

GENERAL INFORMATION

Comprehensive Exams

All MSN students take a written comprehensive exam during the semester prior to graduation. The essay exam requires the student to synthesize learning assimilated from core and clinical courses to respond to two questions related to core course content and role. NSG 6655: Synthesis and Evaluation of Advanced Practice Nursing assists the student in preparing for this exam. A passing score on each question on this exam is required to successfully complete the program. If a student, on the first attempt, does not receive a passing grade on each question, he/she has the option to take that part of the exam again during the semester they are enrolled in NSG 6655. A similar but different question must be written. A grade of incomplete is assigned if the student has not successfully written both questions on the exam by the end of the semester. Students may attempt to successfully write the comprehensive exam three times.

Students cannot enroll in NSG 6655 until the last two semesters of course work and should be currently enrolled in NSG 6697: Scholarly Inquiry II.

NSG 6696 and NSG 6697 (Scholarly Inquiry I and Scholarly Inquiry II, respectively)

These courses are taken the last two terms of course work and allow the student an opportunity to demonstrate the ability to develop, and/or conduct, and/or present a research-based project in a selected area of interest in advanced nursing practice. The student will be guided in this project by a mentor selected by the student and approved by the course coordinator.

Course Syllabi and Blackboard

Course syllabi and other materials are available by Internet through Blackboard, a software program used by Troy University and used by the MSN program for all courses. Blackboard can be accessed from either the Troy web page: www.troy.edu or the School of Nursing web page: <http://troy.troy.edu/nursing>. Students enrolled in live courses should print the course syllabus and bring to the first class. Syllabi will be available to students on Blackboard by the first day of class. Students do not have access to Blackboard until they are registered for courses, and courses are not available on Blackboard until faculty make them available. All courses will be available each term by the first day of classes.

Communication with Course Faculty (email)

Troy University provides each student with an email address so that every student receives timely information regarding administrative processes. In fact, all official University communications with TROY students will be sent through the Trojan (TROY) e-mail address assigned to them. The TROY Email Policy is included in the Appendices of this manual.

All TROY students must use their TROY email address to send and receive email in each course – there are no exceptions to this requirement. The Appendices to this manual contain the Troy University Email Policy, Instructions for Troy Email Account that details how to access and use your Troy email account. Students must communicate with faculty using their Troy email account.

Identification Cards

Troy, Phenix City and Montgomery campuses require an identification card for the use of the library and for other functions. Identification cards may be purchased at the student center (book store) in Troy. In Montgomery ID cards are made in Room 312 of Whitley Hall (across the street from Rosa Parks Library and Museum – where the electronic classroom is located). There is a charge for a replacement card. Cards must be updated each term. Beginning Fall 2005, picture ID cards that students will wear in clinical settings will be made by the secretaries in the School of Nursing.

Financial Aid

Information about available financial aid is available by calling 1-800-551-9716. Financial Aid packets and loan applications are available from the Office of Admission and Records on the Montgomery Campus and from the Financial Aid Offices on the Troy and Phenix City Campuses.

A limited number of scholarships are available to registered nurses who are engaged in graduate study in nursing. The Alabama State Nurses Association (ASNA) offers \$1000 scholarships to registered nurse members enrolled in full-time graduate study in nursing in Alabama. Inquiries should be addressed to the ASNA office at (334) 262-8321. The Alabama Board of Nursing has offered limited scholarships for graduate nursing study. Information on the Board of Nursing's scholarships can be obtained by calling (334) 262-4060 or obtained from their web site: <http://www.abn.state.al.us/>. Due to budget limitations, these scholarships were not offered last year.

The MSN Program receives funding for Federal Traineeships on a year-to-year basis. The traineeship covers tuition and includes a book allowance for up to one year of graduate study in nursing. Applicants must be admitted and enrolled as full-time students (enrolled in at least 9.0 semester hours) in the graduate program and maintain a 3.0 GPA (out of a possible 4.0 GPA). Applications for Federal Traineeships are available online at <http://troy.troy.edu/nursing/pdf/MSN-TraineeshipApplication.pdf>. Applications must be submitted to the MSN Program Director. A new application must be submitted each year prior to fall semester. Traineeships are awarded early in the fall semester, and selection is on a first-request basis.

