

UMassAmherst

Elaine Marieb  
College of Nursing



## Graduate Student Handbook 2024-2025

## I. Acknowledgement of Responsibility

I understand that it is my responsibility to read and understand all the policies and information contained in the Elaine Marieb College of Nursing Graduate Student Handbook. This includes the policies related to Academic Honesty.

The College will provide electronic notices via UMass email when changes have been made to the handbook.

**Printed name:**

**Signature:**

**Date:**

**Please indicate your program/concentration and when you expect to graduate:**

\_\_\_ Master of Science

\_\_\_ Doctor of Nursing Practice (DNP)

\_\_\_ Doctor of Philosophy in Nursing (Ph.D.)

\_\_\_ Graduate Certificate (specify below)

---

*Submission of this signed page is **required** for progression in the Nursing Program. Please upload this signed form into your CastleBranch account.*

---

**DISCLAIMER:**

The purpose of this Handbook is to provide students, faculty, and applicants to our program with consistent, current information about our program and policies. Information is updated at least once a year. While every effort has been made to ensure the accuracy of the information, the University reserves the right to make changes as circumstances arise. The contents of this Handbook do not, in whole or part, constitute a contractual obligation on the part of the University of Massachusetts, its employees or agents, nor does any part of this Handbook constitute an offer to make a contract. The information in this Handbook is provided solely for the reader's convenience, and the University denies any liability, which may be otherwise incurred.

---

## II. Faculty and Staff Welcome Message

We invite you to discover the Elaine Marieb College of Nursing at the University of Massachusetts Amherst. It is an exciting place to study, part of a large university, thriving on a tradition of excellence and a rich, deep curriculum supported by an array of educational resources. This handbook is a resource for you. The curricula for our programs are contained within this handbook as well as specific admission, retention, progression, and graduation policies for each program. Please read this handbook carefully, as it contains the most up-to-date policies that pertain to your educational experience.

Our talented and committed faculty members, supported by the outstanding commitment of our staff, are innovators, striving to offer the best possible student-centered instruction. Our goal is to encourage lifelong learning among our graduate students, including those beginning their clinical careers, further developing their clinical expertise, and embarking on research careers to develop new knowledge for the discipline.

We are a force for innovation, learning, and discovery as we prepare culturally proficient nurses to be leaders in the health of a global community. We encourage and invite you to be an active participant within the College through student representation on a committee, or volunteer work within the College or across the University.

Thank you for choosing the University of Massachusetts Amherst Elaine Marieb College of Nursing to advance your nursing career. We look forward to an exciting year!

### III. Foreword

The Elaine Marieb College of Nursing Graduate Student Handbook is designed to supplement the University catalogs as well as the Code of Student Conduct, Academic Honesty Policies and Procedures, and the Graduate School Handbook. Students are responsible for acting in accordance with the University and College of Nursing regulations and policies set forth in these publications. The College of Nursing Graduate Student Handbook also provides additional information specific to the nursing program, which will be helpful to you throughout your studies here.

*Code of Student Conduct:* [https://www.umass.edu/dean\\_students/codeofconduct](https://www.umass.edu/dean_students/codeofconduct)

*Academic Integrity:* <https://www.umass.edu/honesty/>

*Graduate School Handbook:* <https://www.umass.edu/graduate/policies/handbook>

The Elaine Marieb College of Nursing Graduate Student Handbook is reviewed annually and is as accurate and current as possible. Should there be a change in policies, procedures, or regulations, it will be communicated via electronic documents via UMass email to students, who will be responsible for incorporating it into their handbooks. Please take the time to familiarize yourself with the handbook. It provides an extremely useful orientation to the programs, faculty, and standards of the Elaine Marieb College of Nursing. If you have a problem or concern that is not addressed in the handbook, please consult your faculty advisor or an Elaine Marieb College of Nursing staff member.

For the most up-to-date information, please visit the Elaine Marieb College of Nursing website at: <https://www.umass.edu/nursing/>

# Table of Contents

<b>I.</b>	<b>Acknowledgement of Responsibility.....</b>	<b>2</b>
<b>II.</b>	<b>Faculty and Staff Welcome Message.....</b>	<b>4</b>
<b>III.</b>	<b>Foreword.....</b>	<b>5</b>
<b>IV.</b>	<b>Elaine Marieb College of Nursing</b>	
a.	History.....	8
b.	Accreditation.....	9
c.	Vision, Mission Values and Goals.....	9
<b>V.</b>	<b>College of Nursing Deans, Directors, and Support Staff 2024 – 2025</b>	
a.	Deans.....	12
b.	Program Directors.....	12
c.	Graduate Support Staff.....	13
d.	Office of Research.....	13
e.	Strategic Partnerships and Donor Relations.....	13
<b>VI.</b>	<b>Graduate Student Resources and Requirements.....</b>	<b>15</b>
a.	University Resources.....	15
i.	NetID and Student Email Account.....	15
ii.	Academic Advising.....	15
iii.	Plan of Study.....	15
iv.	Registering for courses.....	16
v.	UMass Campus Resources.....	17
vi.	Scholarly Writing Resources.....	17
vii.	UMass Amherst Libraries.....	18
viii.	University Ombuds Office.....	18
ix.	Financial Aid.....	19
x.	Graduate Assistantships and Awards.....	17
b.	Resources within the Elaine Marieb College of Nursing.....	23
i.	Student Scholarships, Awards and Recognitions.....	23
	Nurse Faculty Loan Program.....	24
ii.	Organizations, Associations and Governance Opportunities.....	25
	Sigma International Nursing Honor Society.....	25
	Elaine Marieb College of Nursing Alumni Association.....	25
	Student Participation in Elaine Marieb College of Nursing Governance.....	25
	Student Evaluation of Courses.....	27
c.	Graduate Program Policies.....	28
i.	Academic Policies for Graduate Programs.....	28
	EMCON Graduate Grading Policies.....	28
	University Grading System.....	28

ii. An Environment of Academic Freedom.....	35
iii. Student Code of Conduct.....	36
iv. Preparing for your Clinical Practicum.....	38
<b>VII. Description of Graduate Programs.....</b>	<b>42</b>
a. Graduate Certificates.....	42
i. Graduate Certificate in Nursing Education (GCNE).....	42
ii. Psychiatric Mental Health Nurse Practitioner Post Master’s Certificate.....	45
b. Master of Science Program.....	48
i. Nurse Studies concentration (MSNS).....	48
ii. Nursing Education concentration (MSNE).....	50
iii. Clinical Nurse Leader concentration (MS-CNL).....	54
iv. Public Health concentration (MS-PH).....	58
v. Nurse Midwife concentration.....	60
c. Doctor of Nursing Practice Program.....	62
i. General Information.....	62
ii. DNP Core Courses.....	64
iii. DNP Concentration Courses – FNP .....	66
iv. DNP Concentration Courses – Psych/Mental Health.....	68
v. DNP Concentration Courses – PHNL.....	72
vi. DNP Post Master’s Completion Courses.....	74
vii. All DNP – Final Project Description.....	73
1. DNP Project Completion Process.....	75
2. Protection of Human Subjects.....	76
3. DNP Final Project Course Descriptions.....	77
d. PhD in Nursing Program.....	79
i. General Information.....	79
ii. PhD Curriculum Requirements.....	80
iii. Mentored Research Residency.....	85
iv. Faculty Advisors.....	85
v. Authorship Policy.....	86
vi. Comprehensive Exam Policy.....	86
vii. Doctoral Dissertation.....	93
APPENDIX A: Preparing for your Clinical Practicum.....	101



## IV. Elaine Marieb College of Nursing

### History

At its founding in 1953, the Elaine Marieb College of Nursing offered the first baccalaureate nursing program in public higher education in the Commonwealth of Massachusetts. Four years later, the College launched the first Master of Science degree program, and, in 1994, the state's first publicly supported PhD program in Nursing, in collaboration with the University of Massachusetts Medical College Graduate School of Nursing. In 2005, the College offered its first PhD program, sponsored uniquely by the College of Nursing, and in 2006 the first Doctorate of Nursing Practice (DNP) program in the state.

Continuous accreditation, first by the National League for Nursing and currently by the Commission on Collegiate Nursing Education (CCNE), along with the success of graduates in passing both licensing and certification exams, testify to the enduring quality of the College's programs, faculty, and curriculum.

The Elaine Marieb College of Nursing is one of the nine colleges comprising the University of Massachusetts Amherst, founded in 1863. The University is a Carnegie-designated Research University Very High (RUVH) and the flagship campus of the five-campus Massachusetts public university system. Sponsored research now totals over \$287 million a year, with increasing emphasis on the life sciences and biotechnology applications.

Embodying the University's commitment to high quality, accessible education, the Elaine Marieb College of Nursing is committed to meeting the challenges faced by the nursing profession in the context of the changing dynamics of society and the delivery of health care.

In 2008 the College of Nursing moved to the renovated Skinner Hall. The move to our own building in the center of the campus sends a clear message that the Commonwealth and the University are committed to building a solid future for nursing education and scholarship that will benefit residents of the state and beyond.



On September 16, 2021, the University announced the College of Nursing to be renamed the Elaine Marieb College of Nursing in honor of Elaine Nicpon Marieb, a teacher, philanthropist, author, and distinguished alum of the University of Massachusetts and the College of Nursing.

## **Accreditation**

The Elaine Marieb College of Nursing, as part of the University of Massachusetts, Amherst, is accredited by the New England Commission of Higher Education (NECHE). The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at the University of Massachusetts are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>) and approved by the Massachusetts Board of Registration in Nursing. PhD programs are accredited by NECHE, the same agency that accredits the entire University.

## **Vision, Mission, Values, and Goals**

### **Vision**

The College of Nursing is a force for innovation, learning, and discovery in preparing culturally proficient nurses for leadership in health for a global society.

### **Mission**

To provide an affordable and accessible education to enhance health and healing through nursing leadership in teaching, scholarship, practice, and service.

### **Values**

We, the faculty of the College of Nursing, are committed to:

#### **Caring and Collaborative Relationships**

- Care and compassion at the heart of evidence-based nursing practices
- Collaboration with clients, nursing, and interdisciplinary peers as essential to enhancing health and healing
- Attending to the needs and input of vulnerable and underserved populations

## **Leadership**

- Nursing's contribution to reducing health disparities and promoting health in a global society
- An environment that enhances the social conscience and professional development of all members of the Elaine Marieb College of Nursing
- The knowledge that environments are interrelated systems that affect and are affected by nursing practice, culture, and public policy, where students develop their identity as agents for innovation in the world

## **Excellence**

- The reciprocal relationships among teaching, scholarship, and engagement
- Encouraging integrity and high moral character in all members of the Elaine Marieb College of Nursing
- Becoming reflective practitioners to increase the authenticity of our work (Boyer, 1990)

## **Innovation**

- Creative ways of acquiring, managing, and sharing knowledge

## **Diversity**

- Striving to design and provide culturally sensitive nursing care in a global society
- Promoting diversity in our college and in the profession

## **Lifelong Learning**

- Arts, humanities, and sciences as a foundation for nursing education
- Learning as a dynamic, collaborative process, that promotes mutual growth of students and teachers

## **Goals**

### **Engagement Goal**

- Establish innovative scholarly engagement models that define and respond to the health of the public.

Our Objectives are to:

- a. Contribute to the search for answers to the most pressing social, civic, economic, and moral questions facing our profession and world today (Boyer, 1990)

- b. Facilitate and enhance an organizational culture of diversity that promotes the success of collaborative partnerships, relationships, and affiliations within a global community
- c. Promote and expand faculty teaching, scholarship, service, and practice, which reflects faculty expertise and needs of our communities of interest
- d. Promote faculty development and systematic understanding through a variety of mechanisms that would include:
  - 1. Coordinating access to all existing internal university resources
  - 2. Securing external global resources
  - 3. Mentoring faculty in the ongoing development of their academic careers
- e. Contribute to systematic and structural improvement of the University and U-Mass systems.
- f. Promote service to the underserved and vulnerable populations in our region

### **Teaching Goal**

We prepare professional nurses by creating an innovative environment for inquiry, discovery, and learning with diverse populations. Our objectives are to:

- a. Ensure a flexible, learner-centered environment that uses information technology to its fullest potential to ensure collaboration and inclusivity
- b. Foster the advancement of students through graduate education
- c. Ensure a comprehensive, cohesive curriculum which prepares students for leadership in a changing and diverse sociopolitical world

### **Scholarship Goal**

Enhance the art and science of nursing by creating, translating, and disseminating knowledge. Our objectives are to:

- a. Facilitate the scholarship of discovery through integration, application, and teaching
- b. Foster a creative environment that supports scholarship activities
- c. Enhance mechanisms for interdisciplinary scholarship

## V. College of Nursing Deans, Directors, and Support Staff 2024-2025

For a complete list of CON Faculty, please visit our website: <https://www.umass.edu/nursing/about/directory>

### Deans

**Dean of the Elaine Marieb College of Nursing: Dr. Allison Vorderstrasse**, BS in Nursing, Mount Saint Mary College; MS in Nursing, Adult Nurse Practitioner - Diabetes Specialty Concentration, Yale University School of Nursing; DNSc, (Chronic Illness Self-Management), Yale University School of Nursing; NIH/NINR Summer Genetics Institute Certificate, Certified APRN (Diabetes Specialty); Fellow of the American Academy of Nursing, Professor. Research Interests: *Diabetes, chronic illness*.

**Associate Dean for Academic Affairs : Dr. Mary Ellen Burke**, BSN, Rutgers University College of Nursing; Certificate in Nurse-Midwifery, Frontier Nursing University; MSN, Case Western Reserve University; Post-Master's Certificate in Nursing Education, University of Massachusetts Chan Medical School Tan Chingfen Graduate School of Nursing; DNP, University of Massachusetts Amherst. Certified Nurse-Midwife, Certified Nurse Educator, Clinical Associate Professor. Research Interests: *Women's Health, Obesity Stigma, Nursing Education*.

**Associate Dean of Equity and Inclusion: Dr. Jess Dillard-Wright**, BS Science Technology & Culture, Georgia Institute of Technology; MA, Women's History, Sarah Lawrence College; MSN, Clinical Nurse Leader, Medical College of Georgia; MSN, Community Based Nurse Midwifery Program, Frontier Nursing University; PhD, August University.

**Associate Dean for Research: Dr. Michael Lepore**, BA Philosophy & Psychology, Assumption University; Graduate Certificate, Gerontology, Georgia State University; MA, Sociology, Georgia State University; PhD, Sociology, Georgia State University.

### Program Directors

**Master of Science Program Director, Graduate Certificate in Nursing Education, and Psychiatric Mental Health Nurse Practitioner Certificate Program Director: Dr. Gabrielle P. Abelard**, BS in Nursing, University of Massachusetts Amherst College of Nursing; MS in Mental Health Nursing, Adult Clinical Nurse Specialist, University of Massachusetts Amherst College of Nursing; Post Masters Certificate in Nursing, Psychiatric Mental Health Nurse Practitioner, Regis College Richard and Sheila Young School of Nursing; DNP (Integrative Health), Regis College Richard and Sheila Young School of Nursing. Professor.

**Doctor of Nursing Practice (DNP) Program Director:** *Dr. Karen A. Kalmakis*, BS, Elms College; MS, MPH, PhD, University of Massachusetts Amherst College of Nursing. Certified APRN (FNP), Fellow of the American Association of Nurse Practitioners, Professor. *Clinical interest in trauma-informed care, public health, and women's health.* Research Interests: *Health consequences of early trauma and adversity, the chronic stress response to childhood adversity, and learned resilience.*

**Doctor of Philosophy (PhD) Program Director:** *Dr Rachel (Rae) Walker*, BA, BS in Biology and English, University of Virginia; BSN, PhD, Postdoctoral Fellowship, Johns Hopkins University; Oncology Certified Nurse, Fellow of the American Academy of Nursing. Associate Professor. Research Interests: *Nursing invention and co-creative processes founded on the principles of design justice as vehicles for achieving health equity and social justice, community-directed digital defense against harmful forms of big data, A.I., and other technologies.*

## Graduate Support Staff

**Assistant to the Associate Dean of Academic Affairs:**

Lynne Walton: [lwalton@umass.edu](mailto:lwalton@umass.edu)

**Student Support Center Lead, DNP, & PMHNP Certificate Program Assistant:**

Karen Ayotte: [kayotte@umass.edu](mailto:kayotte@umass.edu)

**Master of Science, MSNE Certificate & PhD Program Specialist  
& Clinical Relations Coordinator:**

Dorian Pariseau [dpariseau@umass.edu](mailto:dpariseau@umass.edu)

**Affiliation Agreement Coordinator:**

Andrea "AJ" Juno: [ajuno@umass.edu](mailto:ajuno@umass.edu)

**Graduate Clinical Placement Coordinator:**

Katherine Bobianski: [kbobians@nursing.umass.edu](mailto:kbobians@nursing.umass.edu)

## Office of Research

**Grants and Contracts Administrator:**

Monika Valečić [mvalecic@umass.edu](mailto:mvalecic@umass.edu)

**Research Office Assistant:**

Nathaniel Diedrich [ndiedrich@umass.edu](mailto:ndiedrich@umass.edu)

**Executive Director of Strategic Partnerships**

Olivia Frazier [Olivia.frazier@umass.edu](mailto:Olivia.frazier@umass.edu)

**Associate Director, Donor Relations, University of Massachusetts Amherst Foundation**

Benjamin Monat [bmonat@uma-foundation.org](mailto:bmonat@uma-foundation.org)

## VI. Graduate Student Resources & Requirements

### Part A: University Resources

#### NetID and Student Email Account

Your NetID serves as the primary username for your IT (Information Technology) account and gives you access to the campus network, SPIRE, email, and much, much more. Complete instructions and other support on activating your student account are provided by UMass Amherst Information Technology: [Net ID and Password](#)

Students in the College of Nursing are required to use their student email account. **It is the only email that the College and the University use to provide communications to all students.** This is especially critical in an online program, as all pertinent, time-sensitive information will come to that email address. The College of Nursing is not responsible for negative outcomes that may occur if a student does not check or regularly use their student email account. **Please make it a priority upon admission to open and use your UMass Amherst student email account.** <https://www.umass.edu/it/email>

#### Before you Arrive: A Technology Checklist for New Students

The UMass Amherst Information Technology website supplies a great checklist for new students to make sure you are all set and ready to compute once classes start. Please take a moment to familiarize yourself with the website and abundance of information there that can aid you with your computing needs: <https://www.umass.edu/it/general/it-guide-students>

#### Academic Advising

Academic advising services for graduate nursing students are provided by the Elaine Marieb College of Nursing. Academic advising services include, but are not limited to, program planning, selection of courses, identification of scholarly research interests, changes in plan of study, leaves of absence or withdrawal from the program, career counseling, and referrals for academic support. Your academic advisor will work closely with you on any personal and/or professional concerns. This discussion can occur individually and may be augmented as needed by referrals to appropriate student services on campus. Your assigned academic advisor is listed in your SPIRE account. If you do not have an assigned advisor, please contact your graduate program specialist.



In most other instances, the graduate program specialists and directors will routinely offer guidance on course selections and plan of study updates/changes for master's track, certificate, DNP, and PhD students. Although each student has an academic advisor, the student carries the responsibility for ensuring that they meet all the requirements for progression in the major and for graduation.

## **Plan of Study**

Each student will receive a plan of study to guide their education upon admission to their program. The agreed-upon plan of study will be signed by the student and placed in the student's academic file. A copy will be provided to the student. Changes in the plan of study can only be made in consultation with the student's advisor or director. Students are responsible for following the plan of study as agreed with the advisor/director to ensure a timely graduation.

## **Registering for Courses**

Information outlining available courses and the registration process will be emailed to students before the registration period each semester at the student's University email address. **EARLY REGISTRATION IS RECOMMENDED TO ASSURE ENROLLMENT AND TO PROCESS FINANCIAL AID.** Many courses fill to capacity, so to be guaranteed a space in a required class, we urge you to register as soon as the registration period begins. If you have any questions or issues concerning registration, contact the Elaine Marieb College of Nursing graduate program specialist associated with your program.

Registration for courses is found on the University's SPIRE student information system <https://www.spire.umass.edu/> Students should connect with their advisors each semester and register for the courses outlined in their plan of study to assure a timely graduation.

The cost per course can vary depending on whether courses are offered through the UMass Graduate School on campus or through University Without Walls (UWW), and by department. Program cost documents can be found on their respective websites.

**Note: All students must register each semester until the degree is awarded.**

If you are not registering for any courses or credits in a fall or spring semester and you are not filing for your degree, you must enroll in the Continuous Enrollment course, also known as Program Fee. You can enroll in the Continuous Enrollment course in SPIRE prior to the end of add/drop each fall and spring semester. The Class Number for Continuous Enrollment is found in the Schedule of Classes under GRADSCH 999.

- An incomplete course from a previous semester does not maintain your enrollment.
- First semester students and non-degree students are not eligible for Continuous Enrollment.

- The cost for Continuous Enrollment/Program Fee is \$285.00 which will be billed by the Bursar's Office.
- Students on Continuous Enrollment are also assessed half of the Graduate Student Senate Tax.

## UMass Campus Resources

There are many resources and support services available to graduate students who are both on and off campus. Below is a list of the most often requested websites.

Obtain UCard (ID card)	<a href="https://www.umass.edu/ucard/">https://www.umass.edu/ucard/</a>
Health Insurance Plans	<a href="https://www.umass.edu/uhs/insurance/shbp">https://www.umass.edu/uhs/insurance/shbp</a>
Graduate School Website	<a href="https://www.umass.edu/graduate/">https://www.umass.edu/graduate/</a>
International Program Office	<a href="https://www.umass.edu/ipo/iss">https://www.umass.edu/ipo/iss</a>
Veteran Services	<a href="http://www.umass.edu/veterans/">http://www.umass.edu/veterans/</a>

## Scholarly Writing Resources

Students admitted to the Elaine Marieb College of Nursing Graduate Programs will be expected to produce many papers during their coursework in their graduate program. The College of Nursing uses American Psychological Association (7<sup>th</sup> ed.) formatting for all required papers. Students are encouraged to seek help with their writing early on, if needed, before the most critical writing times in their programs. The University of Massachusetts Amherst offers support with both scholarly writing and research. Some helpful links include:

**1.) The Writing Center:** <https://www.umass.edu/writing-center/writing-center-1>

Virtual and face-to-face appointments are offered, and students may be assigned a writing coach.

