



Published:
09/18/2023

** Updates to the MSN Student Manual may periodically be made and will take precedence. Students will be notified via email of relevant updates, and the updated manual will be posted in MSN Central.*

The baccalaureate degree program in nursing and master's degree program in nursing at Linfield University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

Preface.....	3
Chapter I: Curriculum	4
Chapter II: Organizational Structure and Student Involvement.....	12
Chapter III: Student Recognition and Awards	14
Chapter IV: Good Samaritan School of Nursing and MSN Program Policies and Procedures.....	15
Chapter V: Linfield University Policies and Procedures	31

Linfield University is an equal opportunity employer in faculty and staff recruitment and hiring. Linfield University and Linfield Good Samaritan School of Nursing do not discriminate based on race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, marital status, veteran status, or membership in any other protected classification in its educational programs, admission, activities, or employment policies. Reasonable accommodation will be made for students with disabilities.

Reasonable Accommodations are based on the impact of one's disability and determined on a case-by-case basis.

Examples of reasonable accommodations* include:

1. Extended Testing Time -- Students who qualify for this service are allowed 150% - 200% of the time normally allowed.
2. Reduced Distraction for Exams -- A quiet room to take tests/exams is provided through LSS.
3. Peer Note-Taking -- A student in the same class that note-taking is needed is hired by LSS to provide copies of their notes.
4. E-text -- Some students may require textbooks in an alternate format. E-text allows students to manipulate text and can be read by an electronic reader.

*Disclaimer: The list above is not all-inclusive but is intended to give you an idea of the types of accommodations available.

Linfield University is regionally accredited by the Northwest Commission on Colleges and Universities. The master's degree program in nursing at Linfield University is accredited by the Commission on Collegiate Nursing Education and approved by the Oregon State Board of Nursing.

On February 20, 2014 the Oregon State Board of Nursing (OSBN) granted Linfield Good Samaritan School of Nursing full approval for the maximum term possible and awarded the School several commendations. (See, Oregon State Board of Nursing website: <https://www.oregon.gov/osbn/pages/index.aspx>)

develop collaborative partnerships with clients, healthcare providers, and other stakeholders to achieve healthcare goals in a variety of settings.

Consistent with the foundational education principles of Linfield University, the Good Samaritan School of Nursing promotes integrated learning, global and multicultural awareness, and experiential learning that foster reflective practice essential for professional nurses in the 21st century. We believe that learner centered education is

10-week terms that provides a foundation for pursuing numerous options for advancement in nursing. Offered in an all-online format, this program allows students to be successful while balancing work and academics with scheduled breaks for

In our asynchronous program, the Discussion Boards serve as the “classrooms” for online learning and provide the opportunity for dialogue among class members related to the course content. As with classroom discussions, the online discussion boards help build community among the students and instructors. In graduate level adult education, students are self-learners. They initiate and collaborate with each other in the discussion and faculty guide the online sessions with topical questions or prompts. Discussion Boards provide opportunities to articulate and defend positions, demonstrate understanding and analysis of course content, discuss and share differing points of view, hone critical thinking, and create in-depth reflective responses. Each MSN course may vary in how the Discussion Boards are utilized, scheduled,

including hospitals, community settings, public health departments, primary care practice offices, integrated health care systems, and an array of other settings. These learning opportunities may also include experiences in business, industries, and with disciplines that are recognized as innovators in safety, quality, finance, management, or technology.

Development of mastery is facilitated through experiences to master system assessment and intervention skills which require an understanding of organizational dynamics. Most often, the immersion experience occurs toward the end of the program as a culminating synthesis experience for the program. In some instances, the master's student may engage in a practicum experience at the student's employing agency. This arrangement requires a systematic assessment of that setting's ability to allow the student to engage in new activities, framed by the learning objectives of the program, and overseen or supervised by a mentor/preceptor or faculty member. This type of learning experience will be designed to assist the learner to acquire master's-degree nursing knowledge and practice master's-degree roles.

Supervised practicum experiences need to be verified and documented. One example of such documentation is the use of a professional portfolio. (*Previous content adapted from AACN MSN Essentials, 2011, p. 29-30.)

In the Linfield MSN program, practicum experiences will consist of a variety of experiential learning activities. These experiences are approved, coordinated, and evaluated by the faculty. You are encouraged to utilize informal mentors who are

-r6

These are broad ideas or examples of types of activities that may be considered appropriate for the NURS 531 course; this is not an exclusive or complete list. You will need to check with course instructors for further guidance or if you have questions regarding practicum activities.

- Advocate for vulnerable populations through presentations or practice (e.g. volunteer, mission work)
- Appraise literature and other evidence for practicum comprehensive plan
- Assessment / justification of program / staffing
- Assessment of individual or group leadership
- Attend / present at quality improvement meetings
- Attend conference or workshop

- Develop/evaluate new practice approaches through clinical setting investigation
- Development of job descriptions and hiring of staff
- Disseminate findings of practicum comprehensive plan or quality improvement project(s)
- Disseminate products from academic courses (poster/speech)
- Educate others regarding nursing, health policy, and patient care outcomes
- Engage in activities designed to improve informatics skills
- Engage in data extraction/informatics activities
- Engage in policy development, legal bill preparation, and presentation of information
- Enhance clinical practice through application of MSN education programs

- Present MSN-related topic at conference/workshop/agency forums
- Process improvement / problem solving
- Produce educational materials related to healthcare
- Promote sensitivity to diverse organizational cultures and populations
- Provide testimony for health policy
- Review available research/evidence to support area of practicum comprehensive plan
- Search/Review/evaluate EBP material (e.g., web, print) (Research critique)
- Staff development
- Supervision and evaluation of staff
- Use IT to identify gaps in evidence for practice
- Use nursing theory to evaluate outcome(s)
- Utilize EBP to improve patient outcomes through change and/or intervention (e.g. policy development and/or process improvement)
- Work as a member of an interprofessional team to enhance patient care outcomes
- Work with professionals outside of nursing in development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products
- Write scholarly document (project paper, manuscript, executive summary, management guidelines)

The _____ : chief academic officer of Linfield Good Samaritan School of Nursing and provides vision and leadership while representing the interests of the School of Nursing. The Dean of Nursing assures the orientation, supervision, and evaluation of Nurse Educator Associates through delegation of appropriate faculty.

The _____ collaborates with the Dean of Nursing and Associate Dean of Clinical Education in the administration of the Good Samaritan School of Nursing. The Associate Dean of Nursing serves as the Search Committee Chair for faculty positions.

The _____ collaborates with the Dean of Nursing and the Associate Dean of Nursing in the administration of the Good Samaritan School of Nursing. Additionally, provides oversight for clinical education and works in association with program directors, clinical course coordinators, simulation coordinators, CFC, and ELC Manager to facilitate clinical experiences for students.

The _____ provides oversight for clinical education in the pre-licensure programs. The Director works in association with program directors, clinical course coordinators, sim(i)1 (na)7 (t)6 (o)5 (r)2 (s)-2(s)-2 (i)1 (m)2 ((i)1 (na)7 (t)6 (o)5 (r)2 (clinicalts eso-3 . (u7 (6 (o)5 (r)2 (26 (oh)1 (c)3) (r)2S)-1 (m)2 (((o)5 (r)2 (s)-.003 Tc 01 (1(i)1 (m)2n(l

The Outstanding Graduate Student Award recognizes the MSN student that has not only excelled academically but also demonstrated a high level of leadership qualities. The program seeks to prepare nurses to:

- engage as a collaborative healthcare leader
- promote an ecological view of health and healthcare systems
- recognize the inter-relationships between healthcare systems, the environment, individuals and populations, and
- advocate for sustainable and just healthcare and global ecosystems.

-
- Bachelor of Science (BSN) in Nursing from a Regionally Accredited College/University and from a nationally accredited nursing program, or from a recognized international institution and program.
 - 3.0 GPA in Nursing courses
 - Unencumbered Registered Nurse (RN) license
 - International students residing outside the United States are eligible to apply for and enroll in the program. International students residing within the United States on F-1 Visa are not eligible to enroll. Eligible international students must also provide the following:
 - International applicants whose first language is not English must demonstrate English proficiency by either:
 - Having successfully completed two years full-time coursework at an English language institution or
 - Submitting a Test of English as a Foreign Language (TOEFL) exam (preferred) with scores of 550 and above (paper-based exam) or 213 and above (computer-based exam). Linfield also recognizes scores from other standardized tests such as IELTS, GTEC and EIKEN.
 - Students submitting international transcripts must have their transcripts officially evaluated by a NACES or AICE member organization and the official evaluation submitted through NursingCAS, at the student's expense.
 - Applicants must complete an application online and submit supplemental application materials.
 - Official transcripts from all colleges and universities attended. Students with international credentials must submit, at their own expense, a translated credential evaluation (from a NACES or AICE member organization) with their admission application.
 - Resume or Curriculum Vitae
 - Personal Statement: Why do I want to attain an MSN in Leadership in Healthcare Ecosystems at Linfield? What future nursing roles do

you hope to pursue and how does getting this MSN degree help you achieve those goals? (Limit 500 words.)

- Students who have earned their BSN, but who do not yet hold an unencumbered RN license may be Conditionally Admitted for the first term but will be required to show proof of their license prior to registering for their second term.
- Additionally, students who hold a BSN and an unencumbered RN license may apply as non-Degree students and take up to two courses prior to applying for admission into the MSN program.

MSN Courses are graded using the scale that follows. To maintain good academic standing, the student must meet all course outcomes as evaluated by faculty assessments and achieve an overall course grade of at least B-.

A	93-100	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
F	Below 62	

An incomplete is given at the discretion of the instructor when the quality of work is satisfactory, but the course requirements have not been completed for reasons of health or other circumstances beyond the student's control, as determined by the instructor. An incomplete must be completed before graduation. Each incomplete assigned must be accompanied by a contract statement agreed to by both the instructor and the student and must include the following:

1. What work remains to be completed.
2. How the work is to be evaluated.
3. A deadline for completion of the work, which can be no later than the end of the semester following the semester in which the course was taken.
4. Each incomplete must be accompanied by a contingency grade, in the computation of which the instructor has assigned zero points to the work not completed. This contingency grade will be the grade finally recorded for the course if the Office of the Registrar does not receive another grade by the contract deadline.

Incomplete Nursing courses must be converted to a grade that is satisfactory to progress in the program (B- or better for MSN students) before a student is eligible for enrollment in subsequent courses if the incomplete course is prerequisite to any other Nursing course.

32 credits earned in NURS 500, 501, 510, 511, 520, 521, 530, and 531. Students must earn a 2.70 GPA or higher in MSN courses and demonstrate safe, ethical, and professional behavior that is within the scope of nursing practice, at all times.

Academic Standing is monitored at the end of each semester by the Registrar, who notifies the student and the academic advisors when the student's performance is found to be unsatisfactory. Progression in the MSN Program is dependent upon a student's ability to master appropriate learning content in courses as demonstrated by achieving minimum evaluation standards. In order to progress in good standing, a student must maintain a minimum 2.700 GPA across the MSN Program of Study.

Academic Probation indicates that a student's performance is unsatisfactory. A student will be placed on probation for reasons including:

meeting program requirements even if their academic record is adequate for progression. Reasons include:

- The student's Registered Nurse license becomes encumbered

A student will be dismissed from the M.S.N Program for reasons including:

- earning two or more final course grades in the C range (C+ to C-), or
- earning a single final course grade below C-, or
- having a third unresolved incomplete course, or
- failing to meet conditions stipulated in a probation letter

: A student will also be dismissed from the program for reasons including but not limited to:

- Full loss of their Registered Nurse license for any reason.
- Evidence of unsafe nursing practice, unethical behavior that violates the ANA code of ethics, unprofessional behavior with patients, patient family members, agency or clinical staff, faculty, Linfield staff, student peers, or others, illegal behavior that results in a situation in which a student may not participate at a clinical site, presents a potential danger to others, or is outside the scope of nursing practice. For more information, please see the Good Samaritan Act, ORS 317.005 (0-2 (r)-8r

subject to change by the governing body of Linfield University or its duly authorized representatives.

In order to receive a degree, a student must have satisfied, at the time of graduation, each university requirement for the degree from an eligible catalog.

MSN students must complete their degree requirements within five years from matriculation.

Revised 03/15/2022

Students who have withdrawn from MSN course(s) may return to their MSN Program of Study if no more than two semesters have elapsed since the withdrawal. If a withdrawal from courses is expected to be longer than two semesters, the student should consider withdrawing from the MSN Program or discuss their situation with their academic advisors.

Students who have withdrawn from the MSN Program for three or more semesters must apply for readmission. A student who applies for readmission will be subject to the admission requirements published in the Linfield University Course Catalog at the time of application for readmission.

A student who applies for readmission will be subject to the admission requirements published in the Linfield University Course Catalog at the time of application for readmission.

Readmission to the program involves an application process reviewed by the Student Policy and Progression Committee.

Re-entry to the MSN Program will depend on the following:

- Decision of the application process will be made by the Student Policy and Progression Committee. Affirmation by the Dean of the Good Samaritan School of Nursing. Decisions may be appealed to the Dean of the Good Samaritan School of Nursing. Decisions by the Dean of the Good Samaritan School of Nursing may not be appealed.
- Available space in the program. Students progressing as scheduled through the program have priority.

Students granted readmission are expected to be successful. If the student fails another nursing course the student will be dismissed from the Good Samaritan School of Nursing and readmission will not be considered.

1. MSN Program: An application for readmission and other required documents (refer to directions related to readmission letter below) must be submitted to the

you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Linfield's behalf, unless you are authorized to do so in writing.

- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
 - Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
-
- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
 - Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
 - Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).
-
- There is no such thing as a "private" social media site. Search engines can turn

others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

1. Only use your Linfield email address. This marks the message as legitimate. It provides the faculty/staff with information about whom the email is from in the Linfield system.
2. Always use the subject line. Inform the faculty/staff of the purpose of the email.
3. Start with a Salutation
 - a. Salutations that are acceptable: "Hello", "Hi", and address the Professor by title.
 - b. Do not start with "Hey."
4. Using the honorific or person's title communicates respect for the faculty's position.
 - a. Professors have years of experience and education and should be addressed as such. Address the person as Dr. if the faculty member has a PhD, EdD, DNP or other earned doctorate, otherwise use the term Professor.
 - b. Use a formal salutation with the professor's full last name:
 - i. Example: Dr. Brown-Hayden or Professor Brown-Hayden. The only exception to this is if you have received an email from the professor where that person used an informal salutation such as "Dr. K".
 - c. Never use a first name unless you have explicit permission to do so by that faculty person.
5. The reason for your email.
 - a. Remember that you are representing yourself as a professional in your email.
 - b. The tone of the email should be professional, courteous, and civil.
 - c. Do not use slang, text language, emoticons, or offensive terms in your email.

d.

MSN students do not participate in direct care clinical experiences during the program. However, if in completing practicum experiences the organization at which the practicum activities occur have specific immunization or other requirements, the student would need to comply with organizational requirements. These must be completed prior to the start of any practicum activities at the organization.

Any student who is charged with or convicted for an offense, including a DUII, is required to report the situation in writing to the Dean of the Good Samaritan School of Nursing within one working day of the event. If a student fails to disclose previous criminal history or a current criminal event the student may be dismissed from the Good Samaritan School of Nursing. The report must include:

- Nature of the arrest or conviction
- Severity of the arrest or conviction
- Timing of the offense(s)
- Documentation provided by the applicant: including, official court documents, arrest reports relative to applicant's conviction, showing the date, and circumstance(s) surrounding

- Faculty members do their best to respond to e-mails and questions within 24-48 hours. It is important to check with each instructor to understand their preferences for communication and their timeline for responses.
- Students may notice similarities in the way that online education is delivered across the curriculum; however, it is important to know that faculty instructors will have a variety of teaching styles and preferences.
 - Each course is designed with its own set of course outcomes or goals for learning. The teaching and learning strategies that are utilized to meet these outcomes will vary from course to course. Examples include collaborative discussions, group projects, individual research and writing assignments, online quizzes, case studies, web-based learning, community activities, practicum activities, and more.
- There are a variety of resources available in the course or on MSN Central to support student learning, such as: library resource pages, librarian contact and support information, writing tips and resources for formatting using the Publication Manual of the American Psychological Association (APA), web links, blackboard support, and Linfield University learning support services.
- In online courses, student identification is confirmed through their CatNet ID and secured password. Papers may be checked for plagiarism using the website: www.turn-it-in.com.

The Linfield University Good Samaritan School of Nursing relies on the use of computer technologies for student learning and testing. Students who do not have adequate technology resources may not be able to complete course expectations. Therefore, all students, in either face-to-face or online courses, are recommended to have or purchase a Mac or PC Laptop that meets the minimum specifications outlined below. For students enrolled in fully online courses [RN to BSN and MSN programs] a desktop computer with similar minimum specifications will meet the requirements.

It is recommended that students will have or purchase a Mac or PC laptop as they start the program. This should be their primary device for online and in-person courses. If a student has general questions about the recommendation, please contact the School of Nurs ab

Students are expected to comply with the policies of the healthcare agency in which they are engaged in practicum activities. This includes, but is not limited to, policies related to client confidentiality and the photocopying of any part of the client's medical record, social media use, drug testing, immunizations, and/or criminal background checks.

ID 4

Please refer to the current Linfield University Catalog and Student Policy guide for all policies and procedures, including but not limited to academic integrity, petitions and grievances, academic standing, etc.