program.

Upon the completion of the program of study, the MSN graduate will be prepared to:

1. Promote evidence-based practice through problem identification and the critique of research findings.
2. Collaborate in policy development, resource management, and cost-effective care delivery.
3. Apply legal/ethical principles to promote a values-based professional practice.
4. Affect health care outcomes through advanced nursing roles of clinician, teacher, manager, researcher, and consultant.
5. Utilize theories from nursing and other disciplines to inform decision making.
6. Advocate for access to quality health care for diverse populations.
7. Collaborate with other disciplines to design, deliver, and evaluate health care services for diverse populations.
8. Provide education and clinical leadership in a variety of health care and academic settings.

V. OVERVIEW OF DNP PROGRAM

The Doctor of Nursing Practice provides the terminal degree for nurses who will assume leadership roles as practitioners or specialists in the field of nursing. There are two entry levels for students: 1) post completion of the baccalaureate degree in nursing and licensure as a registered nurse (RN), (BSN to DNP plan of study) or 2) post completion of a master's degree in nursing that has resulted in national certification as an advanced practice nurse (nurse practitioner, clinical nurse specialist, nurse midwife, or nurse anesthetist – MSN to DNP plan of study).

The online program is built upon the standards set forth by the American Association of Colleges of Nursing's *Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006), and incorporates the *Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2016). As such, students completing the BSN to DNP program of study will be eligible to sit for the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) or the Family Nurse Practitioner (FNP) certification exam offered by the American Nurses Credentialing Center (ANCC) or the American Association for Nurse Practitioners (AANP) based on the concentration completed. Students in both entry levels must complete a DNP project and a minimum of 1,000 clinical hours. Current advanced practice nurses who enter the program as MSN-DNP students may receive credit for a maximum of 505 clinical practice hours taken in the MSN program. These clinical hours must be verified upon admission by the student's MSN program.

Areas of concentration for the BSN-DNP student:

- Adult Gerontology-Acute Care Nurse Practitioner
- Family Nurse Practitioner.

EMSON's DNP program is offered in an online format to allow flexibility and to encourage students to share rich and diverse experiences with peers across the nation and world while learning together. The program is designed in a part-time format to provide adequate time for assimilation of content. Although much of the program involves online learning, students are expected to come to campus several times during their program of study, as follows:

1. A mandatory program orientation occurs in August prior to the first fall semester.
2. Students are required to return to campus in NURS 5101 Advanced Health Assessment, Physical Exam and Diagnostic Reasoning for participation in genitourinary and breast exams with live patient models on the first day, and will work on head to toe exams, CXR reading, and suturing workshops on the second day. These activities are required to establish clinical competency.
3. Students are also required to return to campus to demonstrate competency in comprehensive physical examination prior to entering the clinical setting in Advanced Health Assessment.
4. Students in the FNP program may also be required to return to campus for demonstrating primary care competencies.
5. Students in the AGACNP program are also required to return to campus for acute and critical care competencies demonstrating procedures commonly performed by AGACNPs (e.g. arterial line insertion, chest tube insertion, central venous line insertion, lumbar puncture, wound debridement, intubation and airway management, and joint injections).

6. Students are expected to defend their DNP Project during the April intensive for their chair, committee, and site champion.

Clinical experiences occur in several semesters, and are arranged by the student to occur at sites in the student's geographic area. Clinical sites must be approved prior to use. The BSN-DNP curriculum is designed so that two or three courses are offered each semester over a four-year period. The MSN-DNP curriculum is designed to be completed in a part-time format over a two-year period. Any deviation from the course sequence must be negotiated with the advisor and specialty coordinator. It is imperative that students maintain good communication with instructors, advisor, and the specialty coordinator regarding any changes in their plans of study.

A. DNP Program Outcomes (Student Learning Outcomes)

Upon the completion of the program of study, the DNP graduate will be prepared to:

1. Evaluate and utilize advanced knowledge and theories from nursing and related disciplines to solve complex health issues for individuals, aggregates, populations, and systems.
2. Design, implement and evaluate strategies that promote and sustain quality improvement at the organizational and policy levels.
3. Provide leadership in the transformation of health care through intra-professional collaboration, application of technology, and policy development.
4. Incorporate evidence-based clinical prevention and health services for individuals, aggregates, and populations.
5. Demonstrate clinical expertise, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes

VI. OVERVIEW OF Post-Master Certificate Program

The Eleanor Mann School of Nursing's post-graduate certificate program empowers advanced practice nursing professionals to advance their careers and pursue board certification with an Advanced Practice Registered Nurse specialization in Family Nurse Practitioner or Adult Gerontology Acute Care Nurse Practitioner.

Areas of certificate concentration:

- A. Adult Gerontology-Acute Care Nurse Practitioner
 - a. The Post Master's Certificate in Adult-Gerontology Acute Care Nurse Practitioner will prepare you to serve adult and older adult patients in acute and complex care settings. Coursework empowers Advanced Practice Registered Nurses (APRN) to pursue board certification and specialization in Adult Gerontology Acute Care Nurse Practitioner (AG-ACNP).
 - b. You also will learn how to effectively communicate with families and manage multifaceted acute care situations.
- B. Family Nurse Practitioner
 - a. The Post Master's Certificate in Family Nurse Practitioner will prepare you to manage all aspects of primary care, including diagnosis and management of common acute and complex chronic conditions for families. Learn to educate patients, provide guidance and interventions, and safely perform procedures common to adult primary care clinical practice.

VII. ONLINE LEARNING

All courses are offered in an online format through the Blackboard Learning Management system. Online learning is an exciting and challenging experience, and requires self-pacing and excellent time management skills. Students are expected to maintain a regular presence in their classes: Regular, systematic, weekly participation is required of all online students. Technical support is offered by the Blackboard team at bbhelp@uark.edu, and a variety of online learning resources are available through each online course. Examples include Shadow health, a digital clinical experience which is incorporated into specific courses, and the use of ProctorU, a resource used to administer online exams in some courses.

Blackboard is accessed at <https://learn.uark.edu/>. Students are enrolled into Blackboard courses prior to the beginning of the semester. Login credentials are the UARK username and password.

VIII. ADVISING AND COURSE ENROLLMENT

Each student is assigned an academic advisor who is knowledgeable about the requirements of the student's selected program of study. The advisor provides the student with assistance in program planning and matters pertaining to academic work and can also provide support when needed. A plan of study is developed in conjunction with the academic advisor and should be reviewed each semester prior to enrollment in the following semester. After the advising session, the plan is signed by both faculty and student. Advising holds are released after the signed form is returned by the student. Student accepted into both the MSN and DNP programs of study will be assigned an advisor for each program.

Enrollment in courses should occur in collaboration with the academic advisor and is guided by the student's plan of study. The student is responsible for contacting the advisor to schedule an advising session. Students may self-enroll in courses after the advising session has occurred, and all holds on the student's account are released. *Please note advising holds will be released only after the advisor receives the signed plan of study from the student. Also note that advisors can only release advising holds. All other holds must be released prior to enrollment.* Courses should be taken in the sequence outlined in the plan of study. The student is responsible for notifying the advisor for any of the following occurrences:

- A grade of "C" or below is earned in any required course
- The student needs to withdraw from a course or add a course in any semester
- A change in program concentration
- A change in degree program or concentration. Any student wishing to change from one program or concentration to another must:
 - Be in good academic standing in the program
 - Submit a "Request for Change of Program/Concentration Form".

IX. ACADEMIC INTEGRITY POLICY

As a community of scholars, the University of Arkansas upholds academic integrity and our Honor Statement as foundational to appropriate conduct within the university setting. The fundamental trust that work presented as one's own truly represents one's own intellect and effort underlies our mission as an educational, research and service institution; moreover, this trust is central to our peers' recognition of the value of a University of Arkansas degree. Thus, the academic integrity document, found at <http://honesty.uark.edu/policy/index.php> represents a deeply-and commonly-held set of values. Because this trust is so essential to the enterprise of the University of Arkansas, this policy has been established to set forth the University's commitment to academic integrity and to create procedures to address allegations of academic misconduct in a fair and unified manner. This policy includes, but is not limited to, any work occurring online or through any form of distance education for a course, degree or program.

Responsibility for understanding and adhering to the values of academic integrity, including being familiar with and complying with this policy, lies with individual students as members of the University community. As developing scholars, students must take the initiative to familiarize themselves with and clarify expectations regarding academic integrity (Adapted from the Preamble to the University of Arkansas policy on Academic Initiatives and Integrity).

X. ACADEMIC AND PROFESSIONAL STANDARDS

Students are responsible for meeting the standards of academic and professional performance specified by the graduate programs. These standards include, but are not limited to, the following:

- Graduate Clinical Practice Expectations
- Maintenance of an unencumbered registered nurse license
- Compliance with the nurse practice act(s) which regulate the student's license(s)

A. Clinical Practice Expectations

The EMSON graduate nursing students' clinical practice is based on national standards, principles of safe practice, agency policy, and their knowledge, skill, and development as graduate nursing students. Therefore:

- 1. Students are expected to be familiar with the following practice and competency standards as applicable to their respective practice:**
 - a. The ANA Scope and Standards of Practice (American Nurses Association, 2010)
 - b. The ANA Code of Ethics for Nurses (ANA, 2015);
 - c. The Joint Commission National Patient Safety Goals;
 - d. Agency Policies and Procedures;
 - e. AANP Family Nurse Practitioner competencies;
 - f. American Nurses' Credentialing Center (2012) Adult-Gerontology Acute Care Nurse Practitioner competencies;
 - g. American Nurses' Credentialing Center Family Nurse Practitioner competencies;
 - h. National League for Nursing Nurse Educator competencies
 - i. Evidence-based practice guidelines such as <http://guidelines.gov>.
 - j. Performing in accordance with these guidelines.
 - k. The safety of assigned patients in their care.
 - l. Their own actions.
 - m. Reporting observed situations that she or he believes compromise either the organization's or EMSON policies to the preceptor and the course faculty. The faculty will report these situations to the director of EMSON.

B. Participant Responsibilities in Graduate Clinical Experience

In order to assure quality in the learning experiences of students in the professional program of studies, assignments are designed to facilitate development of advanced nursing roles. The experiences are expected to provide students an opportunity to:

- Translate theory into practice in the delivery of advanced nursing care in a specific care setting and/or for a specific population.
- Develop effective diagnostic reasoning, clinical judgment, and evidence-based practice through interactions with professionals who have demonstrated success in practice.
- Increase competence and confidence in advanced nursing roles under the guidance of faculty and preceptors.
- Benefit from the relationship between nursing education and nursing practice.

1. Faculty Responsibilities

- a. Assume responsibility for understanding course requirements and outcomes
- b. Ensure overall coordination of the experience.
- c. Provide student with orientation to course expectations/requirements.
- d. Establish and maintain patterns of communication with clinical nurse and student.
- e. Facilitate problem-solving and provide on-going guidance to preceptor and student.
- f. Meet (virtually or face-to-face) with the student according to an arranged schedule to review progress in meeting course outcomes and goals for personal and professional growth.
- g. Assume responsibility for the evaluation of student clinical performance incorporating data supplied by preceptor and student.

Assume responsibility for the overall evaluation of the experience collaborating with the agency, preceptor, and student.

2. Preceptor Responsibilities

- a. Provide EMSON with a current curriculum vitae which reflects the affiliation with the clinical site where clinical experiences will occur. These sites must have a valid clinical agreement with EMSON before clinical experiences can begin.
- b. Assume responsibility for understanding course requirements and outcomes
- c. Act as a role model as practitioner, teacher, and/or manager
- d. Provide the student with ongoing constructive feedback that relates performance standards to student performance.
- e. Provide suggestions that will assist and improve student performance to achieve course and clinical objectives.
- f. Assist students to gain competence and confidence in assuming responsibilities and functions comparable to the beginning graduate nursing role.
- g. Communicate ongoing student progress to the student and faculty and contribute to the student's summative evaluation
- h. Provide on-site supervision of student

Please Note: A copy of the preceptor agreement, preceptor vitae, credentials, and site agreement must be on file in EMSON before the clinical experience can commence at the site.

3. Student Responsibilities

- a. Assume responsibility for securing preceptors and sites for clinical experiences and ensure valid preceptor and site agreements are attained. For each clinical experience, students should obtain a signed Preceptor Agreement and a current curriculum vita from each preceptor which reflects the preceptor's affiliation with the clinical site.

Please Note: Preceptor and site requests for summer and fall semester are due March 15; requests for spring semester are due October 15.

- b. Assume responsibility for understanding course requirements and outcomes.
- c. In collaboration with clinical preceptor, develop goals for personal and professional growth, communicating these to faculty.
- d. Obtain faculty approval prior to beginning clinical experience.
- e. Assume responsibility for fulfilling goals and directed learning activities.

- f. Maintain lines of communication with clinical preceptor and faculty to promote achievement of directed learning activities.
- g. Complete facility-required orientation and confidentiality/HIPAA compliance requirements prior to clinical experience.
- h. Adhere to the Professional Appearance policy as found in the "[Professional Appearance/Dress Code Guidelines](#)" section of this handbook, and abide by any specific facility requirements in relation to appropriate dress and appearance during all clinical experiences.
- i. Maintain punctual clinical schedule according to a predetermined agreement; notify preceptor and faculty at least 24 hours prior to planned experience when schedule cannot be met.
- j. Assume responsibility for arranging and maintaining the schedule of conferences with faculty.
- k. Maintain clinical log within 7 days of experience, and review this with faculty on a scheduled basis.
- l. Complete a self-evaluation at the end of each course.
- m. Complete an evaluation of achievement of directed learning activities, preceptor, clinical site, and the clinical experience as a whole.

XI. ACADEMIC PROGRESSION

A. In order to progress in the program, students must adhere to:

- Governance and policies of the Graduate school found at <https://graduate-and-international.uark.edu/graduate/current-students/student-resource/governance-policies/index.php>
- [Academic and Professional Standards](#) (as outlined in section IX)
- [Clinical Compliance Requirements](#) (as outlined in section XIII)
- Maintenance of an unencumbered registered nurse license
- Compliance with the nurse practice act(s) which regulate(s) the student's license(s)

B. Grade Requirements

Refer to the University of Arkansas Graduate Catalog for the current Eleanor Mann School of Nursing graduate grading requirements for the [FNP Concentration](#), the [AGACNP Concentration](#), and the [MSN Nursing Degree](#).

C. Voluntary Withdrawal

Students who wish to withdraw from the program for personal reasons must notify the instructor and the program coordinator of their plans. The student must apply to both the Graduate School and EMSON for readmission if he/she desires to reenter the program. Student status is not guaranteed after withdrawal.

D. Dismissal

Failure to comply with the stated [Academic and Professional Standards](#) (as outlined in section IX) will result in dismissal from the program.

E. Readmission

Students who voluntarily withdraw, or who do not maintain continuous enrollment must apply both to the Graduate School and EMSON for readmission if they desire to continue. Students must be eligible to be considered for readmission. Students must meet the minimum GPA requirement, and must submit a new plan of study.

F. Time Limit for Completion of Degree

According to the Graduate Catalog, it is a requirement of the Graduate School that certificate, master's and specialist students complete their degrees within six consecutive calendar years from the date of the first courses used to fulfill requirements for the degree and doctoral students complete the degree within seven consecutive calendar years from the semester in which the student was first admitted to the program. This information can be found at <http://catalog.uark.edu/graduatecatalog/objectivesandregulations/>.

G. Graduation

In order to be eligible for graduation, students must maintain a 3.0 GPA and be in good standing.

Students must complete an application for graduation according to the following schedule:

Graduation	Application Deadline
December	October 1 st
May	March 1 st
August	July 1 st

Completion of MSN and DNP projects:

- MSN Projects must be submitted to the respective comprehensive exam committee membership two week prior to graduation. Completed “Record of Progress” and “Master’s Committee” forms are required after final approval of the Comprehensive exam/MSN project.
- Projects must be satisfactorily defended approximately four-six weeks prior to graduation. Final project requirements must be submitted to chair one month prior to presentation, and to the committee two weeks prior to presentation.
- Project chairs will assist with submission of the Record of Progress and Project Title forms.

Additional graduation resources are found at <http://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>

XII. Appeal / GRIEVANCE PROCEDURE

For graduate students who question the fairness or accuracy of a grade may purpose an appeal. Please refer to the “Grade Appeal Process for Graduate Students” found [here](#). For students who have a grievance about some aspect of their academic involvement, please refer to the “Academic Grievance Procedures for Graduate Students” found [here](#).

XIII. CLINICAL COMPLIANCE REQUIREMENTS

Students are required to complete the following prior to beginning clinical practicum and annually while enrolled in a clinical practicum course experiences:

1. Criminal background check
2. Drug screen
3. Documentation of:
 - a. immunization status as outlined below
 - b. current CPR certification
 - c. health insurance
 - d. current, unencumbered license to practice as a registered nurse in the state where precepted hours will be completed
4. Any other requirement of the clinical agency where practicum will occur.

Students must be fully compliant with all requirements for clinical courses before registering for courses (October 15 for spring courses and March 15 for summer and fall courses). Advising holds will not be released until this documentation is complete. Students must upload into the management system EXXAT:

- Copies of required immunizations (see list below), background check, and health insurance.
- Evidence of the CPR certification and TB Test results prior to expiration while in the program.

Note: It is the student's responsibility to complete clinical compliance. No reminders or follow-up communication will be provided regarding deadlines for completion.

A. Background Check

All students must satisfactorily complete a criminal background check as required by the clinical facility prior to beginning clinical experience and annually while enrolled in a clinical practicum course. The facilities associated with our clinical education program require background checks and drug screening on students to ensure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the agency prior to starting your clinical experience. A background check may take up to one month to complete. The background checks are conducted by PreCheck, Inc, a firm specializing in background checks for health care workers. Your order must be placed online through StudentCheck.

Information detailing the steps to follow for the submission of the background check will be emailed to students.

Results of the background check are reported to the EMSON assistant director. An unsatisfactory background check result may lead to dismissal from the nursing program.

EMSON may restrict the entrance of a student to their facility based on these results. The results of the background check:

- May impede or halt the student's progression in the program.
- May result in student being moved to another clinical site or asked to withdraw from the course if other sites are not available.

The criminal background check must be completed upon readmission to the program. If the student has a break in enrollment at the Eleanor Mann School of Nursing, he/she must complete a new background

check before being allowed to enroll.

EMSON may be required to report information revealed in the background check as noted in the Arkansas State Board of Nursing Rules, Section XV, A6. EMSON will report information revealed on the background check of students licensed to practice in another state to the appropriate state board of nursing and will follow all stipulations placed on the student as prescribed by the student's state board of nursing.

B. Drug Screen

The purposes of the EMSON drug screen policy are to comply with regulations of health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the University of Arkansas Student Handbook Section, Campus Safety Section and the Code of Student Life, Section IB. Student Standards of Conduct and Disciplinary Proceedings.

A negative drug screen is required prior to Advanced Health Assessment and annually while enrolled in a clinical course. It may also be required upon request of faculty, preceptor, or clinical site. A ten-panel drug screen (including screening for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, methaqualone, opiate, phencyclidine and propoxyphene) will be completed by an EMSON-approved facility.

Please Note: Student failures to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the automatic dismissal from the nursing program and will be reported to the Dean of Students in Student Affairs at the University of Arkansas.

Information detailing the steps to follow for the submission of the drug screen will be emailed to the student. The drug screen must be conducted within two weeks of the first day of the semester the student is enrolled in Advanced Health Assessment.

- Drug screens must be performed within two weeks prior to the beginning of the semester. Students may be required to repeat the drug screening at their own costs.
- Drug screens and/or alcohol tests may be required at random and for cause.

Repercussions of a Positive Drug Screen

- A positive drug screen or alcohol test in a graduate student will result in the student's removal from the program.
- To be considered for re-admission to the EMSON, the student must submit a Petition to the Graduate Department along with a letter from a treatment agency verifying completion of a drug evaluation/treatment program.
- Re-admission is not guaranteed
- If a student with a positive drug or alcohol test is readmitted to the nursing program, random drug and/or alcohol screens will be performed at the student's expense throughout the program.
- A second positive test will render the licensed student ineligible to continue or re-enroll in the program.
- **Graduate Students who are licensed to practice in the state of Arkansas:** Positive drug screen results will be reported to the Arkansas State Board of Nursing as required in the Arkansas State Board of Nursing Rules, Section XV, A6. EMSON will follow all stipulations placed on the student as prescribed by the Arkansas State Board of Nursing.
- **Graduate Students who are licensed to practice in another state:** EMSON will report positive drug screens of students licensed to practice in another state to the appropriate state board of nursing and will follow all stipulations placed on the student as prescribed by student's state board of nursing.

C. Immunization Status

Guidelines established by the Centers for Disease Control (CDC) and Prevention

1. HEPATITIS B VACCINE with dates of each injection or declination completed. Three (3) HBV injections are needed. At least the first two of three injections must have been completed and received before clinical practice in a student role.
2. The third HBV vaccine must be received and documented by the end of the first clinical semester.
3. TUBERCULOSIS SKIN TEST with date and results. Or T-Spot TB test results.
 - a. If a TB skin test is positive it should be verified with a T-Spot.
 - b. If T-spot is positive or if only a positive skin test is submitted, a chest x-ray must be completed and updated yearly.
 - c. If a skin test is positive and the T-spot is negative, a T-Spot must be updated yearly
 - d. Students that present with documentation of completed treatment should have an annual review of symptoms by physician/advanced practice nurse and provide to EMSON.
4. MEASLES, MUMPS, and RUBELLA: Date of illness, serologic evidence of immunity, or vaccination dates as recommended by CDC.
5. TETANUS-DIPHTHERIA-PERTUSSUS (Tdap) VACCINE: Routine booster of Td vaccine should be given at 10-year intervals.
6. VARICELLA (chicken pox): A two Injection series; Reliable history of varicella disease, a positive titer, evidence of immunity, or vaccination dates.
7. Any other immunization, including the COVID-19 vaccine, that may be required by clinical agencies or CDC guidelines.

D. CPR Certification

Basic Life Support for Healthcare Providers (American Heart Association) Licensure Students holding a current RN license to practice in the state where clinical hours will be completed must have a statement of verification on file indicating that license is active and unencumbered. It must be updated every two years.

ACLS certification is required for AGACNP students prior to clinical course work.

E. Health Insurance

Documented health insurance coverage is required by the EMSON for all students. Coverage can be obtained independently, or through family or employers. Proof of your health insurance card must be provided to the EMSON upon admission and updated yearly.

F. Professional Liability Insurance

Professional liability insurance is required for clinical practice in a student role, and is provided through the University of Arkansas to nursing students through an established student fee. Coverage applies to performance of duties as a nursing student in a clinical course. A copy of the professional liability insurance policy is on file in the EMSON office.

XIV. GUIDELINES FOR PLANNING CLINICAL EXPERIENCES IN THE DNP, MSN and PMC PROGRAM

MSN nurse educators should be prepared with the knowledge and skill beyond the baccalaureate level. The expectation is that your abilities exceed current performance and active participation in the clinical and academic educator experiences is required. The clinical practicum experience is not observational.

Because you are learning a new role as an advanced practice registered nurse, your clinical experience in the DNP program requires you to be actively involved in patient care as a provider. You will be transitioning from care giver to care provider, meaning that you have responsibility for determining and managing the plan of treatment for your patients. In this student role you are not shadowing or following the provider, you **are** the provider!

These general guidelines are provided to assist students in planning clinical experiences, and to clarify expectations for specific clinical courses. Each clinical course requires that a specific number of hours be completed in an approved clinical experience. Each hour of credit in a clinical course requires 45 contact hours in the clinical setting.

Please keep in mind that clinical experience can only occur while students are regularly enrolled in courses. Students cannot complete clinical experience outside of the regular semester, and clinical experience should not be planned during official university holidays. Also, keep in mind that time spent in an observational activity cannot be counted toward your clinical hours.

Before beginning any clinical experience, it is your responsibility to review the course objectives and clinical requirements with your preceptor.

You will log clinical hours, including any prescriptive hours, using the **EXXAT** software program, according to the guidelines provided in the course syllabus. Entries should reflect an accurate record of patients seen & clinical activities you have participated in as well as provide evidence of your ability to formulate & administer advanced nursing care & medical therapeutics in the clinical setting. **All patient encounter entries must be logged into EXXAT within seven (7) days of the clinical experience.** You will not be given credit for hours not submitted within 7 days.

Students are responsible for following the procedures of each institution regarding onboarding as a student. Even if employed by an institution, there may be additional paperwork to complete. Be sure to check with the educational director, HR, or student coordinator (as appropriate) in each clinical site in which you have experience to determine what additional paperwork may be needed before you begin your experience.

XV. PRECEPTOR GUIDELINES / QUALIFICATIONS

Graduate students work closely with preceptors for guided practice and faculty collaboration. Positive learning experiences are best assured when students select their own preceptors and sites. This fosters development of networking skills in the student and assures preceptor availability at a time and geographic location suitable to the student's needs. Ideally preceptors should be doctoral—prepared for DNP students. MSN student preceptors should be prepared at the master's level or above. Preceptors should be experientially prepared to guide students in the respective area of clinical course focus. EMSON faculty can serve as preceptors for graduate students but not in the same section in which the faculty member is the instructor of record.

DNP and PMC Preceptor Qualifications

1. Must be master's— or doctoral— prepared or have some qualification in a specialized clinical area equivalent to master's preparation or higher, i.e., MD, DO, APN, etc.
2. Ideal preceptors may practice in areas comparable with the role concentration of student, e.g., AGACNP students may select preceptors from acute care areas such as emergency departments, urgent care clinics, hospitalists, Intensivists or specialists. FNP students may select preceptors from primary care and medical homes, pediatric settings, and women's health settings when enrolled in comparable clinical courses.
3. Must hold an unencumbered license to practice in the state in which he/she practices.
4. APRNs must have an advanced practice license with national certification.
5. Must have at least two years of experience in the clinical practice area.
6. Must hold prescriptive authority for students who plan to apply for prescriptive authority.
7. Nature of practice must be congruent with clinical experiences needed by the student.
8. Must submit license, evidence of relevant certification, and curriculum vita to the Eleanore Mann School of Nursing.
9. Must receive approval to serve as preceptor prior to commencement of the clinical learning experience.

MSN Nurse Educator Preceptor Qualifications

1. Must be master's-prepared or higher; master's degree in nursing preferred.
2. Must hold an unencumbered license to practice in the state in which he/she practices.
3. Must submit license, credentials, and vita to the appropriate EMSON assistant personnel.
4. For teaching practicum, the preceptor must:
 - have two years' experience as a nurse educator in either a healthcare or academic setting.
 - be employed by an institution that can provide appropriate clinical practicum experiences.
 - be willing to facilitate student learning through supervision, mentorship, and evaluation.
 - provide guidance in achieving learning experiences congruent with course outcomes.

Clinical experiences, sites, and preceptors will be negotiated between the student, preceptor, and EMSON officials.

XVI. PRECEPTOR AND CLINICAL SITE PLACEMENT REQUESTS

Students are responsible for submitting requests for preceptors and clinical site placements for required clinical courses, and for submitting required documentation for the completion of affiliation agreements. Clinical site placement and preceptor requests are submitted through EXXAT, and must be complete before registering for courses (October 15 for spring courses and March 15 for summer and fall courses). Please note that these agreements will take several weeks, and in some cases will take several months to complete; therefore, advising holds will not be released if this documentation is not complete.

The EMSON shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s). Note: No person has the authority to commit the University of Arkansas and/or the Eleanor Mann School of Nursing for any purpose (e.g., enter into agreements) except as authorized by the Board of Trustees, University of Arkansas.

XVII. WORKING WITH MINORS

In compliance with The University of Arkansas policy on protection of minors, all students admitted to Eleanor Mann School of Nursing RN-BSN, MSN and DNP programs are licensed nurses; therefore, they are bound by professional requirements for working with minors. The University of Arkansas policy can be found at <http://vcfa.uark.edu/policies/fayetteville/vcac/2171.php>. In compliance with this policy, all students admitted to Eleanor Mann School of Nursing complete a background check.

XVIII. PROFESSIONAL APPEARANCE / DRESS CODE GUIDELINES

The primary purposes of professional attire guidelines are for identification, cleanliness, neatness and to project a professional image to clinical agencies and the clients we serve.

As a graduate student, you are assuming new roles and responsibilities. Your public presentation (i.e., your dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. A positive professional image will promote the respect, power and authority you deserve. Your image speaks for you before people can get acquainted with you or determines your level of expertise. A poor image is hard to change. Your appearance also reflects on the School of Nursing and influences the school's reputation and image.

When you go into a clinical setting, you are being observed by clients, family members, nurses, administrators and physicians. Your appearance affects their impression of your potential for success. Professional dress and behavior are expected.

Many agencies have dress codes that exceed EMSON guidelines. Students will comply with the dress code of the agencies in which clinical learning activities occur. Any questions should be discussed and clarified with the clinical preceptor prior to clinical participation.

Business Attire – Professional attire is expected whenever you are representing the EMSON. Some clinical situations and activities may require the student to wear business attire with or without wearing a lab coat.

Lab Coat – Unless otherwise specified by the clinical site, a clean, white lab coat should be worn when the student is engaged in U of A clinical activities.

Name tag – Complete the following steps to order your official name badge that is required for all clinical experiences:

1. In UAConnect, ensure accuracy of name and mailing address. There is a place for you to add a preferred name if desired.
2. Prepare for your photo. During the authentication process your photo will be taken. Before this appointment (step 3 explains how to get appointment) you will want to find a location in your home that has good lighting and a solid light colored background such as a blank wall, for you to stand. Please dress professionally (as if going to a job interview) and smile. It is good to practice this with your web- camera on your computer prior to the appointment. If the photo turns out undesirable, communicate this to the ID office in your email below; there is an option to send in a retake if needed.
3. Go to <https://tips.uark.edu/proctoru-online-authentication-instructions-for-students/> and follow the directions on the page for completing the authentication process.
4. Email IDcard@uark.edu to notify the card office of the following (you may copy/paste this into your email but may need to edit if wanting desired name used or more than one badge ordered):

To whom it may concern:

My name is _____ and I have just completed the authentication process in ProctorU. I am an online student (enter either MSN or DNP) through the Eleanor Mann School of Nursing. I have verified in UAConnect that my name and address are correct and I would like to order my nursing name badge at this time. I understand that my account will be charged for this badge and that I will have to sign for it when delivered. I thank you for your time and please let me know if you need further information.

Sincerely, Student Name Student ID number

XIX. DNP PROJECT OVERVIEW

All students enrolled in the post-BSN or post-MSN Doctor of Nursing Practice program will complete an evidence-based practice project as a requirement of graduation. The DNP project is a culmination of knowledge gained in DNP coursework, and provides opportunity for students to integrate *The Essentials of Doctoral Education for Advanced Nursing Practice* (American Association of Colleges of Nursing, 2006) into practice. Students have the opportunity to focus their project with support from coursework and the DNP project team related to evidence-based care; and skills and knowledge of health policy, informatics, economics, and leadership in the healthcare arena.

See the DNP Project Guidelines.

MSN PROJECT OVERVIEW

Master's education prepares the nurse to lead change to improve quality, design innovative nursing practices and translate evidence into practice (AACN Essentials, 2011). The MSN Scholarly Project integrates the best evidence to continually improve nursing care through education in health care institutions or academic settings. Students are expected to discover areas of needed change, plan actions for implementation, and make recommendations to improve the practice of education in their selected specialty area. In addition, the recommendations will be disseminated through a variety of outlets to appropriate stakeholders of interest.

See the MSN Project Guidelines.

XX. SCHOLARSHIP INFORMATION AND FUNDING OPPORTUNITIES

A variety of opportunities are available for funding your graduate education. Information about opportunities specific for graduate students are found on the Graduate School's website at <https://graduate-and-international.uark.edu/graduate/costs-and-funding/index.php>

Graduate students enrolled in a minimum of six credit hours may apply for a graduate assistantship in nursing. Requirements and funding information are available at <https://graduate-and-international.uark.edu/graduate/costs-and-funding/graduate-assistantships.php>

The College of Education and Health Professions also has a variety of scholarships and loan programs available, including the Nurse Faculty Loan Program. Information about these opportunities is available at <https://nurs.uark.edu/financial/scholarships-loans.php>.

In addition, the Arkansas Graduate Nursing Education Student Loan and Scholarship Program exists to increase the number of advanced practice nurses, clinical nurse specialists, and nurse educators in the state of Arkansas. More information and the application process can be found at <https://nursing.uams.edu/future-students/financial/financial-assistance/loans/agnsls/>.

The Nurse Faculty Loan Program is a low-interest federal loan repayment program offered by the U.S. Department of Health & Human Services: Health Resources and Services Administration (HRSA). Schools of Nursing who offer M.S.N. and doctoral degrees with specific Nurse Educator tracks can apply for the grant. Awards are distributed to qualified students in the form of low-interest loans. After the student graduates and begins working as full-time faculty, up to 85

percent of the NFLP loan may be completely forgiven. More information can be found here <https://nursing.uark.edu/scholarships-loans.php>

XXI. NETIQUETTE GUIDE FOR ONLINE COURSES

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect each other.

It is expected that all participants use appropriate language for an educational environment, as follows:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the University of Arkansas values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *the Core Rules for Netiquette* by Virginia Shea.

XXII. NURSING HONOR SOCIETY: SIGMA THETA TAU INTERNATIONAL

Students have opportunity to participate in program governance through attendance at monthly graduate program committee meetings. Interested students will be invited by the program director. In addition, all students have the opportunity to provide input into the program through formal course evaluations, advising sessions, and informal discussions with faculty.

Nursing Honor Society: Sigma Theta Tau International (STTI) is an honor society that recognizes superior achievement in nursing, develops of leadership qualities, fosters high professional standards in the field, encourages creative work, and strengthens commitment to the ideals and purposes of the profession. All nursing graduate students are eligible to be a member with the following conditions: completed 1/4 the nursing graduate program of study; earned at least a GPA of 3.5 (based on a 4.0 grading scale); and met academic integrity expectations. Please see the STTI Pi Theta Chapter web site <http://nurs.uark.edu/sigma-theta-tau/index.php> for more information.

XXIII. STUDENT CONFIDENTIALITY AGREEMENT

Students are required to submit a signed copy of a confidentiality agreement.

XXIV. GRADUATE STUDENT HANDBOOK STATEMENT OF UNDERSTANDING

The Eleanor Mann School of Nursing (EMSON) requires each graduate student to read and understand the EMSON Graduate Student Handbook and the [University of Arkansas Graduate Student Handbook](#). The statement reads as follows:

“I, _____, have read and understand the EMSON Graduate Student Handbook and the University of Arkansas Student Handbook. I am aware that these handbooks are the primary source for policies and procedures in EMSON graduate programs, and understand that I am responsible to adhere to all applicable policies outlined. I understand that the policies and procedures are subject to change. It is my responsibility to review the student handbooks while enrolled in an EMSON online Graduate Nursing program.”

Print Name

UA Student ID#

Signature

Date Signed