**2.) CTL (Center for Teaching and Learning):** <https://www.umass.edu/ctl/>

Provides information on editors, writing coaches, writing retreats, and more!

**3.) APA Style:** <https://apastyle.apa.org/>

The website for using American Psychological Association style formatting. See [Style and Grammar Guidelines](#) for helpful information on how to format your paper.

## UMass Amherst Libraries

The UMass Amherst Library System has holdings that include more than 6 million books, periodicals, and government documents: <https://www.umass.edu/gateway/academics/university-libraries>

The W.E.B. Du Bois Library is the largest and provides access to many reference materials and collections. There is a Writing Center and Graduate Commons, among other resources. The W.E.B. Du Bois Library floor directory: <https://www.library.umass.edu/du-bois-library/>

Electronic references are available with a UMass IT account, searchable at:

<https://www.library.umass.edu/>

Please Note: Firewalls may preclude your ability to access e-journals! Please take the necessary steps to ensure that you can access e-journals and other materials.

## Library Resources for Nursing Programs

**Nurse Librarian Liaison:** Ellen Lutz ([lutz@library.umass.edu](mailto:lutz@library.umass.edu))

The UMass Library System is a wealth of information and a place you want to get to know quickly.

The UMass Library has a guide specifically designed for students in Nursing:

<https://guides.library.umass.edu/nursing>

## ScholarWorks

ScholarWorks@UMassAmherst is a digital repository for the research and scholarly output of members of the University of Massachusetts Amherst community administered by the UMass Amherst Libraries. Students are highly encouraged to post their work after completion of DNP projects or PhD dissertations. Instructions are given in the DNP Capstone courses when you are ready to submit.

**To view past DNP projects on ScholarWorks:**

[https://scholarworks.umass.edu/nursing\\_dnp\\_capstone/](https://scholarworks.umass.edu/nursing_dnp_capstone/)

## University Ombuds Office

<https://www.umass.edu/ombuds/>

The Ombuds Office is a unique place where all current UMass Amherst students, faculty, and staff can talk confidentially and “off the record” about any campus concern, issue, or conflict. The Ombuds staff work with university community members in a variety of ways to help them

understand their options and resolve their concerns. The office works to foster a culture in which differences can be resolved through respectful communication and fair processes.

The office operates pursuant to its Charter Agreement with the University and the International Ombuds Association Standards of Practice and Code of Ethics. Ombuds services are confidential, neutral, informal, and independent.

## **Financial Aid**

There are several offices on campus which provide information to students about resources for funding their education. Unlike financial aid for U.S. undergraduate students, aid to U.S. graduate students is limited to loans and work-study. To qualify for these programs, you must complete the Free Application for Financial Student Aid form (FAFSA) form, available in the Financial Aid Office, 255 Whitmore Administration Building, and submit it to the appropriate offices. More information: <https://www.umass.edu/financialaid>

The office of Financial Aid Services provides information about various loans, employment, and scholarship programs to which students can apply. Many loan programs and all federal aid programs require that applicants be citizens or permanent residents, making international students ineligible to apply. Financial Aid Services may also be able to inform you about part-time job search programs and can provide debt management information. You can reach a voice response by calling (413) 546-8100.

In addition, certain nursing organizations such as the Nurses' Educational Funds, Inc. and Sigma Theta Tau International, offer scholarships. For more information, stop by the Graduate Program Business Office in Skinner Hall. Several scholarships are offered to graduate students during the academic year and students are encouraged to apply. To view a list of selected funding opportunities, see: <https://sites.google.com/view/umass-nursing-phd/funding-scholarships>

Scholarship information specifically for graduate students can be found here: <https://www.umass.edu/graduate/funding>

## **Graduate Assistantships and Awards**

The University awards a limited number of graduate assistantships and associateships in research and instructional programs in most graduate departments. Research assistants and associates assist in conducting research, usually under the supervision of a faculty member, while teaching assistants and associates assume responsibilities related to teaching in academic departments.

Graduate assistantships, associateships, non-working fellowships, and traineeships are awarded according to the contract negotiated by the Graduate Employee Organization (GEO) and includes the benefits of a tuition and curriculum fee waiver for on campus, face-to-face graduate students.

Students holding these types of awards qualify for a partial waiver of the health fee. Students enrolled through University Without Walls (UWW), such as DNP, some masters, and certificate students, are not eligible for tuition and fees remission. Students with non-working fellowships do not qualify for some of these benefits and should check which benefits (if any) are associated with their fellowships.

Students holding assistantships or receiving University paychecks are paid bi-weekly via direct payroll deposit. If you are uncertain about the benefits associated with your award, contact the Graduate School, Bartlett Building, 130 Hicks Way. The website is:

<https://www.umass.edu/graduate/funding/funding-policies-procedures>

### **Appointment and Reappointment Procedure for Graduate Assistants**

The following information shall serve as procedure for appointment and reappointment of graduate students who serve as teaching or research assistants for the Elaine Marieb College of Nursing.

### **Posting of Open Positions**

A posting of positions and application will be made available to current and incoming graduate students. Usually, applications for fall positions are circulated in March and applications for spring positions are circulated in October.

### **Decisions on who will receive funding**

The PhD Program Director will make recommendations for assistantships and the Graduate Program Director will approve candidates who have met all the following criteria:

- a. Student completes an application and submits a curriculum vitae (CV)
- b. Student is in good academic standing within the Elaine Marieb College of Nursing (no outstanding incompletes or failing grades)
- c. Student holds the desired experience to properly match that of the faculty and the course being taught
- d. Students can fulfill the commitment required by the course as determined by the faculty of record
- e. PhD students will be given preference

### **Application procedure**

Interested students should complete the application and submit a CV within the timeframe indicated on the call for applications.

### **Appointment procedure**

- a. Recommended students will meet with the designated faculty member to discuss the appointment details.
- b. Specific details of the TA/TO/RA/PA appointment will be discussed, and the guidelines outlined in the Graduate Appointments Policies and Procedures will be followed.
- c. Student signs the Appointment Form for Graduate Fellowship and Assistantships after understanding and agreeing to the responsibilities.
- d. If the student is new to the University system, they will be informed that they must attend the Graduate School's TA (Teaching Assistant) orientation, known as the Teaching Academy, held in the fall of each year during new student orientation.

### **Reappointment procedure**

A student hired for an assistantship should be able to commit to an entire academic year. If that is not the case, and positions become available during the academic year, students will be contacted in the form of an announcement, e-mail, or a mailing regarding the new positions. A new pool of applicants will be drawn upon each academic year. All applications will be considered, although PhD students who are in the first three years (post MS) or four years (post BS) will be given priority.

### **Policies and guidelines**

The Elaine Marieb College of Nursing will follow all guidelines outlined in the Agreement between Graduate Employee Organization UAW Local 2322 and The University of Massachusetts Amherst. The College of Nursing will also follow all guidelines from the Graduate College Assistantship Office and policies and procedures outlined in the Graduate Handbook. The quality of student work and fulfillment of agreed upon responsibilities will be reviewed mid-semester and at the end of each semester in which the graduate assistant serves. Each student will be given a copy of this document and the Agreement between Graduate Employee Organization UAW Local 2322 and The University of Massachusetts Amherst. Any disciplinary action or termination of an appointment will be addressed by the graduate program director in Nursing, and policies and procedures for such action shall be done in accordance with GEO guidelines.

### **Assistantship**

Any student who receives an assistantship from the Elaine Marieb College of Nursing must attend the Graduate School TA orientation. International students who serve as TAs (Teaching Assistants) must also attend the International Student Orientation. If American English is not the student's

primary language, the student may be required to take the Spoken Language Test before being assigned an assistantship.

## **Policies for Teaching Assistants/Teaching Associates**

### **Definitions**

**Teaching Assistant (TA):** a graduate student employed on an hourly basis with one or more of the following responsibilities in courses for which they do not have primary responsibility: (1) coordinate, lead, or assist in the instructional process in preparation and direct interaction with students in lab, discussion, quiz, or problem sessions; (2) meet with students and teach during office hours; (3) grade papers; (4) grade and proctor exams; (5) supervise undergraduate interns; (6) counsel students; (7) administer colloquium programs. A TA may have additional, related duties as assigned.

**Teaching Associate (TO):** a graduate student employed on an hourly basis responsible for the teaching and grading of a course. A TO may have additional, related duties as assigned.

For more information see the GEO-UAW contract and other information at:

<https://www.geouaw.org/>

### **Student Principles**

TA/TO positions provide:

- a. Financial support for PhD education
- b. Teaching experience for PhD, DNP, and MS students
- c. Opportunities to be mentored by faculty and to experience faculty as colleagues
- d. Integral part of PhD education – meets an essential goal of the PhD curriculum
- e. TOs further advance teaching skills

\* BS-PhD students (as well as post master's students) may not have had the opportunity to gain formal teaching experience aside from TA/TO positions.

### **Faculty Principles**

TA/TO positions provide:

- a. Assistance for teaching large classes
- b. Assistance for teaching for faculty building a research agenda
- c. TOs may be assigned in clinical and classroom settings in place of a faculty person



### **Faculty of record must offer TA/TO**

- a. Coaching to develop teaching skills
- b. Expectations at the beginning of the semester

### **TA/TO Process Principles**

- a. The faculty of record are encouraged to discuss communication preferences with TAs/TOs, orient new TAs/TOs to their courses, and provide and solicit coaching and feedback to and from their TAs/TOs on a regular basis.
- b. TAs are encouraged to lead at least one class and/or the co-creation of curricular materials/course projects during the term and receive formal feedback from the faculty of record.
- c. In the EMCON, while TAs generally serve 10 hours per week, spread over 19 weeks, for a total of 190 hours per semester per TA fellowship, they could serve as little as five hours per week and as much as 20 hours per week based on the needs of the program. Faculty are encouraged to communicate anticipated course burden to TAs and TOs, early and often, so TAs and TOs can plan and adjust their workloads accordingly.
- d. In the EMCON, TOs are generally ~10 to 12 hours per week for a 3-credit course.
- e. Duties are determined by university guidelines/GEO contract.
- f. TAs should work with expert teachers who have prior experience serving as TAs/TOs or as teaching interns and/or mentoring new nurse faculty/graduate TAs.
- g. Faculty are encouraged to schedule a formal evaluation/feedback and mutual mentoring sessions at midterm and end of semester
- h. Faculty will also complete the end of semester TA evaluation
- i. TA/TO positions can qualify as teaching internships for PhD students.
- j. International students who will be first-time TAs/TOs and who are subject to English language testing requirements for admission to the Graduate School must take the Spoken English Communication Skills test (International Teaching Assistant Communication Program) and score at least a 50.

## **Part B: Resources within the Elaine Marieb College of Nursing**

### **Student Scholarships, Awards, and Recognitions**

The Elaine Marieb College of Nursing offers an array of [scholarships](#)

Please visit our website for a complete, up-to-date list of what is currently being offered. Many other university-wide scholarship opportunities can be found on this same site.

Eligible student groups will be notified in February/March that they may apply for certain scholarships with a deadline date in late April. Awardees will be notified in June with scholarships placed in their accounts by late August. Scholarship recipients will be required to attend the Scholarship Reception the first week of September. Nursing scholarship decisions are made by the College based upon the specific eligibility criteria of each award.

### **Nurse Faculty Loan Program (NFLP)**

The purpose of NFLP is to increase the number of qualified nursing faculty to facilitate education of the nurses needed to address the nursing workforce shortage.

The University of Massachusetts Amherst Elaine Marieb College of Nursing makes loans from a fund made possible by a grant from the Federal Government to assist registered nurses in completing their graduate education to become qualified nurse faculty. The program offers partial loan forgiveness for borrowers who graduate and serve as full-time nursing faculty for the prescribed period. Loan recipients may cancel 85% of the loan over four years in return for serving full-time as faculty in any accredited school of nursing. Loans are allocated on a first-come first-served basis with priority given to prior recipients and full-time students.

NFLP loans may be used for the cost of tuition, fees, books, lab expenses, and other reasonable educational expenses. Courses taken at institutions other than UMass Amherst are not covered by NFLP.

An NFLP loan may not exceed \$35,500 per student per year, for no more than 5 years per student.

*Note: Amounts awarded with no corresponding tuition and fees will not be distributed. (For example, if your plan contains summer courses, but you are not enrolled for that summer, those funds will not be disbursed to your account.)*

### **NFLP Eligibility:**

Students of the Elaine Marieb College of Nursing who are enrolled in our DNP or PhD degree programs as well as our MS in Nursing Education are eligible to apply to the Nurse Faculty Loan Program if they meet the following criteria:

- 1) Must be willing to commit to a full-time teaching position with an accredited nursing program within an educational institution after graduation
- 2) Must be a U.S. citizen or national of the U.S., or a lawful permanent resident of the U.S. or its territories

- 3) Must be enrolled full-time or part-time in one of our PhD, DNP, or MS in Nursing Education programs as of July 1<sup>st</sup> of the award year (or application closing date, whichever is later)
- 4) Must maintain full-time or part-time enrollment status for a minimum of two terms/semesters during an academic year while receiving the NFLP loan
- 5) Must be in good academic standing in an advanced nurse education program at the College
- 6) Must have no judgement liens entered against them due to defaulting on a federal debt, 28 U.S.C. 3201(e)
- 7) Must complete at least one of the following courses as part of their program of study:
  - a) N603 – Theoretical Components
  - b) N642 – Teaching in Nursing
  - c) N641 – Curriculum Development & Evaluation
  - d) N698T – Teaching in Nursing Practicum
  - e) EDUC692K – Foundations and Theories of Learning (elective)
  - f) EDUC692R – Introduction to College Teaching (elective)

Loans are made on a first-come, first-served basis. Please apply early. Former NFLP recipients at the UMass Amherst Elaine Marieb College of Nursing receive priority.

Applications are due by August 15; please contact [NFLP@nursing.umass.edu](mailto:NFLP@nursing.umass.edu) with any questions.

## **Organizations, Associations and Governance Opportunities**

### **Sigma International Nursing Honor Society**

[Sigma International Nursing Honor Society](#) was founded in 1922 and is now the second-largest nursing organization in the United States, and among the five largest and most prestigious in the world.

Sigma was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate, graduate, and practice levels in nursing. Membership is available by meeting eligibility requirements through active chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau.

The Beta Zeta at-large Chapter at UMass Amherst was Established in 1972 as the fifty-second chapter of Sigma Theta Tau International. It amended its charter in 2002 to include affiliation with Elms College in Chicopee, MA. In 2006 the chapter again amended its charter to include American International College in Springfield, MA. In 2017 the chapter was amended once again to include Westfield State University School of Nursing. Sigma Theta Tau is committed to serving its growing

membership through the development of knowledge, encouragement of professional achievement, and advancement of nursing through research. Each year, the Beta Zeta at-large Chapter as well as Sigma Theta Tau International offer research grant funding opportunities for which graduate students can apply.

Membership is conferred only upon students in baccalaureate and graduate nursing programs and nursing leaders in the community who demonstrate exceptional achievement in the nursing profession. Membership invitations go out in the Fall semester to current students in our graduate and undergraduate nursing programs.

### **Elaine Marieb College of Nursing Alumni Association**

Every graduate of EMCON nursing programs is automatically a member of the Elaine Marieb College of Nursing Alumni Association. The Association's board is a group of tremendously enthusiastic and loyal alumni, engaged in many different areas of nursing. Each year, the College of Nursing organizes several events to provide opportunities for alumni networking. One such event is our annual luncheon during Homecoming Weekend, which includes an educational program as well as the presentation of Outstanding Alumni Achievement awards.

The Elaine Marieb College of Nursing Alumni Association is an important vehicle that creates and sustains alumni support, enthusiasm, and participation essential for promoting the College's mission: "To enhance health and healing through nursing leadership in teaching, scholarship, practice and service."

### **Student Participation in Elaine Marieb College of Nursing Governance**

As stated in the faculty by-laws, there is student representation on various faculty governance committees. Although each committee has a specific number of students in voting positions, committees welcome any additional students who wish to attend the meetings. Student representatives are available to their classmates to answer questions and/or hear concerns to be presented at committee meetings. The students are representatives with voting privileges on the committees on which they serve including:

- a. Committee on Undergraduate Academic Matters
- b. Committee on DNP Academic Matters
- c. Committee on Master's Academic Matters
- d. Committee on PhD Academic Matters
- e. Committee on Faculty and Student Matters
- f. Committee on Diversity and Social Justice

If you do not live in the area and/or are under conditions of physical distancing due to COVID-19, it is possible for you to “attend” committee meetings by video chat or conference call. We would be thrilled to have our graduate students serve on the Elaine Marieb College of Nursing committees. At the beginning of the fall semester, we will be soliciting students to serve. Students can also serve on university committees and with the UMass Graduate Student Organization, which can be found at: <https://www.umass.edu/gss/gsos-graduate-student-organizations>

### **Student Evaluation of Courses**

During the last two weeks of each course, students are asked to evaluate the course content and clinical and classroom performance of the faculty. A link to an online evaluation page will be forwarded to students.

The Forward Focus Evaluation presents questions about the course and instructor. All responses are anonymous. Instructors receive feedback via a computer-generated report with a statistical summary of multiple-choice responses and anonymous student comments. This is the opportunity for students to offer constructive suggestions and recommendations for the continued growth and development of the nursing program. Thoughtful evaluation is appreciated. Participation in the evaluation process is strongly encouraged.

## Part C: Graduate Program Policies

### Academic Policies for Graduate Programs

#### EMCON Graduate Grading Policies

All graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0.

DNP students may receive no less than a B in clinical practicum courses. DNP and certificate students may receive no less than a C in didactic courses. Ph.D. Students may receive no less than a B- in required courses.

#### University Grading System

As indicated in the Graduate School Handbook [Graduate School Grading Policy](#), seminar and course grades are assigned solely by the course instructor. The following letter grades are given to graduate students in graduate-level courses:

Letter Grade	Grade Point	Percentage
A	4.0	93 - 100
A-	3.7	90 - 92
B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	77 - 79
C	2.0	73 - 76
C-*	1.7	
D+*	1.3	
D*	1.0	
F	0.0	
<b>AUD</b> - Audit		
<b>INC</b> - Incomplete		
<b>IF</b> - Incomplete Failure		
<b>IP</b> - In Progress (for thesis and dissertation courses only)		
<b>NR</b> - Not Reported		
<b>DR</b> - Drop		
<b>SAT</b> - Satisfactory withdraw		
<b>WP</b> - Withdraw passing		
<b>WF</b> - Withdraw Failing		

\*Graduate students enrolled in undergraduate courses may receive these grades. Note that **grades of C or higher** are required in all courses numbering 500 or above.

### **In Progress**

An interim grade of In Progress (IP) is routinely recorded for thesis/dissertation credits until the candidate receives his/her graduate degree. At that time, grades of Satisfactory (SAT) are assigned for all thesis/dissertation credits. Should a student choose not to complete his/her thesis/dissertation after registering for the credit, a grade of Drop (DR) is recorded for each registration.

- a. **Course Withdrawal:** Grades of Drop (DR), Withdraw Passing (WP), or Withdraw Failing (WF) are recorded when the student formally drops the course prior to the end of the semester. The instructor must indicate "WP" or "WF" and date last attended when entering the withdrawal into Spire. A student may convert an otherwise passing course to an audit up to the last day of classes.
- b. **Audited Courses:** A grade of Audit (AUD) is recorded for students who register for and successfully complete the course requirements for auditing students. The instructor determines what constitutes successful completion. If an AUD grade is not reported, the course will not be included on the student's transcript. No required courses for a graduate degree can be taken as an Audit.
- c. **Undergraduate Courses:** A graduate student who enrolled in an undergraduate level course (100-499) may receive any grade that is valid for undergraduate students enrolled in the same course. Grades of C- and D+ and D are valid only for undergraduate-level courses.

### **Incomplete**

A grade of INC (incomplete) can be given at the discretion of the faculty based on criteria outlined by the University Graduate School policy. Incompletes are not automatic. A contract between the faculty and student for remaining work must be submitted to the program director with current grades and a timeline for remaining work. A student can obtain credit for an incomplete course only by completing the work before the end of one calendar year from the time of enrollment in that course. ***At the end of that period, if a grade is not submitted, a grade of IF (incomplete failure) will be recorded.*** An INC that turns to an IF can negatively affect the GPA. No more than three incomplete may be present at any one time.

The responsibility for arranging the removal of an incomplete rests with the student. Students receiving a grade of incomplete may need to pay a continuous enrollment fee if they have no



other courses to take to remain an active student while finishing the INC. Advisors should work closely with advisees who are not progressing in their course work and notify the graduate program director. Note: Ph.D. students must resolve all incompletes before moving to the dissertation phase of their program. DNP students may not proceed to the next clinical course in their sequence until all incompletes have been resolved.

**An INC grade is given at the discretion of the faculty member of record for the course if extraordinary circumstances occur such as:**

- a. A personal/medical issue
- b. A clinical placement challenge or issue
- c. An academic challenge or issue
- d. If half or more of the course has been completed successfully

**If a grade of INC is granted, it is recommended that the faculty and the student:**

- a. Complete a teaching/learning contract indicating the expectation for completing the incomplete, including measurable outcomes and a timeline for completion.
- b. Review plan of study: students cannot proceed to courses for which the INC course is a pre-requisite until the INC grade is completed.
- c. Review plan of study to determine if there are other non-clinical courses to which the student can progress.

### **Failing a course**

The minimum passing grade for graduate courses is a C (B- in Ph.D. courses). If a student fails a required course in their plan of study, the student must apply in writing to the program director and graduate program director to be allowed to retake the course. The original grade remains on the transcript, and it will not be replaced by the new grade. However, a passing grade may help raise the cumulative GPA, which must be maintained above 3.0 to remain an active graduate student.

