

**BAKER COLLEGE  
SCHOOL OF NURSING**



**Graduate Nursing Program Handbook**

**2016 2017**

## **Baker College**

This handbook contains information regarding the academic policies and procedures that govern the Baker College graduate nursing program. Please read this handbook and keep it with your school records for easy reference. Please feel free to contact any of the nursing program staff members if you have any questions or concerns about this information or about the graduate nursing programs.

### **MISSION, PHILOSOPHY AND PROGRAM OUTCOMES**

#### **Mission**

The mission of the Baker College School of Nursing is to prepare graduates who are life-long learners with the core knowledge and skills needed to provide competent, holistic nursing care in a diverse and ever-changing health care environment. The curricula is designed to assist students to become critical thinkers with clinical reasoning skills who also understand the moral, ethical, cultural, and global dimensions of the issues they confront in an ever-evolving health care system.

#### **Vision**

The vision of the Baker College nursing programs is to encourage undergraduate nursing students the opportunity for professional growth by the acquisition of knowledge, and skills needed to function in healthcare settings that are responsive to individual and community needs as professional nurses. These individuals will develop into leaders of research, practice and administration within the health care environment.

#### **Philosophy**

The School of Nursing of Baker College embraces a commitment to *The Theory of Human Caring*, as described by Dr. Jean Watson, in the preparation of individuals for the professional practice of nursing. “Caring is the moral ideal of nursing whereby the end is protection, enhancement, and preservation of human dignity” (Watson, 1999). This commitment to caring integrates throughout the entire Nursing programs of study and is demonstrated by the dedication of faculty to students’ growth through learning.

Through an approved program of study, faculty serve as role models, and provide student feedback through continuous assessment, thus preparing students with a bachelor or master degree in nursing. Upon graduation, students are prepared to better meet the needs of clients in a dynamic global community. The program provides quality education for the registered nurse caregiver through preparing the students to practice effectively within the healthcare system, to meet the ever-changing demands of the health care community, to provide continuing health care education, and to engage in caring relationships with clients.

The contemporary health care environment highlights continuous quality improvement, patient safety initiatives, and evidence-based care as foundational to the practice of nursing. The Baker

College School of Nursing Faculty continually examines evolving practice environments to ensure consistency with current healthcare standards. The Baker College nursing programs utilize the American Nurses Association Standards of Nursing Practice and Professional Performance, The Quality and Safety Education for Nurses (QSEN) competencies, the Commission on Collegiate Nursing Education (CCNE), and the Michigan Board of Nursing Administrative Rules to derive concepts central to the program curriculum.

This philosophy is congruent with the mission and vision of Baker College to provide quality higher education that enables graduates to be successful throughout challenging and rewarding careers. Nursing is a career that requires life-long learning in a dynamic health care system, and this program of study provides an academic foundation for further nursing education. The curriculum fosters a learning environment preparing caring nurses committed to professional and personal values and responsibility.

### **Master of Science in Nursing (MSN) Program Outcomes**

Upon completion of the Master of Science in Nursing Program, the graduate will be able to:

1. Synthesize knowledge from a variety of disciplines to enhance advanced practice nursing in the areas of education, leadership, and clinical practice.
2. Utilize the leadership role to impact legislative, regulatory, and public policy to promote population health.
3. Apply leadership skills in the development, management, and evaluation of the quality improvement processes.
4. Demonstrate scholarly inquiry and reflection to facilitate change in professional nursing practice.
5. Use information technology to plan, implement and evaluate programs of care, outcomes of care and care systems.
6. Implement current health care policies, focusing on safety, regulatory, legislative, and public policy in the delivery of health care.
7. Use inter-professional communication and collaboration to promote and facilitate collegial relationships to improve patient outcomes.
8. Apply a holistic and patient-centered approach as an advocate in the provision of population centered care which is culturally focused, implements quality and safety in practice, and meets the needs of individuals, families, and communities.

9. Support an environment that adheres to professional values and behaviors, a professional code of ethics, professional standards, and legal statutes as they relate to the nursing practice.
10. Explore the importance of lifelong learning and professional career development in the field of nursing.

### ***Student Participation in Committees***

School of Nursing By-Laws allow for student participation on nursing committees. Student representatives from the undergraduate and graduate program are invited to attend and participate in the following committees on a biannual basis:

- Curriculum
- Assessment
- Technology and Resource
- Student Affairs

Student representatives do not attend portions of School of Nursing Faculty Committee Meetings when individual student problems and issues are discussed.