Federal funding for scholarships from the National Health Services Corps is determined annually. These scholarships, when funded, are available to nurse practitioner students who agree to participate in a 160 hour primary care clinical experience in a federally-designated health provider shortage area or a medically underserved area. Contact the Office of the School of Nursing Director at (334) 670-3428 for information.

Grading

The MSN program of the School of Nursing uses the following grading scale:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = < 60

TROY uses a 4.0 grade point average scale. Grades below a C are not acceptable for progression in the School of Nursing. Students who earn more than 6 semester hours of grades below "B" are automatically dropped from the Graduate School (see TROY Graduate Bulletin).

Research Requirement for the Master's Degree

All Troy graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in an approved research course in the student's program (NSG 6691: Research Methodology). Students must repeat the research course if a grade of "C" or below is attained.

Appeal of Grades

The procedures for appealing grades are detailed in the *Troy Graduate Bulletin* and the *Oracle*.

Grievance Process for the MSN Program

The process for academic and non-academic proposals, petitions, or grievances is shown in the Appendices.

MSN Guide to Scholarly Writing

The ability to communicate effectively in writing is an essential skill for graduate students. Most courses require at least one paper. The School of Nursing uses APA (5th ed.) format for formal papers. The *MSN Guide to Scholarly Writing* was developed to help smooth your path through the MSN program. This document is found in the Appendices and is also available online through the School of Nursing web site. The TROY Writing Center provides a 9-page handout titled *APA Documentation Guide*. The link to this document is given on the *MSN Guide to Scholarly Writing*. Each student should own a copy of the APA Manual, 5th edition.

Parking

Troy Campus students must purchase parking stickers from the TROY police at the Trojan Center. These stickers are issued on an annual basis for \$15 (not available per term). Students may park in any parking area designated student parking on the Troy Campus. **Montgomery Campus** students may purchase parking placards from the Registrar's Office on the 1st floor of the School of Nursing Building for \$25 per year (price is subject to change). These placards allow the student to park in the parking deck located on Catoma Street, approximately one block from the School of Nursing. **Phenix City Campus** students are not required to purchase decals.

All students are encouraged to lock their cars and leave no valuables in their vehicles.

School of Nursing Pin

Troy University School of Nursing Pins are available for those graduating from the MSN program. See secretaries at each campus.

Student Health

The Mary E. Rich Health Center, located in Hamil Hall on the Troy Campus, offers both in-patient and out-patient health care services for students. The Health Center employs registered nurses and a physician is on call. Hours of operation are listed in the Troy Oracle.

Except for the Student Health Center, Troy University does not contract with any physicians or health care organization and is not responsible for students' health care fees. Students at the Montgomery and Phenix City Campuses may utilize the health care services available on the Troy Campus, if they wish to do so. Emergencies arising while the student is in a clinical facility will be treated at the student's expense.

Sigma Theta Tau

Sigma Theta Tau is the International Honor Society for Nursing. The Troy Chapter is Iota Theta. The chapter admits members twice a year, once during the fall semester and once during the spring semester. BSN and MSN students from all three campus sites (Troy, Montgomery and Phenix City) are eligible to apply for admission to the Troy Chapter.

Students, who wish to apply for membership, should: (1) make an application for admission, (2) meet specified criteria and (3) obtain two recommendations from current members. Application and recommendation forms maybe obtained from the faculty. Deadlines for application are usually early in the term.

Specific criteria for a graduate student's application to Sigma Theta Tau includes: (1) completion of at least one-third of the graduate curriculum before applying, and (2) a GPA in graduate courses of at least 3.5. Forms are available on the web site – click on the link for Sigma Theta Tau on the School of Nursing web page or go to <http://prism.troy.edu/~stt/>.

Student Representation on School of Nursing Committees

Student participation in the governance of Troy University School of Nursing is greatly valued. Graduate students are invited to participate as a student representative on School of Nursing Committees. If you are willing to be considered for appointment as a student representative please notify your advisor.

Textbooks

Textbooks may be purchased from the TROY Bookstores on the Phenix City Campus and the Montgomery Campus. Students may also order their textbooks from online sources.

Writing Center

The Writing Center on the Troy campus can assist you in improving your writing skills, vocabulary, and articulation. The Writing Center is located in Wright Hall. The telephone number is (334) 670-3305. In addition, many helpful documents are available online at the Writing Center's web site: <http://troy.troy.edu/writingcenter/index.html>. Click on Handouts, then Research and Documentation.

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