If a DNP or master's student receives a failing grade in a practicum course, the student may retake the practicum course. The companion didactic course may need to be repeated if the instructor feels the student needs the didactic course's content as a refresher to pass the practicum. The didactic course may be audited. Please review the University Without Walls (UWW) website (<https://www.umass.edu/uww/>) for information about how to register to audit a course.

## **Course Waivers and Course Challenges**

In addition to adhering to the Graduate school grading policies, the Elaine Marieb College of Nursing internally provides both course waivers and course challenges in some instances. These waived courses do not go on a student's official transcript, but are counted towards his/her plan of study work as "completed."

A course may be waived as a requirement for a degree program if the student documents that a previous course sufficiently meets the same course requirements. The course previously taken by the student must be equivalent to the required course at the Elaine Marieb College of Nursing and be documented on the plan of study. This must be approved in writing by the student's faculty advisor or program director. No credit is given for this, as the student does not register for the course being waived. Courses over five years old must be repeated.

A student may request to challenge a required course for academic credit. The challenge requirements are negotiated by the student's advisor and the faculty of record teaching the course. University policy currently allows a maximum of 6 qualified credits to be applied towards course requirements in the plan of study.

## **Independent Study**

Students interested in independent study must discuss their proposed independent study with an EMCON graduate faculty member before engaging in an independent study course. To register for an independent study, the following requirements must be met:

1. Complete the Independent Study/Practicum Enrollment form (<https://www.umass.edu/uww/resources/independent-study-or-practicum-enrollment>). You must have the name and email address of your Faculty Sponsor.
2. Upon submission, an email will be sent to your Faculty Sponsor, to the email you designate on the form, with instructions on how to approve your request.
3. You will receive a copy of the email to serve as confirmation that the request was sent to your Faculty Sponsor for approval.
4. Once we receive approval from Faculty Sponsor via email, you will be enrolled in the class and will be notified at your UMass email address. You may also check your schedule in SPIRE.
5. Requests received from students will not be accepted.

## **Online Courses and Posting Requirements**

Students should read and understand the expectations of their online courses for each course that they take. Students are responsible for making themselves familiar with the posting requirements

for all online courses and that they are following ALL requirements for their specific courses, including, but not limited to, how many postings they need to make and how often they need to post to fulfill the requirements of the class. If students have any questions, they should ask their instructor BEFORE beginning the course, if the course syllabus is not clear.

### **Continuous Enrollment/Program Fee**

Graduate students not enrolled for course/thesis/dissertation credits and who are candidates for a degree must pay the Program Fee and register for Continuous Enrollment every semester until that degree has been formally awarded, not simply filed for. An incomplete grade (INC/IP) from a previous semester does not maintain a graduate student's enrollment status. Newly admitted graduate students cannot register for Continuous Enrollment or pay the Program Fee to defer entrance into the University, nor is Continuous Enrollment applicable for non-Degree graduate students. Before the end of the registration period, graduate students may register for Continuous Enrollment (Gradsch 999) in SPIRE. The student will then receive a bill for the Program Fee from the Bursar's Office. If the student wishes to pay by credit card, the Graduate Records Office should be contacted by the registration deadline.

### **Leave of Absence**

A student who takes a leave of absence may have conditions for returning set by the faculty advisor in consultation with the program director and dean of nursing. To maintain continuous enrollment, students must pay the continuous enrollment program fees during their leaves of absence.

### **Academic Probation**

A student will be placed on probation if a cumulative GPA of 3.0 is not maintained. A student on probationary status is given **one** semester to raise the cumulative GPA to 3.0. If, in this semester, the cumulative GPA is not raised to 3.0, the student is subject to academic dismissal. Students placed on probation are notified in writing and a copy is sent to the student's faculty research advisor. If a student is in jeopardy of failing a course by mid-semester, an email will be sent to students informing them of their most current grade and reminding them of the GPA policy.

### **Statute of Limitations**

The Statute of Limitations (SOL) is the period within which all degree requirements must be completed, and it is determined during the acceptance process. Because SOLs (Statute of Limitations) vary with degree, please see the Graduate School website for a complete description

of the SOL guidelines: <https://www.umass.edu/graduate/handbook/enrollment/statute-limitations-expected-graduation-term>

A student may be granted additional time to complete his/her degree program by the dean of the Graduate School, provided the graduate program director makes such a recommendation and provided satisfactory and reasonable progress is being made.

### Posting of Grades

Grades are recorded on SPIRE about 1 week after the date they are due from the instructors. The date grades will be available is announced in SPIRE each semester. As grades are received and posted, they are uploaded to SPIRE. If a printed copy of your grades is required, you can print an unofficial transcript from SPIRE, or an official transcript from the Graduate Records Office can be requested (see Transcripts).

### Transfer Credit Policy

A limited number of course credits may be transferred toward a master's program provided the graduate program director recommends to the graduate dean that the credits be transferred, and that request is approved (See Sample Request for Transfer of Graduate Course Credit Form). ***No courses taken outside of the University of Massachusetts Amherst may be transferred toward doctoral or Certificate of Advanced Graduate Study programs.*** No credits can be transferred toward the completion of the PhD program. Any requests for exceptions to the regulations specified below must be made by the student's graduate program director and to the graduate dean, outlining the specific reason(s) for the request.

- a. Course Eligibility Requirements: Grades received for courses requested for transfer must be B (3.00) or better. Graduate level courses to be transferred must have been taken no more than five years prior to the student's acceptance into the EMCON and ***may not have been used previously to fulfil the requirements for any other degree, certificate, or program.*** An official transcript of the course(s) to be transferred is required.
- b. Use of Courses to Fulfill Requirements: Non-University of Massachusetts Amherst transfer credits may be used to fulfill elective or departmental course requirements. These courses may not, however, be used to satisfy the 600-800-level requirements, nor can the grade received in a course taken at another institution be used to satisfy the University's requirement for letter-graded credits (see master's degree Requirements).
- c. Number of Credits: No more than twelve (12) graduate credits may be transferred. Of these, a maximum of six (6) credits may be from any one of the following sources:

1. Course(s) taken at another regionally accredited college/university within the United States
2. Course(s) taken while enrolled as a non-degree graduate student at UMass Amherst
3. Course(s) taken as an undergraduate student over and above requirements for the baccalaureate degree
4. Transfer Credits to Another Institution: Courses taken as a non-degree student are listed separately from the degree transcript. A course taken while enrolled in a degree program, but not applied toward a University of Massachusetts Amherst degree, may be transferrable. The Graduate School can, if necessary, certify that a course was not applied to any degree requirement at the University of Massachusetts Amherst and was eligible for graduate credit, when appropriate.

Transferring Non-Degree Courses to UMass Amherst Transcript: Students are responsible for providing the graduate program director an official transcript for the courses they wish to transfer into their degree program. The graduate program director then sends an official form to the Graduate School, with that transcript, requesting the transfer.

## **Credentialing**

***Statement of the ANA Position on credentialing:*** <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/determining-a-standard-order-of-credentials-for-the-professional-nurse/>

In the nursing profession, the use of credentials is an essential component to designate levels of attained education and licensure, certification, and professional achievement. The listing of credentials when identifying a nurse ensures credibility and competence to the consumers of nursing care. Standardized use strengthens a unified understanding of credentials among nurses, within the healthcare delivery system, and for healthcare consumers. To establish a recognizable and understandable credential usage process across all spectrums of nursing, the following order of credentials is recommended: Highest earned degree, mandated requirements (i.e., licensure), state designations or requirements, national certifications, awards and honors, other certifications.

The Elaine Marieb College of Nursing does NOT endorse the use of the credentials PhD(c) or DNP(c). These are not legitimate credentials and can be confusing to the public. Instead, we suggest using the following language regarding your status in any communication, publication, or conference proceedings:

**During course work:**

Michael Torres, BS (or MS, not both), RN  
Ph.D. Student  
Elaine Marieb College of Nursing  
University of Massachusetts Amherst

Michael Torres, BS (or MS, not both), RN  
DNP Student  
Elaine Marieb College of Nursing  
University of Massachusetts Amherst

**After passing the written comprehensive exam:**

Michael Torres, MS, RN  
Ph.D. Candidate  
Elaine Marieb College of Nursing  
University of Massachusetts Amherst

**In the final year of your DNP program:**

Michael Torres, MS, RN  
DNP Candidate  
Elaine Marieb College of Nursing  
University of Massachusetts Amherst

## **An Environment of Academic Freedom**

The University of Massachusetts Amherst strives to create an environment of academic freedom that fosters the personal and intellectual development of all community members. To do this, the University protects the rights of all students, faculty, and staff to explore new ideas and to express their views. A necessary condition for these pursuits is an acceptance of the spirit of inquiry and a respect for diverse ideas and viewpoints. For true academic freedom to exist, this acceptance and respect must exist in both the overall campus environment and in the classroom.

The University preserves a high standard for community members in terms of mutual respect and civility. While each member of the community holds several rights, privileges, and responsibilities, those individuals who disrespect the rights of others or who act in a way that discredits themselves or the University may forfeit privileges or receive sanctions. As members of an academic community, we are obligated to be exemplary, both in our behaviors and in our

attitudes. This obligation is especially important within the classroom context since this is one of the primary ways that learning, and growth, are fostered.

## **Student Code of Conduct**

Learning and the exchange of ideas may take place in many settings, including the formal classroom. When students and faculty come together, the expectation is always that mutual respect will prevail to ensure that every student has the optimum opportunity to learn and that each faculty member has the best opportunity to teach.

It is the expectation of the Elaine Marieb College of Nursing that ALL students enrolled in graduate level courses be respectful of others when interacting with faculty, staff, and colleagues, in the classroom, online, and while representing the College of Nursing in clinical settings.

The College of Nursing follows the University code of conduct for students. The code of conduct may be found here: [https://www.umass.edu/dean\\_students/codeofconduct](https://www.umass.edu/dean_students/codeofconduct)

Differences of opinions or concerns related to the class are welcomed if presented in a mutually respectful manner. The challenging of viewpoints is part of the academic experience but should occur in a manner that promotes dialogue and embodies anti-racist, gender-affirming, accessible, and emancipatory nursing praxis.

### **Guidelines for Classroom Civility and Respect:**

[https://www.umass.edu/dean\\_students/campus-policies/classroom](https://www.umass.edu/dean_students/campus-policies/classroom)

### **Academic Honesty Statement**

Since the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required of all students at the University of Massachusetts Amherst. Academic dishonesty is prohibited in all programs of the University. Academic dishonesty includes, but is not limited to, cheating, fabrication, plagiarism, and facilitating dishonesty. Appropriate sanctions may be imposed on any student who has committed an act of academic dishonesty. Instructors should take reasonable steps to address academic misconduct. Anyone who believes a student has committed academic dishonesty should bring such information to the appropriate course instructor as soon as possible. Instances of academic dishonesty not related to a specific course should be brought to the attention of the appropriate department head or chair. Since students are expected to be familiar with this policy and the commonly accepted standards of academic integrity, ignorance of such standards is not normally sufficient evidence of lack of intent.

([http://www.umass.edu/dean\\_students/codeofconduct/acadhonesty/](http://www.umass.edu/dean_students/codeofconduct/acadhonesty/))



## University Academic Honesty Policy

It is the expressed policy of the University that every aspect of graduate academic life, related in whatever fashion to the University, shall be conducted in an absolutely and uncompromisingly honest manner by graduate students. The Elaine Marieb College of Nursing abides by the University Academic Honesty Policy (<https://www.umass.edu/honesty/>). A student identified by an instructor, or another student as having committed a breach of the academic honesty regulations has the right to appeal before any penalty can be imposed. Do not share papers or other work done in previous classes with other students in your program, as this is a violation of the academic honesty code. Students are required to follow the guidelines of the American Psychological Association Publication Manual 7<sup>th</sup> edition guidelines for citation of works in their assignments. Appeals must be filed within ten days of notification by the instructor who suspects dishonesty. Information on the appeal process can be found in the Academic Honesty Policy or requested from the Ombuds Office, where appeals are filed.

## The American Nurses Association Code of Ethics

The College of Nursing abides by and adheres to the ***Code of Ethics for Nurses*** and the ANA Nursing Standards, which are set forth by the American Nurses Association as it relates to the professional conduct of nurses. The full code and interpretative statements can be viewed, read, and purchased at: <http://www.nursingworld.org/codeofethics>

***The Code of Ethics for Nurses with Interpretive Statements (The Code)*** was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

### Provisions of the Code of Ethics

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association. (2015). *Code of ethics for nurses with interpretative statements*. Silver Spring, MD: Author. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

## **Guidelines for Conduct in Clinical Settings**

It is expected that each student will understand and act in accordance with the mission, vision, and goals of the Elaine Marieb College of Nursing, The Code of Nursing Ethics as promulgated by the American Nurses Association, and the Academic Honesty Policy of the University. Failure to do so will constitute cause for dismissal regardless of academic standing. Please see previous section on professional conduct. Confidentiality (HIPPA) of information related to clinical experiences and anonymity of patients and families are to be preserved. Professional accountability and responsibility include timely attendance at all scheduled clinical experiences, being adequately prepared for the respective experiences, and always maintaining safety in clinical practice. It is imperative that each student communicates respectfully in collaboration with the health care team and patients.

Clothes and lab coats must be neat and clean. Students must wear their UMass Student Name tag and abide by the dress code at their assigned clinical agencies.

## **Preparing For Your Clinical Practicum**

### **Practicum Placement**

**All graduate students are required to work with our clinical placement staff to secure their practicum placements and preceptors in quality health care agencies or practices.** The Psych/Certificate, MS and DNP programs are online programs with students located in communities throughout the United States. The Elaine Marieb College of Nursing clinical

placement coordinator will be able to give assistance with placements. Program directors must approve all preceptors before a student can begin a practicum experience. Preceptors should hold advanced degrees in nursing, public health, medicine, or a related field. Preceptors and agencies should be selected based upon their suitability with the course objectives and practicum focus areas.

***You should start negotiating for a preceptor at least 6 months before you begin a practicum. Negotiating several semesters ahead or an entire year in advance may be necessary to ensure placement in a busy medical practice that may provide spots to students from multiple institutions.***

### **Online Practicum Requirements for Nurse Practitioners**

*The University of Massachusetts Amherst (“UMA”) Psychiatric- the Elaine Marieb College of Nursing that leads to professional licensure in the State of Massachusetts and may allow graduates to be eligible for licensure in other states.*

*This program also meets professional licensure requirements for the below states of:*

Alaska; Arizona; Arkansas; California; Colorado; Connecticut; Delaware; Florida; Georgia; Hawaii; Idaho; Illinois; Indiana; Iowa; Kansas; Kentucky; Louisiana; Maine; Maryland; Massachusetts; Michigan; Mississippi; Missouri; Montana; Nebraska; Nevada; New Hampshire; New Jersey; New Mexico; North Carolina; North Dakota; Ohio; Oklahoma; Pennsylvania; Rhode Island; South Carolina; South Dakota; Tennessee; Texas; Utah; Vermont; Virginia; West Virginia; Wisconsin; and Wyoming.

Curriculum Does NOT Meet Current Educational Requirements for Licensure or Certification for the Following States:

Alabama, Minnesota, New York, Oregon, and Washington

**Additional Information:** Most states require specialty certification for licensure as an advanced practice nurse/nurse practitioner. Although EMCON curriculum meets the state education requirements for most states with the exception of Alabama, Minnesota, New York, Oregon, and or Washington it is important to check with your state board of nursing for any additional licensure requirements. State-by-state nursing licensure requirements may be viewed here. (<https://www.ncsbn.org/nursing-regulation/education/board-of-nursing-professional-licensure-requirements.page>)

### **Health Clearance Requirements**

Before beginning a graduate practicum, course students must have completed the submission of all required health records and certifications through CastleBranch at least 8 weeks prior to the clinical course start date. You will set up your student records account during orientation or via emailed instructions provided by your program.

Instructions for submitting health records are included in Appendix A.

**Please note: *Students will not be allowed to begin a practicum course until all required items have been submitted and the College has approved the practicum site and preceptor!***

\* Please be aware that state and local regulations have limited the states where you may participate in a clinical practicum associated with the Elaine Marieb College of Nursing. If you are moving after having been admitted to the program, **notify us immediately**, so that we may advise you of your options.

*You are not guaranteed to be able to complete a clinical practicum in non-covered states if you move after being accepted into the program or if regulations in your state change.*

Students of the Elaine Marieb College of Nursing are required to adhere to certain health maintenance procedures to comply with standards prescribed by affiliating clinical agencies and The Commonwealth of Massachusetts General Laws, Chapter 76, Section 15C, entitled, "Immunization of college health science students." Students may use the services of their own family health care providers or the University Health Services. The policies are intended to protect the health and well-being of patients and the nursing student engaged in clinical practice.

## **Typhon**

Typhon is the web-based application that you will be using with your preceptor to track your practicum experiences. After the College of Nursing receives your "Student Preceptor Form," both you and your preceptor will each be assigned a unique login ID and password to access Typhon.

**(DO NOT SHARE YOUR ID AND PASSWORD)**

There are tutorials within the system that will explain how to use Typhon. Like all computer programs, there may be issues at times. Please email Dorian Pariseau [dpariseau@umass.edu](mailto:dpariseau@umass.edu) with any questions or concerns.

## **General Information Regarding Practicum and Assignment**

**Time allotment per clinic day:** Students may set up practicum time with a preceptor for an 8-hour day (or 12-hour day) once or twice per week as discussed. However, if a student is only able to see 2-3 patients that "fit" the course needs, only 3-5 clinical contact hours can be counted for the day. The student will need to go back to the clinic another day to see more patients. A general rule of thumb: 6-8 patients must be seen to count 8 hours for the day.

Please note the start and stop dates for practicum courses as you register for courses each

semester so that you know the dates you must have preceptors secured for and the dates they will be working with you. Also note that we may have more than one section for any one practicum course. You may need to enroll for a section under your name **or you may be asked to “swap” to another section to even out the number of students per section.**

## VII Description of Graduate Programs

### A. Graduate Certificates

#### I. Graduate Certificate in Nursing Education (GCNE)

The Graduate Certificate in Nursing Education is designed to provide education in teaching and curriculum for registered nurses. To earn the GCNE, students with at least a bachelor's degree take four courses (12 cr) from the Elaine Marieb College of Nursing.

The GCNE is designed for four student populations. First, students in our Clinical Nurse Leader (CNL), Doctor of Nursing Practice (DNP), and PhD programs may elect to complete the GCNE in addition to the requirements of their programs. A second overlapping group is teaching assistants who may want to enhance their teaching skills. A third group of potential students is faculty who teach nursing in programs across the Commonwealth of Massachusetts who have advanced degrees but no formal education in teaching strategies. Finally, a fourth group of potential students is nurses who work as educators in clinical settings. Many of these nurses have bachelor's degrees and lack training in educational strategies. Individuals who complete the GCNE program and have a master's or doctoral degree in nursing qualify to take the [National League of Nursing \(NLN\) Certification for Nurse Educators](#) National League of Nursing (NLN) Certification for Nurse Educators.

#### Program Goals

- Develop a grounding in pedagogical theories
- Evaluate nursing curriculum using accreditation guidelines
- Consider quality measures in nursing education in developing and evaluating nursing curriculum
- Use creative teaching methods to enhance pedagogy
- Reflect on own teaching style as a means of incorporating new teaching strategies
- Prepare nurses for education roles in colleges, universities, and clinical settings

The GCNE consists of a flexible four-course (12-credit) program of study focused on teaching curricular knowledge and pedagogical skills needed to teach nursing. In order to make these courses available, they will be offered in asynchronous online classes and a final practicum in staff

development and education, which may be in a clinical setting, face-to-face class, online class, clinical lab, or in a health care setting. School of Education electives may be online, face-to-face, or blended classes.

The GCNE consists of four total courses, with three core nursing courses, and a final teaching practicum. In the practicum, students will apply their nursing and pedagogical skills to working with nursing students in the classroom, online, and in clinical settings or in health care facilities in education and staff development.

Students in the PhD or the DNP programs may choose to add on this concentration. Students interested in adding this option should speak to their program advisor and complete the Track Change Request Form: [Track change request form](#)

### **Required Courses**

#### **N560 Simulation for Healthcare Education**

Critique theories associated with simulation, communication, and evaluation of student outcomes. Reviews care of simulation equipment and software and how to create and facilitate simulations culminating with a developed simulation.

#### **N641 Curriculum Development and Evaluation Process in Nursing**

Focuses on developing the knowledge and skills of nurse educators in applying principles of curriculum development, evaluation, and related processes in nursing education.

#### **N642 Teaching in Nursing**

Focuses on the dynamic, creative process of teaching and learning clinical nursing in preparation for competent, reflective nursing practice. Philosophies, theories, methodologies, and trends relevant to nursing education are included.

#### **N698T Teaching Practicum in Nursing (Pre-requisites: N642 and N641)**

This course provides the framework, mentorship, and coaching for graduate students to develop skills in teaching in the classroom, in clinical settings, and in an online environment.

### **Clinical and Teaching Practicum Information**

N698T is a practicum course. Three credits are allocated to this course for supervised teaching (which translates into 168 contact hours). This course consists of practicum experiences that include precepted education of nursing students in the classroom, online, clinical, and/or

simulation/lab environment. There is also a direct care component that consists of approximately 35 hours of client education in the direct care patient environment. Students will participate in about twelve hours of supervised teaching activities in a selected teaching/learning situation each week plus direct care education experience over the course of the semester in addition to online discussion of cases and progress. Some of this time will be spent in preparation for the teaching/learning activities, some will be spent observing faculty teaching, and some will be spent teaching. Students will document their practicum hours and activities in Typhon.

**Students will spend 6 or more weeks in one of the following education and direct care environments:**

#### **Nursing Student Education Setting**

- classroom (live and/or simulation)
- clinical (live and/or videoconferencing)
- simulation/skills lab
- online (synchronous and/or asynchronous)

#### **Direct Care Learning Environment: Patient or Patient Population Setting**

- health care facility
- community health setting
- community health outreach

Time in the learning environment may vary somewhat, but, generally, classroom time also equates to preparation time. Students should prepare for the class whether actively teaching or observing by making sure they review the material prior to class and make notes about important points. For every hour in the learning environment, there are three hours of preparation. For example, a three-credit course equals three hours of class time plus nine hours of prep time, for a total of 12 hours per week.

Students will be assisted in identifying potential preceptors and sites for completing teaching practicum hours. The preceptor must have at least a master's degree in nursing and at least two years of experience. The preceptor must agree to work with the student to complete all the required hours for the practicum and submit a mid-term and final evaluation to the course faculty. **The Elaine Marieb College of Nursing requires a signed preceptor/faculty/student agreement and the preceptor's résumé/CV and contact information before contact hours can begin.** Students who have clinical practicums will need to upload required health and other records into Castle Branch. The course faculty will maintain regular contact with the preceptor and solicit



feedback to evaluate the student's attainment of course objectives. The course faculty will assign the final grade for the course.

### **Registration**

- a. Matriculated students do not need to fill out a non-degree application, but they do need to complete an application for the Certificate in Nursing Education  
<https://www.umass.edu/nursing/academics/nursing-education-graduate-certificate/admission>
- b. Non-matriculated students will need to complete a non-Degree application  
(<https://www.umass.edu/uww/resources/how-to-enroll-as-a-non-degree-student>) in addition to the application for the Certificate in Nursing Education. Their student file will be housed at EMCON.

While the College will monitor students' progress, students are responsible for keeping track of their completion of required coursework. Students may submit a [Certificate eligibility form](#) at any time during their graduate career.

For non-degree students, the College will monitor progress and inform the Graduate School when students have completed the sequence of courses. Non-matriculated students will be acknowledged in the Commencement Program under "Certificate Programs."

### **Nursing Education Certificate Program Office:**

University of Massachusetts Amherst Elaine Marieb College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Dorian Pariseau Program Assistant

[dpariseau@umass.edu](mailto:dpariseau@umass.edu)

## **II. Psychiatric Mental Health Nurse Practitioner (PMHNP) Post-Master's Certificate**

The Psychiatric Mental Health Nurse Practitioner (PMHNP) Post-Master's Certificate prepares nurses to obtain psychiatric mental health nurse practitioner certification. This accelerated online program is designed for nurses who have completed a master's degree and who wish to expand their scope of practice to include the care of individuals, families, and groups with psychiatric and

mental health needs. Preference is given to nurses with experience in psychiatric mental health nursing.

**This certificate will prepare students to:**

- Address the biological, psychological, social, and spiritual elements of mental health care
- Apply for the American Nurses Credentialing Center (ANCC) Psychiatric-Mental Health Nurse Practitioner board certification examination
- Work in a variety of inpatient and outpatient settings

**Objectives of the PMHNP Post-Master's Certificate**

- a. Provide the instructional foundation for students to obtain professional certification as a Psychiatric Mental Health Nurse Practitioner
- b. Develop appropriate clinical inferences based on a solid background in the sciences for the prevention of illness and the promotion of physical and mental health.
- c. Effectively evaluate the efficacy of drug therapies on the physical and mental health of patients and consider non-drug integrative therapies to promote health.
- d. Assess, diagnose, and treat common psychiatric and mental health disorders across the lifespan.
- e. Engage in inter- and intra-disciplinary collaboration and consultation in care of individuals, groups, and families.
- f. Synthesize and translate evidence-based practices from nursing and other disciplines to manage complex psychiatric and mental health conditions.
- g. Analyze social problems, health care policies and practices which affect the delivery of psychiatric mental health care.

**Required Courses**

Applicants to the certificate program will have a full review of prior coursework to determine credits and hours needed to qualify for the ANCC board certification examination and fulfill EMCON requirements. Individual plans of study will reflect students' completed coursework in the College's PMHNP DNP program. Students must follow the same procedure for clinical placements as the DNP students. See DNP-PMHNP course descriptions page 66.

This program requires that the 3P's (Patho, Pharm, Physical Assessment) be completed in the last 10 years. Applicants will need to provide official transcripts and possibly course descriptions indicating this. If you need to complete them again, you can do so with us as part of your program.

A GAP Analysis will be completed by the College of Nursing as part of the admission process and will document what you need for certification.

The Elaine Marieb College of Nursing does not provide clinical placements for you, however we do have support in place should you need assistance. It is highly recommended that you have clinical placements sought out before applying to the program.

#### Psychiatric Mental Health Nurse Practitioner (PMHNP) Courses

Code	Course Title	Credits
N580	Integrative Therapies	2
N703	Pharmacotherapy Management	3
N643	Assessment and Diagnosis of Psychiatric and Mental Health Disorders	3
N707	Neuro-psychopharmacology	3
N612	Advanced Psychiatric Mental Health Nursing with Children & Adolescents	3
N622	Advanced Psychiatric Mental Health Nursing with Adults & Older Adults	3
N721	Advanced Psychotherapy Modalities with Individuals, Groups, and Families	2
N722	Psychiatric Mental Health Complex Health Problems	2
N698 & N798	Clinical practica (total credits concurrent with didactic courses 612, 622, 721 & 722)	10
N898D	Final Residency (to be determined by transcript review if needed)	2

Applicants who hold master's degrees and are NOT practicing NP's will be reviewed *and in addition to the above course requirements* will need to take:

**N725** Leadership in Public Health Systems – 3 cr.

**N703** Pharmacotherapy Management – 3 cr

#### **Completion of Certificate:**

Once all course work is completed (or you are in your final semester) students will be expected to apply for the Certificate with the Graduate School at the University of Massachusetts/Amherst and follow the deadline provided to receive the Certificate. Deadlines are April 1<sup>st</sup> to receive a May Certificate, and December 15<sup>th</sup> for a February Certificate. The Certificate application form can be found at the Graduate School's website at:

<https://www.umass.edu/graduate/policies/certificate-program-guidelines>

**Psych/Mental Health Nurse Practitioner Certificate Program Office:**

University of Massachusetts Amherst Elaine Marieb College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Karen Ayotte, Program Specialist

[kayotte@umass.edu](mailto:kayotte@umass.edu)

## **B. Master of Science Program**

The Master of Science program at UMASS Amherst Elaine Marieb College of Nursing is a distance accessible program offered through predominantly asynchronous delivery methods. All coursework is offered through University Without Walls (UWW))/Online Education:

<https://www.umass.edu/uww/>.

### **I. Nursing Studies concentration (MSNS): 30 credits**

#### **Objectives of the Master of Nursing Studies Degree**

- a. Apply advanced knowledge and core competencies to the development and evaluation of nursing care for diverse individuals or populations.
- b. Integrate and understand how nursing theory impacts nursing practice and the delivery of healthcare.
- c. Interpret and critically analyze research and its application to nursing practice and evidence-based practice.

#### **Course Requirements**

The Nursing Studies Concentration in the master's program consists of 30 credits, including the seven core courses in our Master of Science curriculum list:

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
N603	Theoretical Components of Nursing Practice	3
N604	Introduction to Statistics for Health Research	3
N615	Advanced Pathophysiology	3
N614	Advanced Health Assessment	3
N619	Advanced Pharmacology	3
N630	Research Methodology in Nursing	3
<b>Total Core Courses</b>		18
<b>(can be additional courses in Nursing) Total Electives</b>		12
<b>TOTAL CREDITS:</b>		30

## MSNS Course Descriptions

### **N603 Theoretical Components of Nursing Practice- 3 credits**

Students will examine and evaluate the components and functions of theory by exploring the role of different types of theory in a practice discipline.

### **N604 Introduction to Statistics for Health Research- 3 credits**

This course focuses on introductory statistical techniques frequently used in health sciences research, use of analytic software and database creation and management.

### **N615 Advanced Pathophysiology- 3 credits**

Concepts and theories related to disorders of physiological processes which result in health alterations in the child and the adult. Alterations in normal body functions leading to disease and discomfort of the individual presented within an organizing framework. Clinical inferences from concepts and theories of pathophysiology and pharmacology presented in relation to clinical nursing practice in primary care.

### **N614 Advanced Health Assessment- 3 credits**

Classroom and laboratory practice and case-based approaches to health assessment and differential diagnosis of common health problems for diverse groups provide the context for advanced health assessment and clinical reasoning.

### **N619 Advanced Pharmacology- 3 credits**

This course reviews in depth the principles of pharmacology for classes of drugs commonly used in various health care practices. The most pertinent drug classes for nursing practice are included in this course.

### **N630 Research Methodology in Nursing- 3 credits**

Relationship between research and theory development and clinical practice in nursing. Includes research design, methods of data collection, and a variety of analytical procedures for interpreting results.

### **Electives**

In addition to the core courses, the following electives courses are needed: 12 additional credits, at least three of which must be from the Elaine Marieb College of Nursing. The remaining nine credits must meet the conditions for graduate credit as outlined in the Graduate Bulletin.

Students enrolled in the PhD or DNP programs will be eligible to apply for this concentration. The goal of the MSNS concentration is to recognize students who have completed the necessary credits for a master's degree in nursing and to provide competent MS-prepared nurses for generalist roles in nursing. This flexible program of study is intended for candidates in our doctoral or master's programs who have fulfilled the requirements of the MSNS but are unable to complete their full plan of study or for those PhD or DNP students who were admitted as post-bachelor's students and wish to complete the MSNS en route to completing the doctorate.

## **II. Nursing Education concentration (MSNE): 32 credits**

The Master of Science in Nursing Education prepares students to educate nursing students and health care professionals in the classroom, clinical, and online learning environment for the overall enhancement of nursing practice and health care delivery. The program fulfills the knowledge and competencies specified by the American Association of Colleges of Nursing (AACN) for master's education and for the specific master's in nursing education role and readies graduates to take the National League for Nursing certification examinations.

### **Objectives of the Master of Nursing Education Program**

**This program will prepare students to:**

- a. Develop a grounding in pedagogical theories.
- b. Evaluate nursing curriculum using accreditation guidelines.
- c. Consider quality measures in nursing education in developing and evaluating nursing curriculum.
- d. Use creative teaching methods to enhance pedagogy.

- e. Reflect on their own teaching style as a means of incorporating new teaching strategies.
- f. Train nurses for education roles in colleges, universities, and clinical settings
- g. Develop an area of advanced clinical expertise for further development of the nurse educator role.

## Course Requirements

The Nursing Education concentration in the master's program consists of 32 credits, including the six core courses in our Master of Science curriculum listed below and N621, a direct care clinical practicum in which the student will develop an area of advanced expertise in nursing practice.

## MSNE Required Courses, and Course Sequence

Summer	Fall	Spring
N604 Intro to Stats for Health Research – 3 cr.	N603 Theoretical Components of Nursing Science – 3 cr.  N615 Advanced Pathophysiology – 3 cr.	N630 Nursing Research – 3 cr.  N560 Simulation in Healthcare – 3 cr.
Summer Year 2	Fall Year 2	Spring Year 2
*N621 Advanced Direct Care and Clinical Reasoning for Nurse Educators – 2 cr.  N614 Advanced Health Assessment – 3 cr.	N642 Teaching in Nursing – 3 cr.  N619 Advanced Pharmacology – 3 cr.	N641 Curriculum Development – 3 cr.  *N698T Practicum: Teaching in Nursing 3 cr.

## MSNE Course Descriptions

### N560 Simulation for Healthcare Education- 3 credits

Critique theories associated with simulation, communication, and evaluation of student outcomes. Reviews care of simulation equipment and software and how to create and facilitate simulations culminating with a developed simulation.

### N621 Clinical Practicum for Advanced Direct Care and Clinical Reasoning for Nurse Educators- 2 credits

This supervised clinical practicum affords graduate students the opportunity to practice direct nursing care of diverse clients with varied needs in an identified area of nursing practice at an advanced level while collaborating with an interprofessional team.

#### **N641 Curriculum Development and Evaluation Process in Nursing- 3 credits**

This course focuses on developing the knowledge and skills of nurse educators in applying principles of curriculum development, evaluation, and related processes in nursing education.

#### **N642 Teaching in Nursing- 3 credits**

Focuses on the dynamic, creative process of teaching and learning clinical nursing in preparation for competent, reflective nursing practice. Philosophies, theories, methodologies, and trends relevant to nursing education included.

#### **N698T Teaching Practicum in Nursing (Pre-requisites: N642 and N641)**

This course provides the framework, mentorship, and coaching for graduate students to develop skills in teaching in the classroom, in clinical settings, and in an online environment.

### **Clinical and Teaching Practicum Information**

Students have two practicums as part of their plan of study in the MSNE program. The first, N621 Clinical Practicum for Advanced Direct Care and Clinical Reasoning for Nurse Educators, is a direct care practicum in which students will develop an area of nursing expertise in a direct patient care setting. This is a two-credit clinical practicum course, which translates to 112 contact hours (at a one-credit-hour to four-clinical-hour ratio). These direct care clinical contact hours are allocated for supervised practice in selected clinical facilities or community agencies. Placement will be arranged through negotiation with clinical preceptors, agencies, and the Elaine Marieb College of Nursing.

#### **Direct Care Learning Environment: Patient or Patient Population Setting**

*Examples:*

- Health care facility/primary care setting
- Community/public health setting or outreach site
- Psychiatric-mental health setting
- OB/GYN or other specialty site
- Acute or chronic medical-surgical or long-term care/rehabilitation setting



The student will be assigned to a qualified preceptor who will guide the student in meeting course objectives. The course faculty will collaborate with the preceptor throughout the clinical practicum and will be responsible for evaluating the student's performance and progress. Students will record their clinical hours in Typhon.

### **Practicum Focus**

The AACN/CCNE master's in nursing education Essentials emphasize practicum experience at the master's degree level in the direct care role as a critical component in nursing educator training to advance the knowledge and expertise of students in a clinical area of practice. "Direct care" is defined as "nursing care provided to individuals or families that is intended to achieve specific health goals or achieve selected health outcomes."

In N621, students will master clinical reasoning and nursing at the advanced graduate level. Depending on the plan of study, the practicum will run concurrently or sequentially with N614 Advanced Health Assessment, aligning with the didactic and theoretical material covered in the latter course. Students will hone baccalaureate level skills in health and physical assessment while advancing to higher level clinical reasoning skills and applying those skills within an identified clinical area of practice to build graduate level expertise in that area. Focus will be on analysis of patients/clients within the practice setting and application of evidence for best practice outcomes in developing and actualizing a treatment plan and patient education in collaboration with a preceptor and healthcare team.

### **Student Requirements for Nursing Education Practicum Sites and Preceptor Selection:**

This practicum N621 will provide the opportunity for students to develop graduate level expertise in a specific area of nursing practice. All students must complete all pre-practicum requirements, including uploading documentation to the online credentialing platform (Castle Branch) before beginning clinical contact hours. See current graduate student handbook for specifics of requirements for entry to a clinical practicum site.

Students will engage in a search for their preceptors with the help of faculty. Acceptable qualified preceptors include master's prepared nurses working directly with patients, Clinical Nurse Leaders (CNL), Clinical Nurse Specialists (CNS), Nurse Practitioners, Nurse Midwives (CNMs), or MDs. Students may follow preceptors in hospitals, clinics, private practice settings and/or community settings. Students may choose settings such as acute or chronic care, long term care or rehabilitation, palliative care, psychiatric-mental health, public health primary care that match our faculty members' areas of expertise and practice.

A student may choose to have two preceptors, if having two preceptors' aids in achieving course requirements. Preceptors must have at least one year or greater experience in their field of

expertise. Pre-approval by the practicum faculty or MS Director of all preceptors is required. Site visits for some local/regional students and online virtual or phone conference calls for all local/regional students and online virtual or phone conference calls for all local, regional, and distance preceptors will be completed during the practicum. The clinical practicum faculty of record for the course has responsibility for overall evaluation of all students and will rely, in part, on preceptors' evaluations of students and students' self-evaluations.

Students will arrange to complete hours as per preceptor/student schedules but should plan for about 8 hours per week so that contact hours can be completed by the end of the course. Each student will download the course syllabi (Both N614 and N621), the preceptor/faculty/student agreement, the preceptor handbook including preceptor orientation materials and all evaluation forms available in the Graduate Preceptor Handbook and Graduate Student Handbook and deliver to the preceptor on/before the initial contract meeting. The College of Nursing needs a signed preceptor/faculty/student agreement, preceptor's resume/CV and contact information sent to the College of Nursing before contact hours can begin to be included in your student file and our preceptor directory.

Students will enroll in Typhon at the beginning of the program and document their clinical hours for N621 in the Typhon Software. They will continue to document their teaching hours in Typhon when they take their teaching practicum course, N698T and will develop a teaching portfolio.

#### **Master's Degree Program Office**

University of Massachusetts Amherst Elaine Marieb College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Dorian Pariseau, Program Assistant

[dpariseau@umass.edu](mailto:dpariseau@umass.edu)

### **III. Clinical Nurse Leader concentration (CNL): 32 Credits**

The Clinical Nurse Leader (CNL) concentration strengthens health care delivery by teaching the advanced knowledge and skills needed to provide comprehensive, across-the-life-span nursing services to individuals, families, and groups. Teaching, inquiry, and outreach prepare professional nurses to think critically and reflectively, prepare to serve a culturally diverse population, and manage care autonomously while holistically assessing and treating both health care needs and human responses to illness. This concentration also promotes social accountability; students are educated and encouraged to work for reform in the healthcare system at the community, regional

and national levels. The Commission on Collegiate Nursing Education (CCNE), a national nursing education accrediting body, accredits this concentration.

The CNL is accountable for the application of research-based information and the efficient and cost-effective use of resources to improve clinical and environmental care outcomes and effect change in health care organizations.

The graduate is prepared to lead both intradisciplinary and interdisciplinary health care teams, and to function across all clinical settings to meet the demands of a complex care delivery system.

This program addresses the knowledge and competencies specified by the American Association of Colleges of Nursing (AACN) for master's Education and for the specific Clinical Nurse Leader role focus. The graduate is prepared to take the CNL certification examination prepared by the Commission on Nurse Certification (CNC) through AACN.

### **Objectives of the Master of Science Clinical Nurse Leader Program**

#### **This program will prepare students to:**

- a. Implement the CNL role in a variety of clinical settings.
- b. Apply advanced knowledge (pharmacology, pathophysiology, health assessment) and core competencies (critical thinking, communication, nursing technology/resources) to the development and evaluation of a plan of care for individuals or populations at the point of care.
- c. Assume accountability for the efficient and cost-effective use of human, environmental and national resources by applying principles of healthcare policy, finance, economics, and ethics to improve quality of care delivery.
- d. Integrate knowledge of informatics, human diversity, and ethics to address and manage variation in population outcomes and ensure culturally relevant care.
- e. Implement evidence-based practices and professional standards of care to affect change in health care organizations and improve outcomes of care.
- f. Apply principles of leadership and collaboration to improve the health outcomes of individuals and clinical populations.
- g. Improve clinical practice and optimize healthcare outcomes through use of information systems and technologies.
- h. Advocate for the client, interdisciplinary care team and profession in legislative and regulatory arenas.

## Course Requirements

The Master's CNL concentration requires completion of 32 credit hours of course work and selected courses include practicum/project hours. The curriculum consists of 24 didactic credit hours and 8 practicum credit hours.

### CNL Courses

Code	Course Title	Credits
N735	Informatics for Nursing Practice	3
N630	Research Methodology in Nursing	3
N540	Epidemiology for Clinicians	3
N615	Advanced Pathophysiology	3
N619	Advanced Pharmacology	3
N614	Advanced Health Assessment and Clinical Reasoning	3
N725	Leadership of Public Health Systems	3
N701	Healthcare Quality	3
*N698N	Clinical Practicum: Clinical Nurse Leader (112 contact hours)	2
*N798N	Practicum: Clinical Nurse Leader (336 contact hours)	6
	<b>TOTAL CREDITS</b>	<b>32</b>

*\*N698N & N798N Clinical contact hours are devoted to the design, implementation, and evaluation of the CNL Capstone Project.*

### Sequence of Coursework through the Master's CNL Concentration

Students enrolled in the Master's CNL concentration must progress through coursework as specified in their individualized Plans of Study. Students need to take informatics, theory, research, and epidemiology before or concurrent with the launch of care core courses. In terms of the sequence of the care core courses: students must take **N615 Advanced Pathophysiology** and **N619 Advanced Pharmacology** before they progress to **N614 Advanced Health Assessment**.

Students are expected to apply content learned from the previous two courses throughout the didactic course N614.

All courses in the MS CNL concentration must be successfully completed before the student is allowed to enter their final clinical year of the program. The final clinical courses, N698N (2 cr., 112 contact hours) and N798N (6 cr., 336 contact hours) for a total of 448 hours for students to be able to design and then implement a microsystem level Capstone Project.

### **CNL Capstone project**

Students will identify a practice-focused quality improvement project (all N698N) and will actualize and evaluate the project (spring N798N) either on their units or within a setting of their choice once negotiated. These will be negotiated and designed by the faculty of record for the courses and the students individually.

Both fall (N698N) and spring (N798N) clinical experiences are completed in the same setting. The setting requirement is that there be a patient population cared for by nurses. The setting will depend on the Capstone proposal. CNL students need a preceptor from the setting to oversee the project, and the student may work with one preceptor or a team.

**Note:** The primary requirement for the main preceptor is a master's degree in nursing. If there is a certified CNL in the setting, that person would be an ideal preceptor. Many students work with master's prepared nursing educators, or even a nurse manager who has a MS in nursing. Students will log practicum hours completed for the two final clinical courses in a diary or journal format. If you have any questions about suitable preceptors, you may contact the CNL Program Director.

In the N698N and N798N CNL Practicum courses, the capstone project is designed (in N698N) and then actualized at the micro-system level in N798N.

### **Goals and objectives for N698N and N798N:**

- a. Identify and collect appropriate evidence and data supporting a previously identified clinical issue important to your setting.
- b. Conduct a trend analysis of the data, appropriate for this issue.
- c. Analyze sentinel events related to the identified clinical issue.

### **Key areas for success**

1. Find a topic for which you have a passion!

2. Find a knowledgeable person who wants to share that passion and guide you.
3. Engage your support people in your efforts.
4. Be flexible, plan well ahead, and be persistent!