## **ACADEMIC POLICIES**

The Baker College School of Nursing graduate program conforms to the Baker College Center for Graduate Studies Policies which may be found in the Baker College Catalog. Specific topics addressed are:

- Administrative Leadership
- Graduate Faculty Council
- Academic Outcomes Assessment
- Accreditations
- Recognized Accreditation Statement
- Acceptance of Transfer Credit
- International Applicants
- Graduation Requirements
- Application for Admission

Admission is open to qualified people of any race, color, religion, and national or ethnic origin. Graduate admission is processed through the Graduate Faculty Council with final approval by the School of Nursing. To be considered for admission, potential students must submit the following items:

- Graduate Application Form Online

- Payment of non-refundable \$25.00 application fee (Upon completion of the application form, you will be prompted to submit your application fee. Please be aware that your application cannot be processed without the application fee)
- Official transcripts from all colleges and universities attended. Students must hold a BS degree in Nursing from an ACEN or CCNE accredited nursing program
- A copy of an unencumbered RN license from a US State, US Territory, or Canada.
- A copy of the score report for any GMAT or GRE scores. (Note: While not required for admission these scores may be used as supporting evidence for admission to the graduate program)
- A current Curriculum Vitae (CV)
- A 500 to 1000 word essay on your future career objectives in your chosen field.

Your essay should address the following:

1. What are your career goals once your MSN is completed? Explain whether you plan to focus on nursing education or nursing administration.
  2. How has your professional work experience prepared you for the MSN degree?
  3. What strategies and resources have you developed to assist with your success in a graduate-level program?
- Send supporting documents, resume, transcripts, etc. to:  
Baker College Center for Graduate Studies  
1116 W. Bristol Rd, Flint, MI 48507

Admission to the Baker College, School of Nursing is open to all qualified applicants, there is no waiting list. Students may begin the nursing graduate program Fall, Winter, and Spring Quarters, Term I.

### **Selection Process**

Admission to the MSN Program is selective and limited to those students who demonstrate potential for successfully completing the program. The decision is based on evaluation of the student's undergraduate program and grades earned, work experience (if applicable), and written essay.

### **Program Completion**

Students must successfully complete all course work no later than seven (7) years after entrance into the program and subsequent to completion of the first graduate-level course taken.

All MSN core courses must be completed prior to students enrolling in either the Administrative or Educational Specialty Courses. Core courses may be taken in any order as long as they are completed before moving to specialty track courses. All required courses in the program must be successfully completed before students may enroll in the capstone course, either NUR 681 or NUR 686.

**Academic Standards**

To graduate with a MSN degree from Baker College students must achieve a cumulative grade point average (GPA) of 3.00 or better. *Please see the information on graduate programs in the catalog for additional information specific to graduation requirements.*

**Academic Standing**

Baker College evaluates the grade point average (GPA) requirement after each spring quarter. Students will be considered in violation if they do not maintain the minimum GPA requirement. Listed are the minimum GPA requirements for the initial review. Please note these minimums apply only to the first review; all subsequent reviews require that the student maintain a 3.0 GPA.

**Grading**

Grades are given in the School of Nursing based on acquired points rather than a percentage. The grade equivalent is discussed in the syllabus for each course.

Grading Scale:

Letter Grade	Percentage	Points Needed		Letter Grade	Percentage	Points Needed
A	100 - 93%	930 - 1000		C	76 - 73%	730 - 769
A-	92 - 90%	900-929		C-	72 - 70%	700 - 729
B+	89 - 87%	870-899		D+	69 – 67%	670- 699
B	86 - 83%	830-869		D	63 - 66%	630-669
B-	82- 80%	800-829		D-	62 - 60%	600-629
C+	79 - 77%	770 -799		F	59 - 0%	0 - 599

Students may withdraw from classes or receive an incomplete according to the College policy which may be found in the Baker College Student Handbook.

**Class Attendance**

Class attendance is based on the requirements of the Center for Graduate Studies. Specific information regarding online courses is found in the Baker College Student Handbook, including credit hour definition.

**ADA Statement**

Baker College is committed to addressing the needs of students who meet the criteria for special accommodations. It is the College’s policy to comply fully with federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), regarding students with disabilities. Information concerning the College’s policies

and procedures related to disability can be found in the Student Handbook and on the Baker College web site.

### **Expenditures**

A fee is required at the time of application. Tuition is listed in the current Baker College catalog. Transportation may be required to complete some assignments. Lack of transportation is not an acceptable reason for failure to complete an assignment.

Each graduate student is required to have a personal laptop computer with current Microsoft Office or equivalent software with internet capabilities.

### **Professional Academic Honor Conduct**

It is essential that all individuals associated with the Baker College School of Nursing behave with integrity and in accord with the American Nurses Association *Code of Ethics*.

Failure to guard confidentiality and/or to accurately report and record information may result in disciplinary action. Any violation of academic honesty is reported immediately to the faculty.

Any information, idea, concept, statistic, or other data used to complete an assignment in the School of Nursing must be properly cited. Failure to use proper citation is plagiarism.

Please refer to the Baker College Student Handbook for information on the Academic Honor Code.

### **Written Assignments**

Project planning, time management, and contingency planning are essential in all professional activities, not just academic course work. As a standard, late work will not be accepted.

Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas.

All written assignments in nursing courses will be developed according to *Publication Manual of the American Psychological Association* (APA) (most recent edition available).