### **Clinical Requirements**

CNL students are to follow the guidelines for College of Nursing students as outlined in this book. All students must complete the requirements of CastleBranch as a pre-requisite to beginning a clinical practicum.

### **Faculty Advisors**

All College of Nursing faculty members who have graduate faculty status are potential advisors for master's students. Students will be assigned an advisor upon admission. Graduate students are expected to meet at least once per semester with their advisor to outline their plan of study and discuss academic progress.

#### **Clinical Nurse Leader Program Office**

University of Massachusetts Amherst Elaine Marieb College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Dorian Pariseau, Program Assistant

[dpariseau@umass.edu](mailto:dpariseau@umass.edu)

## **IV Public Health concentration (36 credits)**

### **Objective of the Master of Science Public Health degree (MS-PH)**

This master's degree will enable students to apply clinical nursing expertise and population health skills in state and local Public Health and Community Health agencies, Visiting Nurse and Homecare Associations, Federal Agencies and teach population health nursing. Population based practice in nursing focuses on improving the health of the whole community whether locally, nationally, or globally, including individuals, families, and communities, with particular emphasis on underserved and marginalized populations. It involves a process of assessment, policy

planning and development of holistic plans of care as well as critical thinking and interprofessional collaboration at the systems level.

## Course Requirements

The Public Health concentration in the master's program consists of 36 credits including two practicum experiences (N698G & N798LL).

Summer Year I	Fall Year I	Spring Year 1
<b>N604</b> Intro to Statistics – 3 cr.  <b>N605</b> Scholarly writing – 3 cr.	<b>N701</b> Health Care Quality – 3 cr. <b>N540</b> Epidemiology for Clinicians - 3 cr.	<b>N704</b> Health Disparities- 3 cr.  <b>N630</b> Research Methodology in Nursing – 3 cr.
Summer Year 2	Fall Year 2	Spring Year 2
<b>N725</b> Leadership in Health Systems – 3 cr.  <b>N651</b> Nursing Ethics, Health Policy, and Politics – 3 cr.	<b>N640</b> Advanced Public Health Nursing I – 3 cr.  <b>N698G</b> Practicum: Advanced Public Health Practice I– 3 cr.	<b>N750</b> Advanced Public Health Nursing II – 3 cr.  <b>N798LL</b> Practicum: Advanced Public Health Practice II– 3 cr.

## Course descriptions:

**N540 Epidemiology for Clinicians** This course provides in-depth theoretical knowledge on concepts and principles of epidemiology and its application in health promotion and disease prevention. Its focus will be on key areas of epidemiology.

**N640 Advanced Public Health Nursing I** is a course that is designed to provide advanced practice nurses specializing in the role of the Public Health Nurse Leader with the knowledge and skills required to identify and analyze population-based public health problems as they occur in the local, national, and global community. Analysis and evaluation of health problems at the community and population level will occur with evidenced based strategies designed to strengthen health promotion and disease prevention, research, practice, education, and policy.

**N750 Advanced Public Health Nursing II course** is an examination of the theories, models and process of public health program planning, with a focus on designing, implementing, monitoring, and evaluating population-based public health programs, including financial program management and effective grant writing strategies.

The final two semesters will involve specialty courses and clinical practicums (N698G, and N798LL) in public and population health practice. These courses emphasize community engagement and collaboration including community needs assessments, practice in grant writing and the application and evaluation of evidence-based nursing practice at the public health and population level.

## V Nurse Midwife (51 credits)

Baystate Medical Center Midwifery Education Program and UMASS Amherst Master's Completion Program

Baystate CNM Program (39 credits)

UMass EMCON (12 credits)

The Baystate Midwifery Education Program is a post-baccalaureate graduate-level program leading to a Certificate in Midwifery. The hybrid program is an autonomous five-semester post-baccalaureate certificate midwifery education program with the option to obtain a concurrent master's degree remotely through the University of Massachusetts Amherst. An eight-semester part-time option is also available.

### Course Requirements

#### The Nurse Midwife Track

Course Descriptions:

Baystate CNM Program (39 credits)

UMASS Amherst Elaine Marieb College of Nursing (12 credits)

Fall Year I	Spring Year 1	Summer Year 1
Baystate Clinical Courses Foundations in Ambulatory Midwifery (3) Primary Care (1) Advanced Health Assessment (3)  Baystate Didactic Courses: Pharmacology (2) Advanced Pathophysiology 1 (1)	Baystate Clinical Courses: Advanced Ambulatory Midwifery (3)  Baystate Didactic Courses: Pharmacology II (0.5) Advanced Pathophysiology II (1) Professional Issues and Community Health (2) - to be	Baystate Clinical Courses: Intrapartum (4) Postpartum /Newborn (2)  Baystate Didactic Courses: Pharm III (0.5)



	offered jointly with UMass and Baystate Midwifery  Master's Courses (EMCON): N704- Health Care Disparities (3)	Master's Courses (EMCON): N604 Intro to Stats for Health Research (3)
<b>Fall Year 2</b>	<b>Spring Year 2</b>	
Baystate Clinical Courses: Intrapartum Complications (3) Postpartum/ Newborn Complications (1) Integration (1)  Baystate Didactic Courses: Advanced Physiology/ Pathophysiology III (2) Interprofessional Education  Master's Courses (EMCON): N603- Theoretical Components of Nursing Practice (3)	Baystate Clinical Courses: Integration (9)  Baystate Didactic Courses: None  Master's Courses (EMCON): N630- Research Methodology in Nursing (3)	No Courses

### **V Master of Science – Nurse Midwife Track**

University of Massachusetts Amherst Elaine Marieb College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Dorian Pariseau, Program Assistant

[dpariseau@umass.edu](mailto:dpariseau@umass.edu)

## **C. Doctor of Nursing Practice (DNP) Program**

### **General Information**

The University of Massachusetts Amherst offers the Doctor in Nursing Practice (DNP) degree to prepare advanced practice nurses at the highest level. This professional nursing preparation will

include advanced coursework in leadership, research translation, and clinical knowledge and skills. This degree emphasizes the evolving nursing roles in an increasingly complex health care system, new scientific knowledge, and ongoing concerns about the quality and outcomes of patient care. Applicants to the DNP program will choose either the Family Nurse Practitioner, Public Health Nurse Leader, or Psychiatric Mental Health Nurse Practitioner tracks. Applicants who are already Advanced Practice Nurses (APRNs) will complete the core courses of the DNP program (DNP Completion).

## **Objectives of the Doctor of Nursing Practice Program**

**This program will prepare students to:**

- a. Engage in nursing practice using the advanced knowledge from nursing and related disciplines to improve health outcomes.
- b. Provide leadership and collaborate with leaders in other professions for change in systems of care.
- c. Synthesize and translate evidence from nursing and other disciplines to manage complex health problems.
- d. Supply culturally proficient care to respond to health disparities and societal needs.

Core competencies essential for those preparing for direct care and population-based roles build on eight essential content areas:

- scientific underpinnings for practice
- organizational and systems leadership for quality improvement, and systems thinking
- clinical scholarship and analytic methods for evidence-based practice
- technology and information for the improvement and transformation of healthcare
- health care policy for advocacy in health care
- interprofessional collaboration for improving patient and population healthcare outcomes
- clinical prevention and population health for improving the nation's health
- advanced nursing practice for improving the delivery of patient care

## **Course Requirements**

The DNP Program requires completion of core foundation and upper-level core courses, as well as courses in either the FNP, PMHNP, or PHNL role concentration (see sample plans of study). If a student already holds a master's APN degree, an individually tailored Plan of Study will be created based on transcript review. A post-master's student must complete a minimum of 30 semester

credits to complete the DNP degree. The final scholarly requirement of the DNP program is the DNP project, which is a requirement for graduation.

### **Faculty Advisors**

All College of Nursing faculty members who have graduate faculty status are potential advisors for DNP students. Students will be assigned an advisor that is congruent with their area of interest whenever possible. DNP students are expected to meet regularly with their advisors to outline their plan of study, discuss academic coursework, and to prepare for the comprehensive exam and capstone scholarly project.

### **DNP Role Course Sequencing and Preceptor Selection**

The Doctor of Nursing Practice (DNP) Program is focused on advanced nursing practice and requires a core of theoretical knowledge and a significant number of practice hours. The Elaine Marieb College of Nursing DNP curriculum adheres to the requirements of the American Association of Colleges of Nursing (AACN), "Essentials of DNP Education", the guidelines established by the National Organization of Nurse Practitioner Faculties (NONPF), and The American Association of Community Health Educators. The UMass Amherst DNP program stipulates that all students engage in practicum experiences to fulfill the hours required of a practice doctorate. Post-master's DNP students are required to document the number of practicum hours they obtained in their previous master's degree program.

### **How to Select Preceptors**

Preceptors should hold advanced degrees (a graduate degree) in nursing or medicine. Nurse Practitioners (MS prepared NP experts or DNP graduates) or physicians are preferred preceptors, but Physician Assistants (PAs) may be approved on a case-by-case basis. College of Nursing faculty instructors must approve all preceptors before a student can begin a practicum experience.

Preceptors and agencies are selected based upon their best fit with the course objectives and practicum focus for each course. Students must submit all required practicum documents well in advance of any experiences with an agency or community preceptor. Practicum guidelines are found in both the Preceptor Handbook and the University's Graduate Student Handbook.

Please plan well in advance with the Graduate Clinical Placements. It often works best if a student plans for and secures an approved preceptor(s) for courses up to a year in advance. The College supports students who are looking for clinical placements. The College Clinical Placement Coordinator is available to assist with identifying sites and DNP staff can assist with establishing

affiliation agreements and other clinical site requirements. Up-to-date comprehensive information about clinical sites and preceptors is available in the DNP program folder.

If a student has not been successful in securing an approved preceptor prior to the beginning of any practicum experience, the student may be required to withdraw from the course. Withdrawal from a course will affect progression through the specialty courses and a new Plan of Study will be required.

### Practicum Preceptor Selection

Preceptors should hold advanced (graduate) degrees in nursing or medicine. Nurse Practitioners (MS-prepared NP experts or DNP graduates) or physicians are preferred preceptors, but Physician Assistants (PAs) may be approved on a case-by-case basis. ***College of Nursing faculty instructors must approve all preceptors before a student can begin a practicum experience.***

Preceptors and agencies are selected based upon their best fit with the course objectives and practicum focus for each course. Students must submit all required practicum documents well in advance of any experiences with an agency or community preceptor. Practicum guidelines are in the Graduate Student Handbook (<https://www.umass.edu/graduate/policies/handbook>). Please plan well in advance with the Graduate Clinical Placements. It often works best if a student plans for and secures an approved preceptor(s) for courses up to a year in advance. The College supports students who are looking for clinical placements. The College Clinical Placement Coordinator is available to assist with identifying sites and DNP staff can assist with establishing affiliation agreements and other clinical site requirements.

If a student has not been successful in securing an approved preceptor prior to the beginning of any practicum experience, the student may be required to withdraw from the course. Withdrawal from a course will affect progression through the specialty courses and a new Plan of Study will be required.

### DNP Core Courses

All DNP students take the core courses in addition to their specialty courses (except for Post Master's DNP Completion students who do not need specialty courses).

Course #	Course Title	Credits
N630	Research Methodology in Nursing	3
N651	Nursing Ethics, Health Policy & Politics	3

N701	Healthcare Quality	3
N704	Health Disparities and Social Justice	3
N715	Intermediate Biostatistics	3
N725	Leadership of Public Health Systems	3
N735	Informatics for Nursing Practice	3
N742	Defining Evidence for Problems & Solutions {Capstone I}	3
N798U	Evidence Based Proposal Development {Capstone II}	3
N840	DNP Project Implementation and Monitoring {Capstone IV}	3
N898A	DNP Project Completion, Evaluation and Dissemination {Capstone V}	3
	<b>TOTAL CREDITS:</b>	<b>33</b>

### **DNP Concentration Courses - Family Nurse Practitioner (FNP) Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
N614	Advanced Health Assessment and Clinical Reasoning	3
N615	Advanced Pathophysiology	3
N619	Advanced Pharmacology	3
N670	Family Systems and Intervention	3
N643	Assessment and Diagnosis of Psychiatric and Mental Health	3
N703	Pharmacotherapy Management	3
N610	Primary Health Care of Children, Adolescents & Young Adults	3
N620	Primary Health Care of Middle Aged and Older Adults	3
N723	Sexual and Reproductive healthcare in Primary Care	3
N733	Complex Health Problems in Primary Care	3
N698 & N798	Practicums and Role Seminars (various)	12
	<b>TOTAL CREDITS:</b>	<b>42</b>

### **Family Nurse Practitioner (FNP) - Course Descriptions and Sequencing**

Prior to beginning any specialty courses in the FNP program, students must successfully complete N614 Advanced Health Assessment and Clinical Reasoning, N615 Advanced Pathophysiology, and N619 Advanced Pharmacology. Students must also have completed (or take concurrently) N703 Pharmacotherapy Management and N670 Family Systems and Interventions when enrolled in the first specialty courses in the sequence, N614 Advanced Health Assessment.

In the FNP program curriculum, there is a series of five theory courses with five concurrent practicum courses that provide content and experience in the specialty area of advanced primary care/family nurse practitioner. After completing these specialty courses, students will engage in the Final Immersion Practicum taken during their final semester in the DNP program. All FNP students are required to take these courses unless they have a master's degree in a nurse practitioner specialty and have received some course waivers at the time of admission. These courses build upon each other and must be taken in the sequence outlined in the plan of study.

### **FNP Course Descriptions:**

#### **N615 Advanced Pathophysiology- 3 credits**

This course provides the conceptual basis and specific knowledge of pathophysiology and disease recognition for children and adults as observed in the primary care setting.

#### **N619 Advanced Pharmacology- 3 credits**

This course provides an in-depth look at the principles of pharmacology for classes of drugs commonly used in various health care practices. The most pertinent drug classes for nursing practice are included in this course.

#### **N703 Pharmacotherapy Management- 3 credits**

Integration of principles of pharmacology and therapeutic patient care management to construct, implement and evaluate optimal pharmacotherapeutic regimens for patients in various healthcare settings. This course includes an assignment with a local pharmacist.

#### **N670 Family Systems and Interventions- 3 credits**

Selected concepts, theories and research related to family dynamics and family coping, with an emphasis on practice strategies to support family well-being and mental health.

#### **N643 Assessment and Diagnosis of Psychiatric and Mental Health Disorders- 3 credits**

This course provides an introduction to the diagnostic processes in mental health/mental disorders using DSM 5 diagnostic criteria, ICD coding, and other mental assessment tools while considering family, community, and cultural influences.

#### **N614 Advanced Health Assessment and Clinical Reasoning- 3 credits**

Content focus is on acquiring the knowledge and skills needed to perform comprehensive health assessments and develop enhanced capacity for clinical reasoning and laboratory test interpretation.

#### **N610 Primary Health Care of Children, Adolescents, and Young Adults- 3 credits &**

**N698E Practicum: Primary Health Care of Children, Adolescents, and Young Adults- 3 credits  
(must be taken concurrently)**

Content and practicum focus is on acquiring the knowledge and skills needed to assess, maintain, and promote the health and well-being of culturally diverse children, adolescents, and young adults. Application of this knowledge occurs in the concurrent clinical practicum N698E. Students will select an agency and a preceptor in their community and engage in **184 hours** of practicum experiences to meet course objectives. The N698E UMass faculty will supervise this practicum course in conjunction with the student's approved preceptor. Students must recruit a provider who services infants through young adults either in a family practice or in a practice that specializes in the care of children and young adults. Primary care and family practice NPs and MDs or pediatric NPs or pediatricians are appropriate choices for preceptors for this semester. Students will concentrate their experiences with patients with simple acute or stable chronic health problems.

**N620 Primary Health Care of Adults and Older Adults- 3 credits &  
N698X Practicum: Primary Health Care of Adults- 3 credits (must be taken concurrently)**

Content and practicum focus is on acquiring the knowledge and skills needed to assess, maintain, and promote the health and well-being of culturally diverse adults and older adults. Application of this knowledge occurs in the concurrent clinical practicum N698X. Students will select an agency and a preceptor in their community and engage in **184 hours** of practicum experiences to meet course objectives. The N698X UMass faculty will supervise this practicum course in conjunction with the student's approved preceptor. Students must recruit a provider who adult patients either in a family practice or in a practice that specializes in the care of adults and older adults. Primary care NPs and MDs and ANPs are preferred choices for preceptors. Internal Medicine Specialists, GPs, or Geriatricians can be appropriate choices for preceptors for this semester as approved by the faculty. Students will concentrate their experiences with patients with simple acute or stable chronic health problems.

**N723 Sexual and Reproductive Healthcare in Primary Care- 3 credits &  
N798K Practicum: Sexual and Reproductive healthcare in Primary Care - 2 credits (must be taken concurrently)**

Content and practicum focus is on building knowledge and skills beyond the provision of primary care. These courses are intended to provide advanced practice nurses with the knowledge and skills required to assess, diagnose, and manage patients presenting for sexual and reproductive health care in the primary care setting. Topics include the most common sexual and reproductive health promotion/maintenance issues and challenges across the life cycle. Common abnormalities in sexual and reproductive well-being that are within the scope of practice of the advanced practice nurse practitioner and conditions that require collaborative management and/or referral will be included. Application of this knowledge occurs in a concurrent clinical practicum.

These courses are included in a sequence of required clinical courses for FNP DNP students specializing in Primary Care Nursing/Nurse Practitioner Role. In their area of clinical specialization, the nurse practitioner applies expert knowledge and skills aimed at advancing the science and practice of Primary Care Nursing. The practicum course will consist of a supervised clinical practicum experience **128** clinical practicum hours in a community-based health care agency providing sexual and reproductive health to adolescents and adults

**N706 Complex Health Problems with Multiple Chronic Conditions 3 credits &  
N798S Practicum: Complex Health Problems with Multiple Chronic Conditions - 2 credits (must be taken concurrently)**

This course provides students specializing in the advanced practice role of the Adult Gerontological Primary Care or FNP (DNP) Nurse Practitioner student the opportunity to build knowledge and skills beyond that of the singular simple acute or stable chronic conditions. This course affords the opportunity to focus on health care of adult and older adult patients (including frail elders) with multiple chronic conditions (MCC) and complex health problems. Application of this knowledge occurs in the concurrent clinical practicum N798S. The N798S UMass faculty will supervise this practicum course in conjunction with the student's approved preceptor. Students must recruit a MD or NP geriatric/gerontology and adult provider to assure that complex patients will be seen; providers can be NPs or MDs or a combination of both for a total of **128 hours**.

**N898D Practicum: Final Direct Care residency- 2 credits**

This final practicum provides an intensive immersion opportunity for students to further enhance and integrate their prior learning and to gain experience with designated DNP essentials and specialty competencies while completing the final **128** hours of clinical practicum.

**DNP Concentration Courses - Psych/Mental Health Nurse Practitioner Course  
Descriptions and Sequence**

The DNP Post-Baccalaureate Psychiatric Mental Health Nurse Practitioner (PMHNP) role concentration prepares clinical experts in the delivery of care to the psychiatric-mental health population. They work with individuals, families, groups, and communities, assessing, diagnosing and treating individuals and families with psychiatric disorders or the potential for such disorders using their full scope of therapeutic skills.

More information the PMHNP role may be found at the [American Psychiatric Nurses Association website](#).



In addition to the DNP core courses, the PMHNP students take:

### **Psychiatric Mental Health Nurse Practitioner (PMHNP) Courses**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
N614	Advanced Health Assessment and Clinical Reasoning	3
N615	Advanced Pathophysiology	3
N619	Advanced Pharmacology	3
N580	Integrative Therapies	2
N703	Pharmacotherapy Management	3
N643	Assessment and Diagnosis of Psychiatric and Mental Health Disorders	3
N707	Neuro-psychopharmacology	3
N612	Advanced Psychiatric Mental Health Nursing with Children & Adolescents	3
N622	Advanced Psychiatric Mental Health Nursing with Adults & Older Adults	3
N712	Advanced Psychotherapy Modalities with Individuals, Groups, and Families	2
N722	Psychiatric Mental Health Complex Health Problems	2
N698 to N898	Practicums & Role Seminars (various)	11
<b>TOTAL CREDITS:</b>		<b>42</b>

### **PMHNP Course Descriptions:**

#### **N615 Advanced Pathophysiology- 3 credits**

This course presents the conceptual basis and specific knowledge of pathophysiology and disease recognition for children and adults as observed in the primary care setting.

#### **N619 Advanced Pharmacology- 3 credits**

This course provides an in-depth look at the principles of pharmacology for classes of drugs commonly used in various health care practices. The most pertinent drug classes for nursing practice are included in this course.

#### **N703 Pharmacotherapy Management- 3 credits**

Integration of principles of pharmacology and therapeutic patient care management to construct, implement and evaluate optimal pharmacotherapeutic regimens for patients in various healthcare settings. This course includes an assignment with a local pharmacist.

#### **N614 Advanced Health Assessment and Clinical Reasoning- 3 credits**

Content focus is on acquiring the knowledge and skills needed to perform comprehensive health assessments and develop enhanced capacity for clinical reasoning and laboratory test interpretation.

### **Specialty Courses:**

#### **N643 Assessment and Diagnosis of Psychiatric and Mental Health Disorders – 3 cr.**

This course provides an introduction to the diagnostic processes in mental health/mental disorders using DSM 5 diagnostic criteria, ICD coding, and other mental assessment tools while considering family, community, and cultural influences.

#### **N580 Integrative Therapies in Health Care**

In this course students will examine integrative health therapies including the cultural contexts of health and health care, telehealth, dynamics of systems and individual change, and evidence-based analysis of therapeutic effectiveness.

#### **N707 Neuropsychopharmacology- 3 credits**

In this course students examine the pharmacological treatment of psychiatric mental health disorders and is structured to develop the student with a logical approach and treatment strategy to use when prescribing.

#### **N612 Advanced Practice Psychiatric Mental Health Nursing with Children and Adolescents- 3 credits**

Content in the psychopathology, assessment, diagnosis, and treatment of mental disorders affecting children and adolescents are presented.

#### **N698CA Practicum: Advanced Practice Psychiatric Mental Health Nursing with Children and Adolescents- 3 credits**

This course will consist of a supervised clinical practicum experience in a community-based health care agency providing advanced practice psychiatric mental health nursing care to children, adolescents, and their families, 225 clinical practicum hours.

#### **N622 Advanced Practice Psychiatric Mental Health Nursing with Adults and Older Adults- 3 credits**

This course will consist of a supervised clinical practicum experience in a community-based health care agency/facility providing psychiatric mental health care to children, adolescents, and their families.

#### **N698AD Practicum: Advanced Practice Psychiatric Mental Health Nursing with Adults and Older Adults- 3 credits**

This course will consist of a supervised clinical practicum in a community- based health agency or facility providing advanced practice psychiatric mental health care to adults and older adults, **225** clinical practicum hours.

**N721 Advanced Psychotherapy Modalities with Individuals, Groups and Families- 2 credits**

This course provides continued student preparation in the development of advanced skills to deliver individual, group and family psychosocial therapeutics using evidence based psychosocial treatment models across the lifespan.

**N798GF Practicum: Advanced Psychotherapy Modalities with Individuals, Groups and Families- 2 credits**

This course consists of a supervised clinical practicum experience in a community-based inpatient or outpatient mental health care agency providing psychotherapeutic mental health care to individuals, groups, and families, **150** clinical practicum hours.

**N722 Psychiatric Mental Health- Complex Health Problems- 3 credits**

A refinement of advanced knowledge and skills required to deliver psychiatric mental health care to culturally diverse individuals of all ages with complex mental health and psychiatric issues.

**N798X Practicum: Psychiatric Mental Health- Complex Health Problems- 3 credits**

This course will consist of supervised clinical practicum experiences in a health care agency/facility providing psychiatric mental health care to individuals, **150** clinical practicum hours.

**N898D Practicum: Final Direct Care residency- 1 credits**

This final practicum affords students the opportunity to complete clinical hours as needed and to learn about the professional role of the PMHNP specialty.

## **DNP Concentration Courses - Public Health Nurse Leader (PHNL) - Role Course Descriptions and Sequencing**

The Public Health Nurse Leader (DNP- PHNL) specialization prepares nurses to assume leadership positions in a variety of settings.

### **Critical Need for Public Health Nurse Leaders**

The Covid-19 pandemic has highlighted the urgent need for nurse leaders who are trained in population-level health assessment and intervention. The need for public health nurse leaders is expected to grow significantly in the coming decade as our society confronts the impacts of infectious diseases, natural disasters, climate change, growing concerns about health disparities and social justice issues, and an aging population with a growing number of patients with chronic and acute conditions.

In addition to the DNP core courses, PHNL students take:

### **Public Health Nurse Leader (PHNL) Courses**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
N540	Epidemiology for Clinicians	3
HPP620	Introduction to the U.S. Health Care System	3
EHS565	Environmental Health Practices	3
HPP601	Application of Social & Behavioral Theories in Health Ed and Intervention	3
HPP628	Financial Management of Health Institutions (or equivalent PH course)	3
N640	Advanced Public Health Nursing I	3
N750	Advanced Public Health Nursing II	3
N760	Contemporary Issues in Public Health Practice	3
N698G	Practicum: Advanced Public Health Nursing I	3
N798LL	Practicum: Advanced Public Health Nursing II	3
N798M	Practicum: Contemporary Issues in Public Health Practice	3
	<b>TOTAL CREDITS:</b>	<b>33</b>

### **Public Health Nurse Leader (PHNL) - Role Courses and Sequencing**

In the DNP/PHNL program curriculum, there is a series of 3 theory courses with 3 concurrent practicum courses that provide content and experience in the specialty area of advanced public health nursing. After completing these specialty courses, students will engage in the Final Immersion Practicum N898A, taken during their final semester in the DNP program. All PHNL students are required to take these courses unless they have a master's degree in Community or Public Health Nursing and have received some course waivers at the time of admission.

The PHNL program includes 3 practicum courses, that require **184** hours of supervised practice, for a total of 552 hours.

The three (3) theory courses in the PHNL sequence are designed to provide instruction in Advanced Public Health Nursing. In the 3 concurrent practicum courses, students implement the knowledge they acquire in the companion theory courses. These courses must be taken in sequential order, as they build upon each other.

### **PHNL Course Descriptions**

#### **EHS565 Environmental Health Practices (3 cr)**

Concepts of control methods used by environmental health and engineering practitioners. Topics

include water, wastewater, solid wastes, food sanitation, vector control, housing, and accident control measures.

**HPP601 Application of Social and Behavioral Theories in Public Health Interventions (3 cr)**

Methods and approaches to community health. Family, school, and community dimensions and potentials. Types and use of various methods leading to community action. Prerequisite: consent of instructor.

**HPP620 Introduction to the U.S. Health Care System (3 cr)**

The organization, finance, and delivery of health care in the U.S. Examines the role of government in financing care, maintaining quality, the relationship between health policy and politics, historical forces that have shaped our health care system, and contemporary issues and controversies.

**HPP628 Financial Management of Health Institutions (3cr)**

The fundamental tools for management control and decision making in health care organizations. The budgeting and financial management process. Prerequisite: PUBHLTH 620.

**N540 Epidemiology for Clinicians (3cr)** This course provides in-depth theoretical knowledge on concepts and principles of epidemiology and its application in health promotion and disease prevention. Its focus will be on key areas of epidemiology.

**N640 Advanced Public Health Nursing I (3 cr)** This course is designed to provide advanced practice nurses specializing in the role of the Public Health Nurse Leader with the knowledge and skills required to identify and analyze population-based public health problems as they occur in the local, national, and global community. Analysis and evaluation of health problems at the community and population level will occur with evidenced based strategies designed to strengthen health promotion and disease prevention, research, practice, education, and policy. Application of this knowledge also occurs in the concurrent clinical practicum N698G. Specific course objectives include:

**N750 Advanced Public Health Nursing II course (3cr)** This course is an examination of the theories, models and process of public health program planning, with a focus on designing, implementing, monitoring, and evaluating population-based public health programs, including financial program management and effective grant writing strategies.

**N760 Contemporary Issues in Public Health Practice III (3 cr)**

As the final course in the DNP Public Health Nurse Leader specialty sequence this course provides students with the opportunity to examine the complexity of current global problems in public health and explore political, cultural, ethical, and environmental considerations affecting the development and implementation of targeted public health interventions.

**N698G** Practicum: Advanced Public Health Practice I– 3 cr. 184 hours

**N798LL** Practicum: Advanced Public Health Practice II– 3 cr. 184 hours

## **N798M** Practicum: Advanced Public Health Practice III – 3 cr 184 hours

### **DNP Post-Masters Completion Courses (For currently certified APNs)**

The online Post-MS DNP Completion program prepares established Advanced Practice Nurses to reach the highest level of the nursing profession and to deliver expert care, innovative practice, and translate evidence-based care to the clinical setting.

Students who enter this DNP Program option must be Advanced Practice Nurses (APNs) who are currently certified as FNP, AGPCNP, AGACNP, ANP, PNP, GNP, ACNP, Nurse Midwife, Nurse Anesthetist, or CNS.

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
N540	Epidemiology for Clinicians	3
N735	Informatics for Nursing Practice	3
N715	Intermediate Biostatistics	3
N701	Healthcare Quality	3
N651	Nursing Ethics, Health Policy & Politics	3
N725	Leadership of Public Health Systems	3
N704	Health Disparities and Social Justice	3
N742	Defining Evidence for Problems & Solutions {Capstone I}	3
N798U	Evidence Based Proposal Development {Capstone II}	3
N840	DNP Project Implementation and Monitoring {Capstone III}	3
N898A	DNP Project Completion, Evaluation and Dissemination {Capstone IV}	3
	<b>TOTAL CREDITS:</b>	<b>33</b>

### **All DNP students - DNP Final Project Description**

The DNP Project begins with the student selecting a problem arising from clinical or public health practice. Graduates of the DNP program are uniquely prepared to help bridge the research-practice gap by appropriately developing, tailoring, implementing, and evaluating theoretically and evidence-based projects and programs and disseminating the results. Graduates are then able to deliver the intended benefit of the research evidence to the group, population, or community. The DNP project gives students a supervised opportunity to independently undertake this research translation process.

The problem under study in the DNP project must represent an identified need, as evidenced by a review of current literature, a community assessment, or other method of needs identification.

For the project to be most effective, the stakeholders present at the site must agree that there is a need for the project and must be consulted and involved throughout the project. Indeed, the project may be done in partnership with the clinical agency, health department, College, church, government or community agency, voluntary organization, or community group.

The project literature review must support the need for the project and suggest an evidence base for the project. The literature review should include research studies on innovations that can be synthesized and developed into a program to address the practice problem. Further, the student must be seen as a credible authority on both the problem and the research-based innovation/program by stakeholders in the setting, thus, the focus of the problem and innovation/program must be on advanced nursing practice in the student's specialty area. Finally, the student must be sufficiently familiar with the specific site in which the program will be implemented to tailor the program to the site's organization, resources, and constraints.

### **DNP Project Completion Process**

In preparation for the DNP project, students are assigned one College of Nursing faculty member and will identify an appropriate project site mentor. Students are expected to work closely with their capstone course, faculty project chair, and project site mentor throughout the process of completing the DNP project. Students should anticipate the need for multiple drafts before final approval of the proposal and final DNP project report.

The project site mentor should have substantive expertise in terms of the topic of the DNP work. A project site mentor with a Master or Doctoral degree is preferred, but the project site mentor may have no academic credential yet be predominant EXPERT in a certain field. As the expert in the field of the student's programmatic intervention, they may have the background necessary to help guide the DNP project, providing detailed advice regarding the progress of the work from proposal development through actualization of the project, analysis of the results, and the conclusions.

The project site mentor must approve the proposal, the work, and final write-up along with the faculty members. A project site mentor can be a nurse practitioner, physician, and/or a public health leader within the facility or community where the project will be actualized. The designated project site mentor may be from anywhere in the world, so long as they have consented to the position on the committee and expressed a willingness to guide from a distance. The DNP Project Chair has final approval authority on the Project.

A student must receive a grade of C or above to pass the DNP Project requirement. Upon final completion and approval, the student should submit the DNP FORM, "Approval of DNP Scholarly Project" to the DNP office and their course instructor once the final approval is given.

The final requirement also includes posting your DNP Project on ScholarWorks on the UMass Amherst Library site (signatures are not required, names may be typed on the DNP Project Title Page). Instructions are provided to the student on how to do this within the course shell. All DNP projects should be presented to a professional audience either at Scholarship Day or at clinical site or a professional conference.

### **Protection of Human Subjects**

Students must complete the “Human Subjects Determination” form through the *Kuali* website. This occurs once the proposal is written and considered “ready” for this step in the project process by the course faculty. The UMass Amherst Institutional Review Board (IRB) will determine whether the project needs additional IRB review and notify the student with a memorandum of determination via email. More Information is available at:

<https://www.umass.edu/research/compliance/human-subjects-irb>

NOTE: Students may NOT begin data collection prior to receiving IRB determination.

### **DNP Final Project Course Descriptions**

#### **N742: Defining Evidence for Problems and Solutions- 3 credits**

This course focuses on discussions and assignments regarding health intervention planning, implementation, and evaluation for the refinement and approval of the DNP Project proposal. Evaluating the evidence (literature review) and completing a gap analysis are fundamental aspects of this course.

#### **N798U: Evidence Based Proposal Development- 3 credits**

This course is the second course in the sequence of five courses for the DNP, and the first of two courses designed to concentrate students’ efforts on a community of interest (COI) / organizational assessment and analysis to refine and solidify key concepts from the literature review completed in Capstone I. There are 75 project hours required for this course. Data collection and project implementation (i.e., project timeline) should not begin until after IRB approval (end of summer semester / Capstone III or beginning of Fall semester / Capstone IV).

#### **N840: DNP Project Implementation and Monitoring- 3 credits**

This course involves the actual implementation of the planned proposal. This includes seeking and obtaining advisor and IRB approval and a letter of support from the clinical site of project if you



have not obtained one already. You will implement and work on your project at the designated site with your preceptor or mentor. There are 100 hours of project hours required for this course.

**N898A: DNP Project Completion, Evaluation and Dissemination- 3 credits**

This course is the fifth and final course in the DNP Project sequence and culminates with an evaluation of the completed project. You will complete and evaluate your DNP project at the designated site with your preceptor / mentor. There are 75 hours of project hours required for this course.

The DNP Project focuses on the implementation, monitoring, evaluation, and dissemination of a theoretically based research translation project designed as a programmatic intervention to address a practice problem.

Successful progression depends upon completing required course work, according to the student's plan of study, maintaining a minimum cumulative GPA of 3.0, and working closely with advisor. The advisor and student should be mindful of incomplete grades and students whose CGPA falls below 3.0 who will be in jeopardy of dismissal by the College of Nursing and the University.

## D. Ph.D. in Nursing Program

### General Information

The PhD program builds on previous nursing education and is designed with both post-baccalaureate (68 credits) and post-master's degree (59 credits) points of entry. Candidates with a DNP will have an individualized plan of study based on their transcript and experience.

The program consists of courses in nursing knowledge and theory development, nursing research designs and methodologies, grantsmanship and scientific writing, and cognates, a comprehensive examination, and a dissertation.

Following a 3-year community equity-directed co-creative process grounded in design justice, the PhD Program revised its vision, mission, and programmatic objectives. These revisions were approved by the EMCON Faculty Assembly in April 2022. The new curriculum was launched in Fall 2023.

Information, announcements, and other resources relevant to the PhD Program are maintained on the Nursing PhD Program intranet website:

<https://sites.google.com/view/umass-nursing-phd/home>

### Objectives of the Ph.D. Program

**This program will prepare students to:**

#### VISION

The PhD program at the Elaine Marieb College of Nursing is recognized as a leader in the preparation of diverse, interdisciplinary, and collaborative research scholars and global leaders who generate, disseminate, and embody knowledge needed to transform the discipline, achieve health equity and social justice, and sustain human and planetary health.

#### MISSION

The PhD program at the UMass Amherst Elaine Marieb College of Nursing prepares diverse, interdisciplinary, and collaborative research scholars and global leaders capable of generating, disseminating, and embodying nursing knowledge needed to:

### **Provide Transformative Nursing Leadership**

- Prepared to innovate and lead multidisciplinary and multi-sector collaborations in a variety of settings.
- Combine principled high-quality integrative approaches to research and scholarship with creativity and a radical imagination.
- Able to integrate philosophy, theory, history, humanities and the arts into research, scholarship, and praxis.
- Committed to lifelong learning and organizing for change.

### **Achieve Health Equity and Social Justice**

- Active in dismantling racism and systemic oppression
- Reflexive about power and positionality, and accountable for their own actions and impacts
- Practicing inclusivity and accessibility, and growing within communities of practice

### **Sustain Human and Planetary Health**

- Recognize and articulate the interdependence of all beings with each other and the planet.
- Nurture relationships with colleagues, communities, and the environment through acts of collective care, such as teaching and learning and mutual mentorship.
- Promote health, healing, and sustainability.

The University of Massachusetts is accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education.

## **Ph.D. Curriculum Requirements**

**Students who are matriculated in Fall 2023 or after complete 41 credits of required coursework + 18 required dissertation credits (59 credits):**

#### **EMCON PhD Program Plan of Study by Semester**

<b>Term 1</b>	<b>Fall, Year 1</b>	
N790F	History & Political Economies of Philosophy of Science: Big Ideas in Nursing	3 cr
N790FR	Edge-runners in Nursing's Research, Scholarship & Innovation	3 cr

N790E	Experiential & Community-guided Approaches to Nursing's Research and Innovation	3 cr
N790A*	Introduction to Statistics (asynchronous online)	(3 cr)*
N890YX	Pre-Dissertation Community & Skills-Building Seminar 1	1 cr
<b>TOTAL TERM 1:</b>		<b>10-13 credits</b>

\*Students who have not satisfactorily completed a graduate level introductory statistics course within the 3 years prior to matriculation must also enroll in N790A Introduction to Statistics

<b>Term 2</b>	<b>Spring, Year 1</b>	
N790SP	Theory and Connections to Praxis: Putting Ideas to Work	3 cr
N790SR	Research Design I: Working with Accountability Partners to Define the Research Focus	3 cr
N790SC	Deductive Reasoning (previously known as "Intermediate Stats")	3 cr
N890ZX	Pre-Dissertation Community & Skills-Building Seminar 2	1 cr
	<i>Option for additional electives including those associated with Certificate programs</i>	<i>variable</i>
<b>TOTAL TERM 2:</b>		<b>10+ cr</b>

+ *Comprehensive Exam (upon completion of required coursework for Terms 1 and 2).*

*Completion of any additional post-baccalaureate credit requirements (for BS-to-PhD students) and successful passage of the comprehensive exam is a requirement for academic progression in the PhD program.*

<b>Term 3</b>	<b>Fall, Year 2</b>	
N890FP	Leadership for Health Justice: Developing Accountable, Sustainable, Transformative Praxis	3 cr
N890FR	Transformative Research Design II: Operationalizing the Research & Project Management	3 cr
XXXX	<b>Elective:</b> Research Design - any department	3 cr
N890YX*	Pre-Dissertation Community & Skills-Building Seminar 1 (advanced)	1 cr
	<i>Option for additional electives including those associated with Certificate programs</i>	<i>variable</i>

<b>TOTAL TERM 3:</b>		<b>10+ cr</b>
----------------------	--	---------------

*\*N890YX (advanced) strongly encouraged but not required*

<b>Term 4</b>	<b>Spring, Year 2</b>	
N890SP	Create New Futures: Policy, Pedagogy & Dissemination for Impact	3 cr
N890FC	Inductive & Complex Reasoning (previously known as "Qualitative & Mixed Methods")	3 cr
xxxx	<b>Elective:</b> Power, Critical Reasoning & Analysis – any department	3 cr
N890ZX*	Pre-Dissertation Community & Skills-Building Seminar 2 (advanced)	1 cr
	<i>Option for additional electives including those associated with Certificate programs</i>	<i>variable</i>
<b>TOTAL TERM 4:</b>		<b>10+ cr</b>

*+ Completion of a 120-hour mentored research residency prior to approval of the dissertation prospectus*

*\*N890ZX (advanced) strongly encouraged but not required*

<b>Term 5 &amp; beyond</b>	Beyond completion of first 4 terms of coursework and with successful passage of comprehensive exam assessment	
N893A (fall) or N893B (spring)**	Dissertation Seminar	1 cr
N899	Dissertation credits	variable
	<i>Option for additional electives including those associated with Certificate programs</i>	
<b>TOTAL TERM 5+:</b>		<b>Variable*</b>

*\*\*Students maintain enrollment in N893 Dissertation Seminar each semester through completion of their dissertation and defense. These credits count towards the Graduate School's dissertation credits requirement.*

*6 credit minimum enrollment required by Graduate School to be coded as "full-time student" during the dissertation phase*

*A total of 18 Dissertation Credits are required for graduation.*

**Post-Masters students who are matriculated before Fall 2023 complete the following 59 credits of coursework:**

Course #	Course Title	Credits
N700	History of Nursing Science and Philosophy	3
N710	Quantitative Methods in Nursing Research	3
N716	Intermediate Statistics for Health Research	3
N720	State of the Discipline of Nursing	3
N730	Qualitative Methods in Nursing Research	3
N775	Measurement in Health Research	3
N810	Advanced Nursing Research	3
N820	Emerging Nursing Theory	3
N870	Role of the Scholar and Leader	3
N897A	Special Topics in Health Research	3
	Advanced Methods Elective	3
N893A	Dissertation Seminar (Fall)	1
N893B	Dissertation Seminar (Spring)	1
N899	Dissertation	18
	<b>TOTAL:</b>	59

+ *Comprehensive Examination*

+ *Mentored Research Experience (120 hours minimum)*

**Post Baccalaureate students must also complete course requirements for the Masters in Nursing Science (MSNS), including:**

Course #	Course Title	Credits
N614	Advanced Health Assessment and Clinical Reasoning	3
N615	Advanced Pathophysiology	3
N619	Advanced Pharmacology	3

Note: Some courses are offered online through University Without Walls (UWW).

Note: The plan or study of applicants with DNP degrees or master's Degrees in other fields will be tailored to the learning needs of the applicant.

---

In addition to academic coursework, students must:

- Successfully pass a **Comprehensive Examination** qualifying them as a PhD candidate.
- Complete a 120 hour (minimum) mentored research residency.
- Submit and orally defend a scholarly dissertation prospectus.

- Implement, write, and defend an original dissertation study.

Full-time students are required to take a minimum of two courses (6 credits) per semester and are encouraged to complete degree requirements within four (post-master) to six (post-baccalaureate) years.

## Mentored Research Residency

Requirement: Each student will engage in a 120-hour mentored research residency under the supervision of one or more faculty members who are PhD-advising eligible within the Elaine Marieb College of Nursing. *A supervised residency under the supervision of a postdoctoral fellow or faculty member with an appropriate terminal degree and scholarly preparation outside of the Elaine Marieb College of Nursing may be acceptable, but this must be approved by both the student's advisor and PhD Program Director in advance.*

Timing: These residencies are typically undertaken after completion of the written comprehensive exam, and prior to submission of the dissertation prospectus. The 120 hours can be done during intersessions (winter or summer) and/or spread out across multiple semester if necessary and conducive to a good learning experience.

Contract: The student will contract with one or more approved supervisors, such as their advisor(s), to participate in a mentored research residency. This experience could involve working as a paid graduate research assistant on a faculty member's research team or conducting *pre-prospectus* work for the student's own research. It is expected that this experience will lead to scholarly products and dissemination activities such as peer-reviewed publications and presentations. A timeline for the residency with measurable goals and deliverables (such as submission of an original manuscript or approval of an IRB protocol) should be clearly outlined in the contract.

IMPORTANT NOTE: The research residency should involve application through activities such as grant- and/or study protocol writing, IRB submission, data generation and cleaning, data analysis and interpretation, dissemination and/or community-engaged research collaboration, AND must consist of more than a literature review and/or synthesis of existing knowledge from peer-reviewed

A copy of the [Mentored Research Residency contract template](#) is included in the Appendix.

Synchronous Distance Education: A blend of in-class and distance technologies are typically used in the PhD program. Most courses will involve a combination of live, synchronous learning during scheduled class hours and lecture materials/experiences that can be accessed asynchronously via Canvas, Blackboard, or other online platforms. We've endeavored to develop a course schedule and set of supports that will meet the needs of students across diverse contexts to the best of our ability, including students navigating on-going challenges related to the global pandemic.

**If you anticipate any challenges connecting to course platforms or required materials due to a lack of adequate equipment or internet issues, we encourage you to contact the PhD Program Director ([r.walker@umass.edu](mailto:r.walker@umass.edu)) and/or our IT support team ([itservicedesk@umass.edu](mailto:itservicedesk@umass.edu)) to arrange for assistance.**

## Faculty Advisors

All Elaine Marieb College of Nursing faculty who hold a PhD or equivalent terminal research degree, maintain active programs of scholarship including recent (within the past 3 years) peer-reviewed data-based publications and/or research grants, who have graduate faculty status *and*



who have completed the Graduate School's required research mentor training for new graduate faculty advisors are potentially eligible to serve as Dissertation Chairs and primary advisors for PhD students. If a faculty member has not previously served in a PhD Dissertation Chair role at UMass or equivalent research-intensive institution, PhD advisor status is granted upon review of qualifications and approval by the PhD Academic Matters (PhDAM) committee.

Students will be assigned an advisor whose program of research, CV, and strengths or background are congruent with the student's area of interest, strengths, and career goals. Students are also encouraged to consider other persons within the University community and beyond who may be in a position to support their scholarly growth, physical social spiritual and/or mental well-being, and/or serve as accountability partners for emancipatory and anti-racist nursing praxis.

The program recognizes that a PhD and/or other criteria listed above for Dissertation Committee Chairs is not the end all, be all of what constitutes "expertise" to mentor and guide scholarly development – in fact, far from it. Expertise also resides in lived experience, which may have no relationship whatsoever to a particular degree. As such, we recognize that many different types of individuals and communities may serve as vital guides and supports on the path to one's PhD (and beyond). Further, we encourage students to look outside their particular nursing program track, to engage with persons involved in the community and scholarship of other disciplines as well as other types of nursing practice preparation (DNP, MSN, AD, RN, LPN, and CNA), teaching, community organizing and activism, policy, communications, and leadership.

PhD students are encouraged to meet regularly with their advisors to outline their plan of study, discuss academic coursework, prepare for the comprehensive exam and dissertation, and co-create a plan for professional development. If a student wants to change advisors, they are encouraged to meet with the director of the PhD program to facilitate the change.

A list of current PhD advisors is maintained on the program intranet:  
<https://sites.google.com/view/umass-nursing-phd/faculty-profiles>

### **PhD Program Office**

University of Massachusetts Amherst College of Nursing

032 Skinner Hall

Amherst, MA 01003-9304

Dorian Pariseau, PhD Program Administrative Assistant

Tel: (413) 545-9753 Email: [DPariseau@umass.edu](mailto:DPariseau@umass.edu)

### **Authorship Policy**

In the interests of fairness and to ensure protection of the rights and intellectual property of all parties, we encourage learners and faculty to review the following guidelines and policies on authorship and order of authorship for published material.

In general, the faculty should approach their roles with the view that material produced by learners within the scope of existing coursework (such as graded papers submitted for class assignments) is provided as part of their professorial duties and these activities do not automatically meet standard authorship guidelines. In *most* cases, publications stemming from PhD dissertations, Honors theses, and DNP final projects would be first-authored by the student who completed the work. Exceptions to this guideline should reflect best practices for authorship as outlined below.

**Please review the following authorship guidance:**

- a) Baerlocher, M. O., Newton, M., Gautam, T., Tomlinson, G., & Detsky, A. S. (2007). The meaning of author order in medical research. *Journal of Investigative Medicine: The Official Publication of the American Federation for Clinical Research*, 55(4), 174–180. doi:10.2310/6650.2007.06044/
- b) International Council of Medical Journal Editors. (2018). Defining the role of authors and contributors. Retrieved from <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- c) Kennedy, M. S. (2015). Inappropriate authorship in nursing journals. *Nurse Author & Editor*, 25(4), 2. Retrieved from <http://naepub.com/wp-content/uploads/2015/11/NAE-2015-25-4-2-Kennedy.pdf>
- d) Nishikawa, J., Codier, E., Mark, D., & Shannon, M. (2014). Student faculty authorship: Challenges and solutions. *Nurse Author & Editor*, 24(4), 3. Retrieved from <http://naepub.com/wp-content/uploads/2015/02/NAE-2014-24-4-3-Nishikawa.pdf>

**We direct advisors and students to this recent interpretation of the existing guidelines, regarding criteria for Authorship and Order of Authorship:**

- a) Heim, N., & Chinn, P. (2017). Issues of authorship: Who and in what order? *Nurse Author & Editor*, 27(3), 6. Retrieved from <http://naepub.com/authorship/2017-27-3-6/>

**Note:** At the time a learner or faculty recognizes that material they are developing is headed towards publication, they are encouraged to put their expectations for members of the team in writing, by drafting a preliminary Authorship Agreement. Below is a sample authorship agreement. This agreement is only a template. You may modify to meet the specific needs of any given publishing project.

### Sample Authorship Agreement

Working Title/Topic: \_\_\_\_\_

What is the origin of the work (check all that apply):

☐ Class paper   ☐ Dissertation   ☐ Secondary analysis   ☐ Grant   ☐ DNP Project   ☐ Thesis

☐ Other (specify) \_\_\_\_\_

Is this intended to be a presentation or manuscript (check all that apply):

☐ Presentation   ☐ Manuscript   ☐ Poster   ☐ other

If presentation, where will you present the research? \_\_\_\_\_

If manuscript, which journal will you target? \_\_\_\_\_

List below all anticipated authors and their order:

Order	Author name	Anticipated Contribution*	Author Initials
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			

Note: add rows as needed for additional authors.

\*Examples of contribution:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work<sup>a</sup>
- Drafting the work or substantial critical revision for intellectual content<sup>a</sup>
- Final approval of the version to be published<sup>a</sup>
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

(Adapted from: <https://rio.msu.edu/sample-authorship-agreement> & <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

If you anticipate multiple outcomes from the same research effort (e.g., poster presentation and manuscript publication), use one template for each planned activity.

<sup>a</sup>All contributions from faculty refer to contributions outside of faculty role.

### **Comprehensive Exam Policy/Application to Take the Exam**

(Please see section on *Graduate Academic Policies* for all graduate programs regarding progression).

#### **Information for the 2023-2024 Comprehensive Examination will be available in Spring 2024:**

All students in the PhD program are required to take a comprehensive examination as a criterion for progression to PhD candidate status. To request to sit for the examination the following courses must have successfully completed: N790F, N790FR, N790E, N790SP, N790SR, N790SC (for students who matriculate into the program in fall 2023 or later). Students who matriculated prior to Fall 2023 must have successfully completed N700, N710, N716, N730, N775, and N820. *BS-PhD students should complete any additional post-baccalaureate requirements prior to the exam.*

Students who are not eligible to take the comprehensive exam (e.g. such as incomplete or non-passing grade in a required course) will have the opportunity to take the examination at the next time it is offered.

A three-person Comprehensive Exam Committee will be responsible for creating the exam and evaluation standards. The PhD Program Director and the Dean will choose committee members. The Comprehensive Exam Committee is typically composed of faculty who have recently taught the required first year courses and must include **at least one** faculty member who has previously participated in the generation and evaluation of the Comprehensive Exam.

Students will receive a separate grade of Pass or No Pass for each exam component. To progress in the program, a grade of Pass must be achieved on all exam components. Students who do not receive a 'Pass' on any part of the exam will be provided feedback on their performance and given an opportunity to retake non-passing components of the exam. The PhD comprehensive exam committee and PhD Program Director (or their designee) will be present for the exam retake if it is offered orally. Students who do not receive a 'Pass' on any portion of the retake will be provided feedback on their performance and referred to the PhD Program Director.

To request to take the PhD required comprehensive examination, please complete the Comprehensive Examination Application form.

### **Application to Take the Exam**

- 1) In order to sit for the exam, the Comprehensive Examination Application Form must be submitted to the PhD Program Director 14 days prior to the exam date.
- 2) The grade for each of the required courses must be provided on the application.

- 3) If the student is currently enrolled in one of the required courses, the **student** must have the professor of record initials next to the grade indicating that they anticipate a passing grade.
  - a. If the student does not pass the course as anticipated, they will not be allowed to sit for the exam.
  - b. If a student is not eligible to take the exam (e.g. they receive an “incomplete” in a course), they will need to contact the PhD Program Director to determine when the test can be taken.

## Exam Procedures

1. The Comprehensive Exam Committee will determine the precise format and delivery methods for the exam.
2. Student may rely upon any printed documents, written notes, or books that they would like to reference during the exam.

## Exam Content

For students who matriculated prior to Fall 2023, exam questions will allow students to demonstrate mastery and synthesis of 1<sup>st</sup> year course content. Faculty who have previously taught required courses from Terms 1 and 2 write the exam questions. The exam topics and questions are summarized below:

Theory & Philosophy	Students will synthesize knowledge learned from History of Nursing Science & Philosophy (N700) and Emerging Nursing Theory (N820).
Qualitative Critique	Students will be asked to provide a thorough critique of a research article involving qualitative research methods that will be provided. This can include articles involving mixed methods. The critique should be written as if reviewing the study for publication in a peer-reviewed journal.
Quantitative Critique	Students will be asked to provide a thorough critique of a research article involving quantitative research methods that will be provided. This can include articles involving mixed methods. The critique should be written as if reviewing the study for publication in a peer-reviewed journal.

For students who matriculated in Fall 2023 or later, the nature and format of Comprehensive Exam requirements for at least 2 months prior to the exam date. Please note that requirements for PhD candidate status in the program are subject to revision and updates by the PhD Academic Matters Committee.

## Grading Policies

- 1) Criteria and rubric will be developed for grading each question by the PhD Comprehensive Exam Committee.
- 2) Grading will be pass/no pass for each component.
- 3) Students will be notified of results in writing within three weeks of taking the exam.
- 4) If a "PASS" is not achieved on every component, the student will have an opportunity demonstrate their mastery of that content area during a retake.
- 5) For any portion of retake on which a 'PASS' is not achieved:
  - a. The student will be provided feedback on their performance.
  - b. The student will be referred to the PhD Program Director and Graduate Program Director where a final decision will be made.

**Passage of every component of the Comprehensive Exam is a requirement for academic progression in the PhD Program and establishment of PhD candidate status.**

**COMPREHENSIVE EXAMINATION APPLICATION**  
(for students who matriculated prior to Fall 2023)

**Note:** This form must be completed by the student and advisor and submitted to the PhD Program Director 14 days prior to the scheduled examination time.

Student name: \_\_\_\_\_

Date \_\_\_\_\_ Examination date: \_\_\_\_\_

In the table below, indicate the semester/academic year you completed the courses pre-requisite for the Comprehensive Examination.

Course # and Title	Semester/Year Completed	Grade	FA Initials*
Nur700 History of Nursing Science & Philosophy			
Nur710 Quantitative Methods in Nursing			
Nur716 Intermediate Statistics			
Nur730 Qualitative Methods in Nursing Research			
Nur775 Measurement in Health Research			
Nur820 Emerging Nursing Theory			

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date \_\_\_\_\_

PhD Program Director Signature: \_\_\_\_\_

Date \_\_\_\_\_

\*If the student is currently in the course, the professor of record will initial if the student is currently passing the course.

## Doctoral Dissertation

Candidates for the degree of Doctor of Philosophy (PhD) must complete an acceptable dissertation. A successful dissertation satisfies the following criteria:

- 1) Demonstrates the candidate's intellectual competence;
- 2) Makes an original and valid contribution to nursing science; and
- 3) Is an individual achievement and product of independent research?

The first step is to assign the dissertation committee (Appendix B). The dissertation research is conducted under the supervision of a dissertation committee, a group of at least three faculty members from the University of Massachusetts Amherst who have graduate faculty appointments with dissertation advising privileges. Two of the dissertation committee members must be chosen from the College of Nursing with one member serving as chairperson. The third graduate faculty member must be chosen from a department outside of nursing but within the University of Massachusetts Amherst. This person must also be a member of the graduate faculty.

The second step is to approval of the dissertation proposal. The student, under the guidance of the Dissertation Chair and the other committee members will develop a research proposal. It is the responsibility of the student to organize a meeting of the Dissertation Committee including the Chair of the Dissertation Committee, the other members, and the student, to discuss the research problem before approving the dissertation proposal. At this meeting, the student will present the proposal and with the committee will discuss the research plan. At the conclusion of the discussion, the Committee will determine the following: 1) Pass. The proposal is acceptable as is the student can proceed to the next step of the research process, which is usually submitting the proposal to the Institutional Review Board for the Protection of Human Subjects (IRB). 2) Pass with minor revisions. There is additional work on the proposal before proceeding to the IRB. 3) Pass with major revisions. There is substantial work that must be completed before the student can proceed. The committee will reconvene when the student has completed the additional work. 4) No pass. The proposal is not acceptable for a dissertation. All members of the dissertation committee and the Graduate Program Director must approve and sign the dissertation proposal and forward it to the Dean of the Graduate School (Appendix B). The approved dissertation proposal must be submitted to the Graduate School at least seven months prior to the dissertation defense.

The actual structure of the dissertation manuscript will be decided on by the PhD Candidate and the Committee (all formats must be consistent with the requirements of the library as noted below). The following outline illustrates potential formats including the "traditional" (book-style) and several versions of a manuscript-based dissertation:

### [Anatomy of a Dissertation Proposal.docx](#)

**'Traditional' or Book-style Format:** Dissertation may be written in the chapter format (1) Introduction, 2) Background/ROL/Theoretical framework, 3) Methods, 4) Findings, 5) Discussion/Conclusions) or be constructed in the manuscript format. Other formats may be acceptable, but these two are the most common in nursing at present. Typically, the dissertation proposal is comprised of the first three chapters (1) Introduction, 2) Background/ROL/theoretical



framework, 3) Methods.

**Manuscript Format:** The manuscript style dissertation typically is written in five chapters with the same first (Introduction) and last (Discussion/Application/Conclusions) chapters as the 5-chapter format. The other chapters consist of manuscripts that will be (or have been) submitted for publication in a peer-reviewed journal. Students are highly encouraged to consult with their advisors and Dissertation Committee members prior to submitting any manuscripts for peer review. *At least one* of the manuscripts will contain data-based results and interpretation of the dissertation study. The student and committee will determine the contents of the manuscripts. Manuscripts often include a synthesis of the literature, a methods paper, a paper on clinical, theoretical or policy implications, and others. Authorships should be determined in advance according to the suggested guidelines. It is expected that the student will serve as lead author on all manuscripts generated as part of the manuscript-style dissertation.

Other dissertation formats may be possible. The dissertation format should be discussed and approved by the Dissertation Committee and meet all Graduate School requirements.

### **Steps for Scheduling the Oral Prospectus & Final Defense**

#### **EMCON PhD Program Progression Milestones (required for graduation):**

- **QUALIFYING EXAM:**
  - Passage of a qualifying exam (also known as “Comps” or the “written comprehensive exam”) offered after 1<sup>st</sup> year coursework
- **COURSEWORK:**
  - Completion of required coursework & electives/cognates (3 required)
- **RESEARCH RESIDENCY:**
  - Completion of the 120-hour mentored research residency & submission of signed residency contract to PhD Program Director
- **PROPOSAL:**
  - Formation of a Dissertation Committee
  - Oral Prospectus (also known as the “Proposal Defense”) wherein the PhD candidate proposes an original research study to their dissertation committee
- **DISSERTATION PHASE:**
  - Enrollment in Dissertation Seminar & Dissertation Credits (18 credits required)
- **FINAL DEFENSE:**
  - Final Oral Defense presenting outcomes of the dissertation project (also known as the “Dissertation Defense” or “Final defense”)
- **DEGREE PAPERWORK:**
  - Submission of all required paperwork & documentation of degree eligibility to EMCON
  - Uploading & archiving of approved Dissertation to ScholarWorks

## TO FILE AN ORAL PROPOSAL (PROSPECTUS):

We advise filing your oral proposal at least one month ahead of time, to allow sufficient time for assessment of candidate eligibility and graduate faculty status

### 1. DISSERTATION COMMITTEE:

- a. Work with your faculty advisor to:
  - i. Confirm readiness to propose (this includes completion of all related requirements including any required core coursework, qualifying exam, and mentored research residency hours)
  - ii. Identify members of the dissertation committee (1 EMCON faculty advisor, 1 EMCON faculty, and 1 faculty from another UMass Amherst department)

### 2. GRADUATE FACULTY STATUS:

- a. Confirm all 3 committee members already have “Graduate Faculty Status”. If they do not, [they will have to apply for it](#).
- b. PLEASE NOTE: Approval of Graduate Faculty Status for first-time applicants now requires completion of an 8-hour in-person graduate mentoring workshop through the Graduate School. *Allow sufficient time for any faculty members who must apply for Graduate Faculty Status to achieve this requirement.*

### 3. SCHEDULE A DATE FOR THE ORAL PROPOSAL:

- a. Create a signature page, [formatted according to requirements for Dissertations](#), and inclusive of the following information:
  - i. Title of proposal
  - ii. Name of candidate
  - iii. Names of committee members
- b. Identify a date & time that works for all committee members for the proposal defense
  - i. Allow at least 90 minutes for the defense
  - ii. Usually candidates present their proposal for ~30 minutes followed by Q&A from the committee and private deliberation
- c. Determine whether the defense will take place via ZOOM or in-person or hybrid
- d. **Submit the following information to the PhD Program Director ([r.walker@umass.edu](mailto:r.walker@umass.edu)) with a CC to the PhD Program Specialist ([dpariseau@umass.edu](mailto:dpariseau@umass.edu)).**
  - i. A properly formatted electronic copy of the signature page for PhD Program Specialist to upload to DocuSign for committee to sign post-defense (the candidate should prepare this page)
  - ii. Date & time of the proposal defense
  - iii. Chair (faculty advisor) & committee members

- e. Once the Oral Proposal is completed and the proposal (including any required revisions) is approved, the Chair/faculty advisor should immediately notify the PhD Program Specialist (dpariseau@umass.edu) who will circulate the signature page for electronic signatures from the Committee and GPD

## TO FILE THE FINAL DEFENSE:

### *Important Provisos:*

- We strongly advise filing for your defense at least six weeks ahead of time to allow sufficient time for planning & processing
- ALL final defenses are required to be announced at least four weeks prior to the date of the defense (this policy is set by the Graduate School)
- To be eligible for May graduation, defenses must be completed & all documentation filed by the date(s) set by the Graduate School.
  - These dates vary year to year and are usually *about 2 months* before the date of graduation.
  - Since all defenses must be announced at least one month prior to the defense, this means plans for a defense often must be filed *at least 3 months ahead of the planned graduation date*.
- Please **check the Graduate School website for exact dates & deadlines:**  
<https://www.umass.edu/graduate/form/doctoral-degree-checklist-requirements-graduate>

### Steps for Filing for Final Defense:

1. DETERMINE READINESS TO DEFEND:
  - a. Meet with your Faculty Advisor & **Review the following Graduate School policies:**
    - i. [Checklist of Requirements to Graduate](#)
    - ii. [Checklist for Final Doctoral Oral Examination](#)
    - iii. [Doctoral Degree Eligibility Form](#)
2. SCHEDULE DEFENSE DATE:
  - a. The PhD Program Assistant needs at least 5 weeks' notice of the final dissertation defense. (Dissertation title, day, date, time, room) The Graduate School's requirement of defense announcement is 1 month prior.
    - i. If there is any doubt about which staff person to contact to do this, contact the PhD Program Director (r.walker@umass.edu) for clarification
    - ii. The designated staff member is Dorian Pariseau (dpariseau@umass.edu)
      1. DO NOT email Cynthia Mendoza, who is no longer at UMass – *these emails will not be received*
      2. DO NOT email Karen Ayotte or Andi Boulanger, who are supporting other programs

- b. Submit the following information via email to the PhD Program Specialist (dpariseau@umass.edu with a CC to the PhD program director):
  - i. ATTACHMENTS THAT SHOULD BE INCLUDED WITH THE EMAIL:
    1. [Doctoral Degree Eligibility Form](#) with top part completed & signed by the candidate
    2. **Digital copy of a Flyer** to Announce the Defense:
      - a. This should be constructed by the PhD candidate
      - b. Template available here: [https://umass-my.sharepoint.com/:w:/g/personal/rklimmek\\_umass\\_edu/EXu7DwzVR8dBmqBiCfM\\_-EcBc-6MGQ59H3vzo2yZmyyVIA?e=Avi3el](https://umass-my.sharepoint.com/:w:/g/personal/rklimmek_umass_edu/EXu7DwzVR8dBmqBiCfM_-EcBc-6MGQ59H3vzo2yZmyyVIA?e=Avi3el)
      - c. It should include:
        - i. Candidate name & department
        - ii. Title of dissertation
        - iii. Date & time of public defense
        - iv. Information about room(s) or ZOOM link
        - v. Optional: Name of Chair, Committee members
      - d. The PhD Program specialist will circulate this flyer to the Graduate School & EMCON with an email announcement of the defense
    3. **Signed copy of Mentored Research Residency contract**, documenting successful completion of residency with faculty signature
  - ii. INFORMATION THAT SHOULD BE INCLUDED IN THE BODY OF THE EMAIL:
    - a. Candidate name, title & department
    - b. Title of dissertation
    - c. Date & time of public defense
    - d. Any room request(s) & AV requirements (PhD Program Specialist can assist with reserving rooms for public & private portion of defense)
    - e. Name & title of Chair
    - f. Names of Committee members with contact info & their titles/departamental affiliations
  - iii. The PhD Program Specialist will use this information to construct signature pages for uploading & approval by the Committee and Dean in DocuSign following the defense

### **DISSERTATION DEFENSE**

All Dissertation Defenses will be announced in the UMass Amherst electronic journal to invite interested Graduate Faculty and others to attend. The Office of Degree Requirements must receive written notification of the scheduling of a Final Oral Examination at least four weeks prior to the date of the defense. A defense cannot be held unless it has been publicly announced in the

UMass Amherst electronic journal.

**The student must come to the UMass Amherst campus for the defense (unless pandemic physical distancing requirements are in effect, in which case the Graduate School will provide advisement regarding acceptable formats for a defense).**

Members of a student's dissertation committee must be present in person or via video-conference for the final oral defense. (Note: All Graduate Faculty are invited to attend and cannot be excluded from the Dissertation Defense. Departments differ in allowing others to attend. Courtesy suggests that the Chair of the Committee, whose name is published in the UMass Amherst electronic journal, be consulted by others attending the Defense, with the stipulation above).

**The Program strongly encourages that public defenses include both a public portion for the candidate's presentation and general questions from the public/attendees, followed by a closed portion in which *only* members of the Dissertation Committee are present and can ask more technical questions of the candidate.**

While other faculty may attend the defense, only the three official members of the Dissertation Committee may cast a vote.

There are three possible outcomes for a dissertation defense:

- First is "Pass," no further action is required except submission to the Graduate School.
- The second possible outcome is "Pass with revisions." In this case the dissertation is substantially completed and sound but requires further refinement before the committee approves the dissertation.
- The third outcome is "fail".

A unanimous vote of Pass is required for the student to pass the Dissertation Defense. The dissertation must be approved and signed by all members of the Dissertation Committee and the Dean. See the Graduate School Handbook for specific instructions.

Successful completion of the dissertation defense is reported to the Graduate School in the form of a memorandum (Appendix B). A copy of this memorandum and the signatory page will be placed in the student's file.

## Steps for dissertation defense:

- PhD Program Assistant needs at least 5 weeks' notice of the final dissertation defense. (Dissertation title, day, date, time, room) The Graduate School's requirement of defense announcement is 1 month prior.
- Student or Committee Chair reserves Skinner room for defense.
- PhD Program Assistant will remind the student to send her the signed doctoral degree eligibility form (required from the PhD student).
- PhD Program Assistant will construct the signature pages and send the signature page to the PhD Student.
- Student is to bring **at least 4** copies of the original signature pages to the day of the final oral defense.
- Student must be present on the day of their dissertation defense.
- ALL committee members must be present on the day of the oral defense.
- Chair to set up zoom link for dissertation defense and sent to Graduate Faculty and PhD students.
- Once the signature pages are signed, bring 2 original pages to PhD Program Assistant office room 032
- Electronic Dissertation submission process:  
<https://www.umass.edu/graduate/handbook/degree-requirements/electronic-dissertation-submission-process>

### - **Helpful information:**

#### - **CHECKLIST FOR DOCTORAL DEGREE:**

- <https://www.umass.edu/graduate/handbook/degree-requirements/doctoral-degree-requirements>

#### - **CHECKLIST FOR FINAL DOCTORAL ORAL EXAMINATIONS:**

- <https://www.umass.edu/graduate/book/checklist-doctoral-oral-examinations>

### Manuscript Instructions:

The dissertation must be typed in a proscribed style. (Refer to the *Guidelines for Master's Theses and Doctoral Dissertations*, available in the Office of Degree Requirements or online at: <https://www.umass.edu/graduate/documents/guidelines-masters-theses-and-doctoral-dissertations> . The Graduate School is the final and only arbitrator of what is an acceptable dissertation. The dissertation shall be submitted to the Graduate School in electronic format, by the deadline for the appropriate degree-granting period, following the instructions of the Graduate School.

Two original signature pages for the dissertation must also be submitted by the deadline to the Graduate School, along with the Eligibility for Degree Form. A microfilm fee is required to cover the submission of the electronic dissertation and the microfilm publication.

Copyrighting the dissertation is required, however registering the copyright is optional. The dissertation will be cataloged in the Library of Congress and in the W.E.B. Du Bois Library. Microfilm copies may be purchased from University Microfilms Library Services, 300 N. Zeeb Road, Ann Arbor, MI 48103-1500 or online at <http://dissexpress.umi.com/dxweb/search.html> Publication by microfilm does not preclude the printing of the dissertation in whole or in part in a journal or as a monograph.

Consult the Office of Degree Requirements for degree requirement deadlines. It is strongly recommended that a technical review of the dissertation take place prior to the deadline. Materials returned after the deadline or not in accordance with technical requirements will be processed for the next degree-granting period.

All students must enroll for 18 dissertation credits. No student is exempt from this requirement. Normal tuition rates will apply. In addition, all students who matriculate in Fall of 2014 and beyond are required to enroll in a dissertation seminar N893A each semester while they are working on their dissertation. Continuous enrollment is required until completion of the dissertation.

# Appendix A: Preparing for Your Clinical Practicum

Please read thoroughly to avoid delays or cancellations of your practicum.

Please familiarize yourself with the steps for preparing for your clinical practicum. You should start early, especially if your site requires an Affiliation Agreement.

You can start to prepare for your practicum at any time. Allow enough time to complete all the requirements **before** you start your practicum.

Check your UMass email address frequently, twice a week at least, since you will be sent important information through the UMass email.

If you have a name change, please inform the Program Assistant and change it formally through SPIRE.

It is important that you maintain good communication with your practicum site to ensure all onboarding paperwork is complete. Some sites do not need anything from UMass. They may ask you to directly give them your health documents or other forms.

If your clinical site requires paperwork from the college, it is up to you to find out what is required by your site, and let the program assistant know. Some sites need verification or attestation letters, others do not have any requirements. Each practicum site is different, with different procedures and forms. You should ask your site when, or if, they need paperwork from the College of Nursing, and allow enough time for us to provide the documentation.

## Quick Links to Information within this Document:

- 1: [Affiliation Agreements](#)
- 2: [Clinical Sites, Preceptor Forms & Preceptor & Student Typhon Accounts](#)
- 3: [Preceptor Hours Letters](#)
- 4: [CCP \(Centralized Clinical Placements\)](#)
- 5: [Castle Branch Accounts](#)
- 6: [Contacts/Who to Ask](#)

### 1: Affiliation Agreements

AJ Juno, [ajuno@umass.edu](mailto:ajuno@umass.edu) , is the contact for all questions.



The first step is finding out if your site needs an affiliation agreement. You must ask the correct person or department. If an agreement is needed, this process can take many months. UMass DOES NOT need an agreement.

***Do not confuse an affiliation agreement with the Student-Preceptor Form. Remember, an affiliation agreement may not be needed at all, check with your site.***

An affiliation agreement is a contract between UMass Amherst and the corporation or owner that owns the site of your practicum. **UMass does not need an affiliation agreement** for you to do your practicum. But some sites do. For the many sites that do not, you can go there without the lengthy process it takes to complete an agreement. Once an agreement is finished, it will last for years. The typical expiration date is 3-5 yrs, but many never expire.

It is your responsibility to find out if an agreement is needed. The first thing you need to do is ask them. If you don't know who to ask, start with the HR department or the administration. Your preceptor might not know. If you give AJ the wrong person who does not work with agreements, that can create delays. If your site has any questions, AJ would be happy to answer. You are free to give AJ's contact information.

Allow enough time to execute an agreement. **It can take 2 to 6 months to complete.** 6 months is rare, but it does happen. And sometimes, even rarer, UMass and the site cannot reconcile our disagreements, and the affiliation agreement is not completed. It is best ***to have a back-up site available in case this happens.***

You need to be approved by your site to do your practicum before you ask for an affiliation agreement.

You can always write AJ to find out if we already have an agreement with a site.

If your site needs an **affiliation agreement**, find out the contact person that AJ will be working with and gather the following information:

- Full Site Name
- Full Contact Name
- Title
- Email
- Phone Number
- Mailing Address
- Semester you will start

Then go to the online form and complete. AJ needs all the info the form asks for before she will start working on an agreement. Do not email her this information—submit it via the online form:

**Affiliation Agreement Request Form**

This online form will go directly to AJ Juno when you submit.

<https://forms.office.com/r/9SWNyafen9>

After you fill out the online request form, you are always free to email AJ directly with questions, updates, or changes. It is important that you get the correct person at the site, otherwise there can be long delays. Once AJ has all the info needed the process will begin and you will be notified when completed, or if there are problems.

## **2: Clinical Sites, Preceptor Forms & Preceptor & Student Typhon Accounts**

If you are new to Typhon and do not have a student login, email Lynn Yovina who will send you Typhon login information. There is a one-time fee of \$100 for the NP and Psych Certification tracks, and a \$70 for Nursing Education tracks that the student is responsible for.

Your Typhon account will last up to 5 years after you graduate so you can take advantage of your Typhon Portfolio.

**Note:** If you had a Typhon account from another school, it is NOT transferable.

There is a section within Typhon for “Video Tutorials”. Click on that. Choose “Student Tutorial” from the list of videos. There is a 71-minute long video that goes over everything you’ll need for your Typhon account. You can forward it to the spot on the video that speaks to filling in your case logs.

**SAMPLE LETTER to Prospective Preceptor** (see Graduate Handbook for more information):

Hello \_\_\_\_\_,

I am a (Family Nurse Practitioner, Adult Gerontological Primary Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Public Health Nurse Leader) DNP student or (Clinical Nurse Leader student) who is looking for a preceptor for my (list course name) practicum. I am impressed with your (list practice specialty such as family) practice and (list the strengths of the preceptor and any other reasons why you are interested in practicing there. An example of this would be (his/her) years of experience in a clinical area). I would be honored to be able to do my practicum with you.

I have had experience with (list your experience). My area of interest is (list your area of interest). Please see my CV that is attached to this email.

I would love to meet with you to discuss this further. Please let me know what day and time work best for you to meet by phone or in person and I will arrange it.

I am looking forward to the opportunity to learn from you in the clinical setting. Thank you for your time and attention.

Sincerely,  
Student Name:  
Student email:  
(Attached copy of your CV)

**Once you have a site and a preceptor:**

**You must complete the STUDENT-PRECEPTOR FORM in DocuSign.**

If the health care provider (NP, MD, RN) agrees to precept, you will need to guide them in the next steps. You will complete the Student-Preceptor Form online, the preceptor will receive the form to sign via Adobe E-Sign. The information from the form will be used to set up a Typhon preceptor account.

Also, send the preceptor the link to our Graduate Clinical Placement information:

<http://www.umass.edu/nursing/student-resources/graduate-clinical-placements>

The Graduate Preceptor Handbook is on the right-hand side near the bottom.

***Notes:***

- Even if you've had the same preceptor in a previous semester, you are required to fill out the Student-Preceptor from each semester.
- You may have more than one preceptor in a semester. For each preceptor you will need to complete a Student-Preceptor Form.
- Once your preceptor has a Typhon account, the account is theirs indefinitely, and they can use it for more than one student.

**Click on this link to access the Student-Preceptor Form via DocuSign:**

<https://tinyurl.com/Student-PreForm>

The Student-Preceptor Form requires the following information:

- Student's Full Name & Email Address
- Course # (The Course # starts with "N". Please write in the Clinical course, not the Didactic course that accompanies it.)
- EMCON Professor (if known)
- Affiliation Dates, Semester/Year
- The Preceptor's Name & Business Email Address (their personal email is optional)

- Is the preceptor Board Certified? If yes, please provide license number and expiration date if known.
- Preceptor's Credentials, Specialty, Practice/Group Name, Phone #, Address
- Optional: Clinical Site Website Address, Administrative Contact information

**VERY IMPORTANT**—before you fill out the form, you'll need to provide DocuSign the **exact name** that the preceptor will sign on the document and their email address. When the preceptor receives DocuSign, they just click the button, and the name is signed with whatever you previously entered on the first page. If this is not how the preceptor wants to sign, or it is misspelled, they might refuse to sign. Be sure to enter their name and email address accurately, or they will not receive the email asking them to sign the form.

After you sign, it automatically goes to the preceptor. When they sign, all parties get the completed copy. Dorian gets copies at each stage.

Obtain a CV (resume) from your preceptor and email it to Dorian Pariseau. The preceptor may send this directly to Lynn if they prefer.

Dorian Pariseau will send your preceptor their Typhon login based on the Preceptor Form you fill out in DocuSign if they don't already have an account from a previous semester. The preceptor's account is theirs indefinitely and they can use it for more than one student.

**Note:** Please update Dorian Pariseau if you have decided not to work with a preceptor or site that you had previously submitted forms for through DocuSign.

**If the student or the preceptor forgets their password or if their email link has expired for the Typhon account, please contact Dorian Pariseau.**

### **3: Preceptor Hours Letter**

The College can send a formal letter verifying “hours precepted” to any preceptor **who requests one**. Please let your preceptor know they may ask for this letter. The student or preceptor should contact Dorian Pariseau to request the letter. Provide Dorian with the preceptor's name, the preceptor's site, the student name they were a preceptor for, and exact date range or semester/year. Dorian will run the report matching that information in Typhon and create a Preceptor Hours Letter that will be sent directly to the preceptor.

### **4: CCP (Centralized Clinical Placements)**

**CCP (Centralized Clinical Placements): Applies to Specific Massachusetts Hospitals:**

For students who are doing their practicums in a **Massachusetts CCP facility**, such as Boston Med, Mass General, Brigham and Women's, Cooley Dickinson, etc., a request for clinical placement must be made using CCP.

Contact Katy Bobianski, [kbobians@nursing.umass.edu](mailto:kbobians@nursing.umass.edu), who will enter your information into CCP.

Katy will need from you:

- a copy of your CV
- your course number,
- number of hours required,
- your start and end date,
- if you are an employee of the institution,
- and which area you are looking (Example: Primary Pediatric Care).
- You should include your preceptor if you have one who has agreed to work with you, and their unit/dept.

These MA sites will also require you to complete their “**HCO facility-specific material**” in CCP. You complete this by first completing the CCP's 4 module orientation (see below), then you are directed to the specific facility's orientation that is also required.

**Avoid directly contacting the unit managers in these MA facilities when seeking approval.**

The nurse educators who approve the practicums require that you follow the procedures by having UMass staff be their only contact. These placements are highly competitive, especially in the Boston area, and making an end-run around the nurse educators can cause them to reject your application.

**CCP Orientation for HIPAA & OSHA (to be uploaded to CastleBranch) FOR ALL STUDENTS:**

- CCP, which is run by the MA Dept. of Health, has an orientation that ALL students need to complete, even if you do not reside in MA. Most of the facilities where students will do their clinicals require that we train students in HIPAA, OSHA, fire and safety, etc. You only need to do this once. You will complete 4 modules. You do NOT need to do the additional facility specific module (unless you are going to a MA site that requires this). Please download a completion ticket which is proof that you did the 4 modules and upload into CastleBranch.
- To download a completion ticket when you don't know your Clinical Site (HCO), use: **1-Generic Site**. If you need to give an instructor name, you can use, **1-GenericInstructor**. By uploading this completion ticket into CastleBranch we know you have completed the CCP Modules required.
- Make sure you download a completion ticket **before June 31**, since each year CCP archives all records and starts anew on July 1. You are only required to complete the modules once.

- Instructions for completing CCP Orientation will be available in Blackboard/Canvas and are also in CastleBranch.

## 5: CastleBranch Account for Students

Students are required to set up an account with CastleBranch, our third-party vendor, after admission into the Elaine Marieb College of Nursing.

- Please be aware that students need to have their pre-clinical requirements completed, all required documents must be uploaded into and accepted by CastleBranch **before** starting any clinical placements.  
This account will take you some time to gather and upload all the documents required, so it would be best to start this far enough in advance of your planned clinical rotation. You will not be allowed into a clinical setting until your CastleBranch account is complete.

Do not send health or background information to the College of Nursing.

You will be responsible for uploading evidence of your immunizations and required documents into the self-service system about two months before your first clinical. Earlier is advised.

For any questions about CastleBranch, contact CastleBranch Customer Support.

The CastleBranch service desk is available to assist you via phone, chat, and email.

Monday-Friday 8:00 A.M. – 8:00 P.M. EST. Their phone number is: (888) 723-4263.

Dorian Pariseau dpariseau@umass.edu, is your UMass support person for CastleBranch.

- Go to: [www.castlebranch.com](http://www.castlebranch.com) and choose: “**Place Order**”.
- Your PIN number is your SPIRE ID number.
- The email address you use when placing your order will become your username for your CastleBranch account and will be the primary form of communication for alerts and messages regarding your health and certification records requirements. You can respond to any active alerts or To-Do list items by logging into your CastleBranch account. You will receive alerts if information is needed to process your order, and as requirements approach their due dates. Access your CastleBranch account anytime to view order stats and completed results. Please do not share your login or password.
- Enter your program “**Package Code**” (please see the package codes below) and click “**Submit**”.
- You need to place an order for two (2) package codes: one for the main account and the second for the separate background check. The background check is a national check. **This separate background check is mandatory for all students – one time only.** This is different from the CORI form that is in the regular account, which you will also complete. Some sites require a background check to be done within a certain time frame, such as no later than three (3) months or one (1) year from the start of their clinicals (this is rare). In that case you must follow the requirements of the site, even if you have already completed a background check earlier.

- The easiest way to upload documents to your CastleBranch account is to download the CastleBranch app from your app store on your iPhone/iPad or Android device. Search for “**My CB**” after setting up your account via web browser and you will be able to snap a picture of a document directly into your to-do list.
- Read or watch the CastleBranch tutorials. Do NOT upload your documents to “Medical Records”. You need to upload your documents individually to each of the items listed.
- If you have any questions or disagree with a rejection from CastleBranch, contact them directly. You can always reach out to Dorian Pariseau if you have any concerns or questions.
- Your specific site may require information not listed. You will need to follow what your site requires. The University has no control over a site’s requirements.

### **The Package Codes Are:**

#### **DNP (FNP, PMHNP, AGNP, PHNL) Students and Post Masters Psych Certificate Students:**

The code for the main account is **UM28** – no fee.

Background Check = **UP60bg**. This is a one-time requirement – \$43.00

If you live in Puerto Rico use this code: **UP60PR**

If your site requires a Drug Test, the code is **UP60dt**. Optional, as needed for site – \$44.00.

For students in placements in the Baystate Medical System, a Drug Screen is required.

#### **Masters: CNL & Nursing Education Students:**

The code for the main account is **UM29**

Background Check = **UP60bg** – Required, one-time fee - \$43.00

Drug Test = **UP60dt** – Optional, as needed for site - \$44.00

### **Immunization and Health Requirements:**

Note: These requirements are standard for the majority of the clinical sites, but some facilities have additional requirements. Please refer to your specific clinical site’s requirements.

- **Tdap** – Tetanus, Diphtheria and Pertussis Vaccine (within last 10 years).
- 2 vaccines of **MMR** received after 1968 or positive antibody titers required for Measles, Mumps, and Rubella, if antibody test is negative, your medical professional will determine boosters or repeat vaccinations.
- **Hepatitis B Series** — 3 vaccines and positive antibody titer
- **Varicella** (Chicken pox) — One of the following is required: 2 vaccines or a positive antibody titer or history of disease (provider verification required). If titer is negative or equivocal you will be required to confer with your provider and choose to receive a booster and repeat titer or repeat vaccination series.
- **TB**- 2-Step PPD followed by yearly PPD or a negative T-spot within the past 12 months. If positive submit clear chest X-ray and TB questionnaire on school form both dated within past 12 months.
- **Seasonal Flu Vaccine** Required
- **COVID vaccines and booster** Required

- **Current Physical** with date and comments (within one year of entry into first clinical).
- **CPR Certification** (Must be from the American Heart Association Healthcare Provider Course (BLS) or ACLS. American Red Cross or online courses are not acceptable.)
- **Medical Release Authorization**  
Follow the link to electronically complete your Medical Release Authorization: <https://tinyurl.com/GradMedRelease>  
After you sign and submit your form, DocuSign will email you the signed form. Please upload the signed form into CastleBranch.
- **Professional Liability Insurance.** NSO, [www.nso.com](http://www.nso.com), is one company many students use. If you use another company they must have the following coverage:
  - Professional Liability: \$1M per claim and \$6M aggregate
  - Information Privacy (HIPAA) Fines & Penalties: \$25K per incident and \$25K aggregate.

## 6: Contacts/Who to Ask

**Professor Katherine Bobianski:** [kbobians@nursing.umass.edu](mailto:kbobians@nursing.umass.edu)

Katie is our Graduate Clinical Placement Coordinator. Katie will work with you to find a clinical site if you are having trouble finding one on your own. Katie can also answer questions about the appropriateness of a site or preceptor. If you would like assistance to find a clinical site, please email Katie. Be sure to include your specialty track, the name and number of the clinical course, and the State you will be living in during the clinical semester.

Katie will also help with entries into the Centralized Clinical Placement (CCP) system that may be required by specific sites in Massachusetts.

Dorian Pariseau: Dorian can help you after you have been accepted for placement at a site. She will help you with Typhon Accounts for students and preceptors, (Typhon is the database where you will record preceptor hours), Preceptor Hours Letters, CastleBranch, onboarding requirements the site might need such as verification letters, and paperwork on immunizations, background checks, computer access, etc. Please note: Each site is different, and some sites do not require any paperwork.

**AJ Juno:** [ajuno@umass.edu](mailto:ajuno@umass.edu)

AJ can answer any questions about affiliation agreements.

**Karen Ayotte:** [kayotte@umass.edu](mailto:kayotte@umass.edu)

**& Dorian Pariseau:** [dpariseau@umass.edu](mailto:dpariseau@umass.edu)

Karen & Dorian are graduate academic staff who can help you with SPIRE, Registration, and Plans of Study.

### **For all academic questions about your course:**

Please ask your instructor, including questions about what type of preceptor or site is acceptable, hours required, or anything to do with the class work or grading.