Students are required to complete the APA tutorial found at:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

### **Program of Study**

The Baker College MSN program has two tracks, Administration and Education. Students in both tracks will take the six (6) core nursing courses before beginning the specialty courses. Both tracks have specialty courses which involve practice hours. Students in the Administration track will take four (4) courses with students in the Baker College MBA Health Administration track.

### **Preceptors and Clinical Agencies**

Students will self-identify preceptors and clinical agencies in their local communities with the approval of course faculty. To that end **students** will:

1. Submit preceptor agreements to course faculty *prior* to beginning practicum hours.
2. Submit preceptor Curriculum Vitae to course faculty prior to beginning practicum hours to assure preceptors has the necessary experience and skills to assist in guiding the student through the practice process.
3. Submit clinical agency agreement to faculty *prior* to beginning practicum hours. Within the state of Michigan Baker College has contracts with the majority of health care providers and students are encouraged to conduct practice hours in these facilities. However, should a student wish to conduct practice hours in a facility where Baker College does not have a contract, it is the student's responsibility to obtain approval from the facility to conduct their practice hours. A clinical agreement is required, including for facilities where the student is an employee. While conducting practice hours, the student is functioning in a student role, not staff, and it is required the facility acknowledges this change in role by use of the facility agreement. It is not the responsibility of the Baker College School of Nursing to obtain contracts for student identified facilities by which to conduct the practicum experience.
4. Students are subject to all policies and procedures of the practice facilities, including documentation of immunizations, BLS certification, drug screening, etc. Once students have submitted the facility agreement form and started the practice experience, failure to comply with any facility policy and practice may result in student failure of the practice experience and failure in the course.

### **Requirements of Students Prior to Practice Experience**

1. Unencumbered license as a Registered Nurse in the state where the student will conduct the practice experience.
2. Professional liability coverage (students will not be permitted to register for courses with practice hours without documentation of professional liability insurance).

### **Responsibilities of Preceptor Participants**

All individuals who elect to serve as preceptors for the MSN program must meet the following requirements:

1. Hold current unencumbered license to practice in their discipline as a RN in the identified state.
2. Possess expertise in the clinical area of study.
3. Hold one of the following degrees: DNP, PhD, or MSN. In special circumstances, exceptions may be made given a preceptor's unique clinical expertise and experience.
4. Possess expertise and greater than one year of experience in the clinical area of study.

5. Submit a Curriculum Vitae (CV) to clinical course faculty.
6. Have approval of course faculty.
7. Demonstrate effective teaching and communication skills.

#### *Preceptor Responsibilities*

1. Meet with faculty for preceptor orientation (this may occur via e-mail communication and/or telephone conversation or any other means of electronic communication agreeable to both course faculty and preceptor).
2. Serve as a positive professional role model.
3. Direct learning experiences to help the student meet course objectives.
4. Maintain responsibility for the practice outcomes.
5. Provide ongoing feedback to student and faculty member as indicated.
6. Participate in evaluation of student and preceptorship experience.

#### *MSN Student Responsibilities*

1. In collaboration with course faculty, the student will identify a preceptor and institution for the practicum portion of the program experience.
2. Provide preceptor with the course objectives prior to beginning on site practicum hours.
3. Document all practice encounters. All entries must be cosigned by preceptor.
4. Submit practice hours' schedule plan, in advance, specifying location and hours to be worked.
5. Notify faculty and preceptor in advance of any change in practice hours if appropriate.
6. Adhere to policies of Baker College, the School of Nursing and the institution for practicum experience.
7. Complete self-evaluation and evaluations of your preceptor and preceptorship experience.

#### *Faculty Responsibilities*

1. Be available to the preceptor to discuss the program outcomes, course objectives, and student performance.
2. Assess the clinical facility for appropriateness in meeting course objectives.
3. Maintain open communication with the preceptor regarding student's progress.

#### **Practice Policy**

The preceptor or course faculty has complete authority to remove any student whose behavior is unsafe or unsatisfactory from the practice site. The incident will be reviewed by the Dean, School of Nursing, faculty member, preceptor and student prior to the student returning to the practice area.

### **Practice Dress Code**

Professional practice attire is required at all times. Students must adhere to the dress code of the facility where they are conducting the practice hours. White lab coat, student identification badge and closed toe shoes are recommended.

### **Clinical Performance**

Students will receive a pass/fail grade in practice/clinical. A pass is required to successfully complete the course. A practice failure will result in a course grade of F. Any of the following behaviors constitute a clinical failure: using mood altering substances within 12 hours of practice/clinical, violation of patient confidentiality policies, failure to abide by preceptor instructions, misrepresenting themselves, performing any procedure or intervention without preceptor approval, falsification of practice/clinical hours, and records or documentation.

### **Graduate Handbook**

Students are responsible for knowing and complying with all policies and information contained in the Baker College Student Handbook, Center for Graduate Studies Polices and the School of Nursing Graduate Handbook

**Note:** If at any time information contained in the MSN nursing handbook is in conflict with Baker College policies or Baker College School for Graduate Studies policies, the latter takes precedent. Please notify course faculty or program Director if you feel there is an inconsistency.

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Approved: Standards Committee: