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INTRODUCTION AND WELCOME

Welcome to the Division of Nursing at Immaculata University and our Master of Science in Nursing (MSN) Program. We are very pleased that you have chosen to pursue your advanced degree with us and we hope that you will find your experience here to be pleasant, challenging and rewarding.

This handbook is intended as a supplement to the current Immaculata University College of Graduate Studies Catalog and Student Handbook (2016-2018) and other University publications. This Handbook has been prepared to provide you with a guide to useful information about the MSN Program. You are strongly encouraged to keep this throughout your association with the MSN Program, as well as with your personal professional records. You will find it helpful in planning and recording your progress through the program and useful at a later date in constructing portions of your professional credentials.

Please note that the material in this Handbook is subject to change as University and/or Division policies are revised. The Director of the MSN Program will keep you informed about the Division of Nursing and the College of Graduate Studies policies. Ultimately, however, it is your responsibility to be familiar with the policies, complete all requirements, conform to the policies that are in force and to meet all deadlines. Periodic checking of the Division of Nursing bulletin board located outside of Loyola Hall #13, checking the nursing website (http://www.immaculata.edu/nursing) and consultation with the Director of the MSN Program can help to prevent any untimely problems with your practicum experiences or date of graduation.

As a faculty, we look forward to a rewarding association with you and hope that you will take advantage of all that our Division and the University have to offer.

Jane H-C. Tang, PhD, RN, NE-BC
Director, MSN Program

Patty Knecht, PhD, RN, ANEF
Chair, Division of Nursing
## DIVISION OF NURSING FACULTY

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Division Chairperson</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Instructor</td>
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Division of Nursing  
Loyola Hall 13  
1145 King Road  
Immaculata, PA 19345  
[http://www.immaculata.edu/nursing](http://www.immaculata.edu/nursing)  

TEL: 610-647-4400  
FAX: 610-640-0286
IMMACULATA UNIVERSITY MISSION STATEMENT

Immaculata University is a Catholic, comprehensive, coeducational institution of higher education sponsored by the Sisters, Servants of the Immaculate Heart of Mary (IHM). Its programs, rooted in academic rigor, ethical integrity and Christian core values, encourage a commitment to lifelong learning and professional excellence. With belief in the dignity and potential of all men and women, Immaculata integrates its students in a community of service and empowers them to assume meaningful roles in a diverse and changing world. Contributing to the development of the whole person of any faith, Immaculata affirms liberal education as an integrative process in the formation of a truly educated person who is value-oriented and committed to truth, service, justice and peace.

College of Graduate Studies Vision Statement

The College of Graduate Studies seeks to create opportunities for growth among its constituencies. Consistent with the university mission and vision, this is accomplished through the teaching-learning dyad, research, and service. The vision manifests itself through the following values:

- Emphasis on the scholar-practitioner model of teaching and learning; this includes the scholarly appreciation of experience and the use of experiential learning in a scholarly manner
- Socialization of students into the profession
- Respect for diversity
- Cross-disciplinary synergy for the creation of an intellectually stimulating environment
- Programs with a direct service orientation
- Supportive faculty, who within a context of mutual understanding of the mission, philosophy, and goals of the department/division and its programs, foster student growth

College of Graduate Studies Goals

The College of Graduate Studies seeks to exemplify its vision by:

- Supporting a personalized educational program that will enable the student to gain knowledge and skill and to seek the highest standards of professional competence
- Enabling the student to strive for the full formation of the human person through sensitivity to personal and social relationships, moral responsibility, and service to others
- Encouraging the student to become actively involved in the social issues facing modern society and to seek ethical solutions for them
- Preparing the student to deal effectively with value implications found in personal and professional life experiences
- Guiding the student in order that the student may extend and deepen knowledge through research efforts
DIVISION OF NURSING
MISSION

The Division of Nursing, in accordance with Immaculata’s mission, strives to develop a truly educated person who is value oriented and committed to truth, justice, service, and peace. The Division of Nursing of Immaculata University seeks to stimulate the expansion of personal and professional consciousness from a holistic perspective within a Christ-centered academic environment.

The generic BSN program is designed to prepare a holistic generalist nurse to practice within complex healthcare systems. Building on the liberal arts and sciences, the program promotes the growth of knowledge, professional skill, and intellectual inquiry. The RN-to-BSN program facilitates the educational mobility of graduates of associate degree and diploma programs of nursing. Both programs prepare the student for graduate study and to meet the challenges of a dynamic health care system for a global community.

The MSN program builds on baccalaureate nursing education and prepares nurses for the roles of advanced practice, of educator and of manager/leader and for doctoral study. In a framework of the liberal arts it strives to provide opportunities to integrate knowledge through logical and critical thought, independent study, aesthetic and cultural awareness, and practical experience. The faculty of the Division of Nursing of Immaculata University guide students in the process of scientific inquiry and the development of research to expand nursing knowledge. The students are challenged to develop as leaders and innovators who impact the nursing profession and the global health care system.
DIVISION OF NURSING
PHILOSOPHY

The nursing faculty believes that education is an intellectual journey that involves critical thinking, intellectual inquiry, problem solving, and application to professional practice. In accordance with the beliefs stated in the university’s goals, the nursing faculty believe that "the highest service a university can render its students is to prepare them for life." The faculty believe that the BSN program should prepare a holistic generalist nurse to practice within complex healthcare systems; the RN-to-BSN program should build on the strengths of diploma and associate degree nursing programs and on the knowledge, experience, and skills students bring with them; the Master’s in Nursing program should build on a BSN education.

As a Catholic liberal arts university, Immaculata is an ideal setting in which to educate professionals for a changing society. The preparation of students for service within a Christ-centered academic community is an institutional commitment. The faculty value the individual uniqueness of each student and strive to create an atmosphere that promotes the development of the whole person with consideration for the physical, intellectual, social, moral, aesthetic, and spiritual nature of humans.

The faculty believes that nursing is an art and a science that incorporates the physical, psychological, and social sciences, and the humanities into its practice. As an art, nursing is the use of self in assisting persons to promote, restore, and maintain health, and to die in comfort and with dignity. Nursing necessitates the development of a sense of equity, justice, freedom, dignity, group membership, community, and the encompassing environment.

The faculty believes that the discipline of nursing has a scientific basis derived from research. Critical thinking is viewed as the basis of all nursing inquiry and therapeutic nursing actions. Nursing is also acknowledged as a legally sanctioned practice defined in the Pennsylvania Nurse Practice Act as the, "diagnosis and treatment of human responses to actual or potential health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive or restorative of life and well being..." (Professional Nursing Law, 1987).

Health is wholeness derived from the harmonious internal interaction of the body, mind, and spirit and the harmonious balance between person and environment. It is an individually perceived and dynamic state.

The faculty embrace a holistic Christian, worldview that views all humans as composed of mind, body, and spirit, and believe these components are intertwined and inseparable. The faculty also believe that humans are cultural beings who are unique, who have worth and dignity, and who interact continually in a changing environment.

The environment comprises internal and external systems of which the person is an integral part. The internal systems are the somatic, psychic, spiritual, and cultural nexi
which form the individual personhood. External systems are comprised of the social, physical, political, and cultural milieus in which the person moves, has being, and through which humanity is expressed. It is believed that person and environment are inseparable. The faculty believes this perspective is essential for understanding the human condition.
Overview
The MSN Program is designed to prepare professional nurses as leaders in administration and education in a variety of organizations. The competencies acquired through an interdisciplinary and cross-disciplinary model of education prepares the MSN nurse to practice in a complex and dynamic professional milieu.

MSN Program Goals:
- Promote critical analysis of theory, research, policy and organizational systems
- Develop leaders and change agents
- Enhance collaboration skills
- Provide the foundation for doctoral studies
- Prepare for successful passage of certification examinations
- Promote a commitment to lifelong learning

Graduate Learning Outcomes:
- Critically seek, evaluate, and develop expanding nursing knowledge.
- Use leadership abilities, moral and ethical principles, and professional standards to guide practice of self and others.
- Impact nursing practice through scientific inquiry and the dissemination of research findings.
- Integrate concepts, models, and theories from nursing science and related disciplines into advanced nursing practice.

Specialization Tracks:
Students may choose one of two areas of specialization:
- Nursing Administration
- Nursing Education.
Requirements for Admission to the MSN Program

Students are selected for admission on the basis of individual merit. Immaculata uses the following criteria for making decisions concerning admission to graduate programs:

- Quality of previous academic work
- Ability to respond to personal interview
- Evaluation of standardized test scores
- Strength of candidate’s writing sample and recommendations

Immaculata updates its requirements to remain in compliance with all federal and state laws as these are issued. Based on the admission packet, students may be required to fulfill additional specified prerequisites prior to matriculation. Please submit all inquiries and admission materials to:

Immaculata University
Graduate Admission Lillian P. Lettiere Center #118
1145 King Road, Immaculata, PA 19345

The prerequisites for admission to the MSN Program are designed around a set of competencies that the division faculty consider critical for success in the program. In addition to meeting the general requirements for admission to a degree program at Immaculata University, the minimum admission standards for the Division of Nursing include:

1. Applications for master’s degree programs may be obtained online at www.immaculata.edu/gradapply.

2. A non-refundable application fee of $50.00 in the form of a check or money order.

3. Official transcripts from each undergraduate and graduate school attended should be sent directly to the Office of Graduate Admission from the school registrar(s).

4. Two letters of reference appraising the applicant’s personal and professional qualities as well as capability for graduate study. References must be completed by academic professors or employers and forwarded directly to the Office of Graduate Admission. Admission to the school psychology programs require 3 letters of reference, at least one of which must be from an academic professor.

5. Acceptable scores on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE). Official score reports should be sent directly to the Office of Graduate Admission by the Testing Center. (Applicants with an undergraduate grade point average of 3.0 or greater are not required to submit test scores.)
6. A one-page essay addressing the following: Discuss your professional goals and how graduate study at Immaculata will enable you to achieve those goals.

7. MSN applicants must have a BSN from NLNAC or CCNE accredited school with a minimum GPA of 3.0. A copy of current RN license and current professional resume is also required for admission. RNs from an NLNAC or CCNE accredited nursing program with a non-nursing baccalaureate degree may be admitted, but must meet BSN equivalent competencies* in nursing leadership, research, and community health. These competencies may be met through documentation in a professional portfolio or collegiate course work after admission.

*BSN equivalent competencies as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)

8. An official interview with the department chair or designated advisor, is required for admission.

9. International Students, please see College of Graduate Catalog page 15.

**MSN Admission Criteria for Non-BSN RNs**

1. Students who meet the admission criteria but do not have a BSN degree will be admitted as a non-matriculated student.

2. Students admitted without BSN degrees must complete the BSN equivalent competencies as MSN prerequisites (see below for options).

3. Students who demonstrate attainment of the BSN equivalent competencies will be changed from non-matriculated status to matriculated.

4. Students who fail to demonstrate attainment of the BSN equivalent competencies will be advised to take the failed subject(s) (i.e., Nursing Research, Nursing Leadership, or Community Health) from the College of Lifelong Learning (CLL).

**Two options are available to students to validate BSN equivalent competencies:**

1. The student will demonstrate exemplary knowledge in nursing leadership, research, and community health by successfully completing a professional portfolio. The portfolio will include 1) documents that provide evidence of RN learning, progress, & achievements over time (such as CEUs, publications; honors/awards; letters from patients, families or supervisors); and 2) responses to essay questions related to the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008).

2. The student will demonstrate content mastery in nursing leadership, research, or community health by successful completion of an undergraduate collegiate course from an accredited institution in the relevant subject.
Students with Disabilities

Students with a documented disability (learning, physical, psychological), who are requesting reasonable academic accommodation, must contact the Dean of the College of Graduate Studies at tobrien@immaculata.edu or 484-323-3220. Disabilities: Learning Accommodations Policy can be found on p. 135 of the 2016-2018 College of Graduate Studies catalog.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 5411 Switzer Building, 330 C Street SW, Washington, DC 20201, concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the College of Graduate Studies.

Off-Site Cohorts

Students who have enrolled in an off-site cohort are expected to maintain their enrollment in the course sequence specific to the off-site location. Students who cannot maintain the cohort course schedule are required to complete their program on campus. Approval to continue with the cohort may be submitted in writing to the Program Director.

Accreditation

Immaculata University is currently accredited by the Commission on Higher Education Middle States Association of Colleges and Schools. The MSN Program received initial approval from the Pennsylvania Department of Education (PDE) in 2003 and received final approval in 2007. The MSN Program was granted accreditation by the Commission on Collegiate Nursing Education (CCNE) in October, 2006 for a term of five years and re-accredited in 2011 for a term of 10 years.
CURRICULUM OVERVIEW FOR THE MSN PROGRAM

The MSN Program will assist the BSN prepared nurse to obtain the skills necessary to assume leadership or education roles in a variety of organizations at an advanced level. The comprehensive skills acquired through an interdisciplinary and cross-disciplinary model of education and nursing practice prepare the MSN student to operate in a complex health care delivery system that continues to evolve.

The general core curriculum focuses on the development of interpersonal skills, on the acquisition of quantitative and qualitative approaches to research questions, and on an understanding of the phases of human development. The interdisciplinary aspect of education, experienced through the core, enables students to review content from various perspectives and sources and to appreciate multiple ways of viewing issues and projecting change. Interaction with students pursuing other careers in public service, such as organization leadership, educational leadership, nutrition education, counseling, and music therapy will expand and deepen the MSN students’ views and prepare them for interdisciplinary collaboration after graduation.

The nursing concentration presents a foundation in nursing role and theory, health care policy, and nursing research. An essential aspect of this concentration is the integration of ethics and the application of cultural theory in the delivery of care to diverse populations. All of the university's graduate programs have a holistic philosophy emphasizing personal growth and development. Thus, the MSN program benefits from and augments the strong holistic and cultural emphasis already present in the Division of Nursing and the College of Graduate Studies.

The specialization tracks empower students to build on the solid foundation of the nursing concentration and to focus on one of the following: nursing administration or nursing education.

**Specialization Tracks**

**Administration Track:**

The administration specialty responds to the needs of practicing nurses who are interested in becoming entry or middle level managers in nursing administration or advanced management roles. The curriculum prepares the graduate for the ever-changing arena of health care, by providing a sound understanding on how organizations run. Specific strategies will be identified and discussed so that there will be a smooth transition from staff nurse to nurse manager. **Completion of this track plus two years of full-time employment in a nursing administrative position enables students to submit their credentials for eligibility to take the American Nurses Credentialing Center (ANCC) Certified Nurse Executive Exam (formally known as the Nursing Administration)**

[http://www.nursecredentialing.org/NurseExec](http://www.nursecredentialing.org/NurseExec)
and the Certified in Executive Nursing Practice (CENP) through the American Organization of Nurse Executives Credentialing Center (AONE-CC)

**Education Track:**

The nurse education specialty examines the current and future roles of nursing education, regardless of the intended population. The curriculum prepares the graduate to teach nursing in a collegiate setting or provide health care counseling and teaching to either a patient population or to function in a staff development role, educating nurses on new procedures or assisting recent graduates of nursing programs to make the transition from nursing student to registered nurse. **Completion of this track plus a current employment as a nurse educator enables students to submit their credentials for eligibility to take the NLN Certified Nurse Educator Exam** (see options below).
http://www.nln.org/Certification/

**Option A: Must meet criteria 1 & 2**

1. **Licensure**
   - A currently active, unencumbered, registered nurse designation in the country where currently practicing as a nurse educator.

2. **Education**
   - a master's or doctoral degree in nursing with a major emphasis in nursing education or
   - a master's or doctoral degree in nursing plus a post-master's certificate in nursing education or
   - master's or doctoral degree in nursing and nine or more credit hours of graduate-level education courses*

*Examples of acceptable courses include: Curriculum Development and Evaluation;*
Instructional Design; Principles of Adult Learning; Assessment/Measurement & Evaluation; Principles of Teaching and Learning, Instructional Technology

Note: Graduate-level research or statistics courses do not count toward this requirement

Option B: Must meet criteria 1, 2 & 3

1. Licensure
   o A currently active, unencumbered registered nurse designation in the country where currently practicing as a nurse educator.

2. Education
   o A master's or doctoral degree in nursing (with a major emphasis in a role other than nursing education).

3. Experience
   o Two years or more employment in a nursing program in an academic institution within the past five years.
COURSE REQUIREMENTS FOR THE MSN PROGRAM

This 39 credit hour MSN program consists of the following:
- **General Core (9)**
- **Nursing Concentration (15)**
- **Specialization Core (15)**

### Prerequisite

NURS 500 Professional Portfolio (3 credits) (for non-nursing bachelor’s admits)

### General Core  (9 credits)

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<tr>
<td>GEN 503</td>
<td>3</td>
<td>Interpersonal Relations (required)</td>
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<td>GEN 502</td>
<td>3</td>
<td>Methods of Research (required)</td>
</tr>
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<td>GEN 501</td>
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<td>MSN students may elect a cross-disciplinary course in lieu of GEN 501 Human Development or GEN 505 Adult Human Development</td>
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### Nursing Concentration  (15 credits)

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<td>Role Development for Advanced Nursing Practice</td>
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<td>NURS 625</td>
<td>3</td>
<td>Healthcare Policy and Politics</td>
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<tr>
<td>NURS 640</td>
<td>3</td>
<td>Advanced Health Assessment</td>
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<td>NURS 655</td>
<td>3</td>
<td>Nursing Research</td>
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<tr>
<td>NURS 690</td>
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<td>MSN Capstone</td>
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### Specialization Core  (15 credits)

#### Nursing Administration

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<td>NURS 670</td>
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<td>Nursing Administration</td>
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<tr>
<td>NURS 672</td>
<td>3</td>
<td>Financial Management of Health Care Organizations</td>
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<td>NURS 681</td>
<td>3</td>
<td>Clinical Practicum</td>
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<td>NURS 684</td>
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<td>Administration Practicum</td>
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#### Nursing Education

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<td>NURS 645</td>
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<td>Advanced Pathopharmacology</td>
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<td>NURS 660</td>
<td>3</td>
<td>Seminar for Nurse Educators I</td>
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<td>NURS 661</td>
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<td>Seminar for Nurse Educators II</td>
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<td>NURS 681</td>
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<td>Clinical Practicum</td>
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<td>NURS 683</td>
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<td>Education Practicum</td>
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COURSE DESCRIPTIONS

Prerequisites

NURS 500 Professional Portfolio (3 credits)
This course validates BSN equivalent competencies in nursing leadership, research and community health as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (2008). In this course the RN students (who do not have a BSN degree) present a completed professional portfolio to demonstrate knowledge foundational for MSN study.
Prerequisite: RN with a non-nursing baccalaureate degree.

General Core Courses

GEN 501 Human Development (3 credits)
This course provides opportunities for students to understand and appreciate the developmental experiences of all people across the lifespan. This course includes: development theories related to the human growth process, and salient biological and environmental factors which affect the process of human growth and development.

GEN 502 Methods of Research (3 credits)
This course is designed to examine comprehensive methodological approaches to qualitative and quantitative research. Rudiments of basic research process, skills in evaluating the research outcomes as valid, reliable and useful and application of this knowledge and skill in the creation of a simulated study are included. (Prerequisite: statistics course). Students who receive a grade of B- or below in Methods of Research at the master’s level will be required to repeat the course.

GEN 503 Interpersonal Relationships (3 credits)
This course is a study of the meaning of interpersonal relationships, focusing on key concepts; raising the level of one’s self-awareness, and developing a basic framework for understanding person-to-person and group interactions.

GEN 505 Adult Human Development (3 credits)
This course focuses on human development as a lifelong process of interaction between the individual and the environment within particular contexts with objectives to study and appreciate one’s own and others’ adult developmental process. Seminal adult development scholars and their theories are presented and discussed. Cognition, emotions, and values are seen as influencing behavior and the role people play in their own development.

Nursing Concentration Courses

NURS 621 Role Development for Advanced Nursing Practice (3 credits)
Advanced nursing roles will be analyzed in terms of their major components: consultant, change agent, clinician, educator, mentor, researcher, leader and manager within the context of changing educational institutions and health care delivery system. The process of socialization into the advanced nursing role is explored, and strategies for effective role
implementation and evaluation are discussed. Practical strategies for role transition and development will be reviewed.

**NURS 625 Health Care Policy & Politics (3 credits)**<br>Focuses on the social, political, and economic factors that influence health policy decisions. Students will examine the legal, ethical, financial, and political foundations of the health care delivery system and its function as a social institution. The role of the nurse in advanced practice in influencing policy decisions and in addressing the needs of vulnerable and culturally diverse populations will be emphasized.

**NURS 640 Advanced Health Assessment (3 credits)**<br>Provides the advanced knowledge and skills for holistic health assessment within the context of advanced nursing practice. This course emphasizes the collection, interpretation, and synthesis of relevant historical, genetic, biological, cultural, psychosocial, and physical data for the development of a comprehensive and holistic health assessment. Evidence-based practice concepts related to health promotion/disease prevention are addressed.

**NURS 655 Nursing Research (3 credits)**<br>Expands on the research competencies developed in GEN 502, this course focuses on the nursing research process and evidence-based practice. The historical, scientific, and theoretical context of nursing research is examined and current issues are analyzed. The use of scientific evidence to improve nursing practice and patient outcomes is emphasized. Ethical issues involved in the conduction of research are also explored. Pre-requisite: GEN 502.

**NURS 690 MSN Capstone (2 credits theory; 1 credit guided field work)**<br>Action research, as a methodology to critically analyze and reflect on practice, is presented. In a field experience, students develop and implement an action research project utilizing knowledge and skills acquired from all graduate courses. Students present their capstone project to a professional audience at course end. Pre-requisites: Successful completion of all required courses.

**Specialization Core Courses**

**NURS 645 Advanced Pathopharmacology (3)**<br>Focuses on the concepts of pathophysiologic disease processes and pharmacologic agents. Students will apply evidence-based practice, current pharmacologic treatments, preventive measures and integrative therapies to advanced nursing practice. Environmental, sociocultural, legal/political, ethical and developmental issues of pathopharmacology will be considered.

**NURS 660 Seminar for Nurse Educators I (3)**<br>Introduces the student to contemporary nursing education. Students will focus on curriculum development, program outcomes, students as learners, evaluation of learning and program development and improvement. Teaching strategies are explored.
Philosophical, social, political, economic, and professional issues are examined. Ethical and legal considerations of nursing education are considered.

**NURS 661 Seminar for Nurse Educators II (3)**
Continues with contemporary nursing education and introduces the concepts and theories of measurement and evaluation. Techniques for constructing and analyzing appropriate testing measures are explored. Learning theories and teaching strategies will be explored. Ethical, social, cultural, and legal issues related to evaluation are discussed.
Pre-requisite: NURS 660.

**NURS 670 Nursing Administration (3)**
Using professional standards and competencies as a framework, examines the roles, functions and responsibilities of a nurse administrator. Content focuses on principles of leadership and management, health care organizations and systems, and human resource management. Research related to administrative practice and contemporary issues that affect practice and roles of nurse administrators are examined.

**NURS 672 Financial Management of Health Care Organizations (3)**
Examines the financial management of health care organizations. Issues related to budgeting, accounting, reimbursement, information systems, and other supportive functions are explored. Fiscal responsibility and accountability for nurse administrators are addressed.

**NURS 674 Curriculum Theory and Design (3)**
Introduces students to traditional and contemporary approaches for curriculum planning and design as applied to nursing education. Historical, philosophical, social, political, economic, and professional issues that need to be considered in planning, evaluating and changing curricula, are examined.

**NURS 675 Teaching Strategies (3)**
Examines the theory and methods of effective classroom and clinical teaching in nursing. Learning theory and teaching strategies will be explored.

**NURS 676 Measurement and Evaluation Strategies (3)**
Introduces the concepts and theories of measurement and evaluation with application to classroom and clinical nursing education. Techniques for constructing and analyzing appropriate testing measures are explored. Ethical, social, cultural, and legal issues related to evaluation are discussed.

**NURS 681 Clinical Practicum (1 credit theory; 2 credits practicum)**
The role, scope and function of a nurse in an advanced nursing role are explored during a clinical practicum. In consultation with the faculty, students select a specialty area of nursing practice for the clinical component of this course. In conjunction with the role exploration, students also examine current nursing research, and trends in practice and emerging technology related to their selected area.
Pre-requisites: NURS 620/621 & 640.
NURS 683  Education Practicum (2 credits theory; 1 credit practicum)
Focuses on the role of the nurse as an educator in the classroom and clinical setting. The course examines the theory and methods of effective classroom and clinical teaching in nursing. Students will experience the role of the nurse educator during the education practicum.
Pre-requisites: NURS 674, 675, 676, & 681; OR NURS 645, 660, 661, & 681.

NURS 684  Administration Practicum (2 credits theory; 1 credit practicum)
Focuses on concepts and theories related to the management of financial resources, quality outcome management, and legal and ethical issues in relation to selected administrative functions of the nurse administrator. Contemporary trends and issues affecting the role and function of the nurse administrators are also discussed. During the practicum experience, under the guidance of a master’s prepared nurse administrator, students develop competencies in the nurse administrator role.
Pre-Requisites: NURS 670, 672, 681 & ORGL 610.

At the time of each practica experience, students will be required to show documentation of a current RN license in the state where the practicum is being provided, health insurance, health clearance, CPR certification, and malpractice insurance. Please note that the practica site may require additional documentation.

*Cross Disciplinary Electives*
In consultation with the Director of the MSN Program, the students will select a cross-disciplinary elective that will enhance their area of specialization (see CGS catalog for course descriptions).

- CLD 503  Issues in Contemporary Culture of the United States
- CLD 546  Multicultural Multilingual Issues in Education
- EDL 615  Contemporary Professional Ethics
- EDL 635  Psychology of Learning
- NED 601  Introduction to Medical Nutrition Therapy
- NED 644  Nutrition in the Life Cycle
- NED 653  Health Counseling
- ORGL 600  Leadership and Ethics
- ORGL 601  Strategic Management
- ORGL 602  Foundations of Finance and Economics
- ORGL 615  Utilizing Conflict and Negotiations
- ORGL 620  Leveraging Emerging Technologies
- OREF 611  Interpersonal and Group Relations
- PSYC 604  Group Process
- PSYC 606  Family Counseling
- PSYC 607  Treatment of Children and Adolescents
- PSYC 608  Psychopathology
- PSYC 614  Substance Abuse Education and Counseling
- PSYC 640  Diversity Counseling

UMSN Student Handbook 2016-2018
The College of Graduate Studies Catalog and Student Handbook addresses Probation (p. 21), Suspension, Non-Continuation, or Exclusion (p. 21), Transfer (p. 25), and Re-Admission policies (p. 22) and the Grievance Review Policy (p. 137). The Division of Nursing follows these guidelines. Specific guidelines of the Division of Nursing for progression and retention in the MSN Program are:

1. MSN graduate students must have a minimum grade of “B” in required courses and a minimum GPA of 3.0 overall.

2. A student who receives a course grade below “B” in any required course must repeat the course.

3. Each course may be repeated once (1).

4. MSN graduate students must successfully pass the practicum course prerequisites and maintain a minimum GPA of 3.0 overall before progression to all practicum courses.

5. Health clearance is required prior to the beginning of any practicum courses.

6. Violation of the Nursing Practice Act in any State will result in dismissal from the MSN Program.
GRADUATION REQUIREMENTS

The Division of Nursing follows the guidelines set forth in the Graduate Handbook for graduation. A master’s student is expected to complete degree requirements within a maximum of six years. In order to graduate, the candidate must fulfill the following requirements:

Successful completion of academic program with a minimum GPA of 3.0.

Completing all course work in the following areas:
  General Core (9 credits)
  Nursing Concentration (15 credits)
  Specialization Core (15 credits)

Recommendation of the faculty

Clearance of all financial accounts, academic holds, and library records

Payment of Commencement Fee

Apply online for graduation
GUIDELINES FOR PRACTICUM COURSES

The MSN students will complete two practicum experiences in the program: clinical practicum and track specific practicum. Each practicum experience is conducted in conjunction with theory and seminar. The practicum experiences are individualized for every student, and their professional and educational goals. The goals of the clinical practicum course are to increase the student’s knowledge of health care and current trends in a specialty area (Medical-Surgical, Pediatrics, Psychiatric-Mental Health, Maternal Child Health, and Community/Public Health). The Administration Practicum course will enable the student to develop competencies in the nurse administrator role under the guidance of a master’s prepared nurse administrator. The Education Practicum course will enable the student to focus on the role of the nurse as an educator in the classroom and clinical setting. Students are expected to adhere to Professional Practice Standards and HIPAA guidelines.

Practicum Planning Process and Procedure

1. The student will need to initiate the process by finding a preceptor and practicum site for their practicum experiences.
2. One semester prior to registering for any practicum course, the student must discuss, with the MSN Clinical Liaison, the potential practicum preceptor and agency and seek approval. The student must provide a copy of the potential preceptor’s resume/CV to the MSN Clinical Liaison for review.
3. Once approved, the student has to provide the MSN Clinical Liaison with name(s), credential, title, email address, phone number and address of the potential preceptor and the practicum site.
4. The MSN Clinical Liaison will send a letter and related materials to the preceptor so s/he is aware of a preceptor’s responsibilities and course expectations.
5. The MSN Clinical Liaison will work with the practicum agency liaison on practicum agreement/contract.
6. The student must submit required practicum documents prior to the start of the practicum course.
   - Copy of current RN licensure in the State where the practicum is scheduled.
   - Copy of face sheet of liability insurance policy documenting coverage in the amount of $1,000,000/ 3,000,000.
   - Current health insurance coverage.
   - Documentation of a current physical examination.
   - CPR certification – American Red Cross or American Heart Association Life Support (two person) CPR. The CPR course must include resuscitation of infants and children.
   - Current HIPAA training certificate, and
   - Specific agency requirements (e.g., TB test, flu shot, drug screen, criminal background check, child abuse registry clearance and elder abuse registry clearance).
CREDENTIALS OF THE PRECEPTOR:

1. Holds a minimum of an MSN degree.
2. Agrees to serve as a role model for the graduate nursing student.
3. Demonstrates expertise in nursing education, administration or clinical specialty area.

ROLE OF THE PRECEPTOR:

1. Reviews with the student’s specific practicum objectives to be met during the practicum experience.
2. Discusses experiences with the student that will meet the objectives.
3. Facilitates the student’s meeting of the objectives in the selected setting.
4. Provides feedback to the faculty member as part of the evaluation process.
5. Meets weekly with the student to discuss the practicum experience.

ROLE OF THE GRADUATE NURSING STUDENT:

1. Submits copies of required documents to the Division of Nursing: current nursing license in the State where the practicum is scheduled, current malpractice insurance, current health insurance coverage, current physical exam, current CPR certification, and Current HIPAA training certificate.
2. Provides specific information/documentation to the practicum agency as required (e.g., H1N1 vaccines, site orientation etc).
3. Writes specific graduate level practicum objectives for the experience.
4. Meets with the preceptor weekly to discuss the practicum experience.
5. Provides feedback to the faculty member as part of the evaluation process.
6. Submits a typed practicum log, which documents practicum hours and experiences that fulfill the course and student’s specific objectives. The practicum log/journal will be evaluated at the end of the practicum experience by the course faculty.

ROLE OF THE FACULTY MEMBER:

1. Collaborates with the student and the preceptor in planning the practicum experience.
2. Reviews the practicum objectives with the student prior to initiating the practicum.
3. Visits the practicum site to ensure the student is meeting the course objectives.
4. Monitors the student’s progress and evaluate the student’s success in meeting the objectives of the course.
IMMACULATA UNIVERSITY
DIVISION OF NURSING

STUDENT EVALUATION OF THE PRACTICUM EXPERIENCE

Please rate your level of satisfaction with the following activities related to your preceptor and the practicum site using the following scale from 1-5 with 1 being “very unsatisfied” and 5 as “very satisfied.”

1  2  3  4  5
Very unsatisfied  Unsatisfied  No opinion  Satisfied  Very satisfied

1. Effectiveness of initial planning meeting with the preceptor
2. Availability of the preceptor to guide the student in appropriate learning opportunities to meet course objectives.
3. Preceptor’s willingness to share knowledge and expertise.
4. Site/agency provided diverse learning experiences and was conducive to learning.

Should we use this preceptor again? Yes_______   No ____________
Why?

Please provide any suggestions for strengthening the clinical practicum experience. Please use the other side of this page for additional comments.

____________________________________
Student Name and Date

____________________________________
Course Faculty and Date
Thank you very much for serving as a preceptor for an Immaculata University MSN student this past semester. We appreciate your support of our graduate program and hope that the experience has been a positive one for you. Please rate your level of satisfaction with the following activities by placing a number from 1-5 next to the statements listed below.

1. Provision of objectives and course materials by the program.
2. Effectiveness of the planning process with the graduate student.
3. Quality of the interaction with the course faculty during the practicum experience.
4. Quality of time spent with the graduate student during the practicum experience.
5. Student’s quality of performance in the practicum experience.

Do you have any suggestions for improving the practicum experience? Please use the other side of this page for additional comments.

Would you be willing to serve as a preceptor for another Immaculata University graduate student in the future? __________ Yes __________ No

_______________________________
Preceptor’s Name and Date

_______________________________
Course Faculty’s Name and Date

_______________________________
MSN Clinical Liaison’s Name and Date
Thank you for your support of our graduate program in being a preceptor for the practicum experience. Please rate your graduate student’s performance during the practicum experience using the following scale:

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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td></td>
<td>Unsatisfactory</td>
<td>Satisfactory</td>
<td>Good</td>
<td>Very Good</td>
<td>Excellent</td>
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- Communicates effectively, both orally and in writing.
- Demonstrates critical thinking and decision-making skills.
- Demonstrates ability to analyze, synthesize, and utilize nursing knowledge.
- Employs appropriate theory(ies) to guide practice.
- Articulates the differentiated roles of the advanced practice nurse.
- Actualizes/implements the advanced practice role.
- Advocates for the nursing profession and actively recruits potential students into the nursing profession.
- Incorporates ethical principles into practice.
- Demonstrates respect for diversity
- Promotes healthy lifestyles for individuals, families, and communities

Please use the other side of this page for additional comments.

Preceptor’s Name and Date  
Course Faculty’s Name and Date  
MSN Clinical Liaison’s Name and Date
CAMPUS RESOURCES

Office of Graduate Studies

The office of the College of Graduate Studies is located in Loyola Hall, room 130. Students may utilize the office for schedules and forms for registration, leave of absence, degree candidacy, and graduation. The telephone number is 610-647-4400, ext. 3211 or 3212. The hours are Monday –Thursday from 8:30am-7:45pm and Friday from 8:30am–4pm. The Graduate Studies home page may be accessed https://myiu.immaculata.edu/CGS/Pages/default.aspx

Graduate Student Advisory Committee

The Graduate Student Advisory Committee acts as a liaison between students and faculty. Members communicate to the faculty student opinions and suggestions for improvement of the graduate programs. Students interested in membership on this committee should contact the Director of the MSN Program.

Division of Nursing Committees

The MSN representatives to the Division of Nursing standing committees are:
- Admissions & Progression Committee
- Faculty Student Affairs Committee
- Graduate Curriculum & Outcomes Committee
- Test Committee
- Undergraduate Curriculum, Policy & Outcomes Committee

Students interested in participating on any of these committees should contact the Director of the MSN Program.

Network and Email

Network and E-mail addresses are automatically assigned to all registered students. Students must log into the campus network to use the computers in the labs. Please refer to the College of Graduate Studies Catalog for specific instructions for access. All graduate students are required to use their Immaculata University email for correspondence with the faculty and library.

Network Login. To use campus computers, such as those in the library or in the classroom, students are automatically provided with a network account. Your credentials to log on are:
Username: firstinitiallastname (lowercase, no spaces, ex. kjohnson)
Password: your birthdate in the format of mmddyy (ex. 050587) Domain: Academia

Students with a common name may have a numeral after their username (kjohnson2).
If your birthdate was not given to us, your password is the last six digits of your student ID number. Assistance with network accounts is available through the Help Desk by calling 610-647-4400 x1234 or emailing helpdesk@immaculata.edu.

**Email.** All students receive an email account automatically. The account is accessible on or off campus through the university Web portal, MyIU. To access the login page, type in any browser – http://myiu.immaculata.edu.
Username: firstinitiallastname (lowercase, no spaces, ex. kjohnson)
Password: your birthdate in the format of mmdyyyy (ex. 050587)
Students with a common name may have a numeral after their username (kjohnson2). If your birthdate was not given to us, your password is the last six digits of your student ID number.
Your student e-mail address is firstinitiallastname@mail.immaculata.edu (ex. kjohnson@mail.immaculata.edu). For help with MyIU, contact the Help Desk.

**Receive Class Cancellation Notice by Text Message**

Sign up to receive text message notification of class cancellation and/or university emergency information. Log onto MyIU, the university Web portal (see above), click on the e2campus link in the Weather and Emergency Information channel, which is located to the top left of the page. Create an account in e2campus and choose to receive notification by text message, email or both.

**SSIU**

All students have access to their grades and financial records online. Students can also register online. The online service is called SSIU (Self-Service at Immaculata University). You can get to SSIU directly through MyIU, the Web portal. After logging on to the portal (see above), click on the SSIU logo that appears on the upper right side of the page, next to your email inbox. SSIU allows students to view grades and course schedules, pay bills online, and register for classes. To access SSIU log into the MyIU portal and click on the SSIU logo.

**Moodle**

Moodle is IU’s Learning Management System. Students can find their web-enhanced and online courses on their Moodle homepage. To access Moodle, please visit direct URL at http://immaculata.mrooms.net/ or visit Immaculata’s homepage at http://www.immaculata.edu. The link for Moodle is in the top, right-hand corner of the screen. To login, please use your MyIU Portal username and password. If you need help with Moodle you can call the IU Help Desk at 610-647-4400 x1234 from 8AM-5PM, Monday-Friday. Please call the After Hour Support Center at 866-767-9460 if the IU Helpdesk is not available. The Moodle @ Immaculata University-Student Help Sheet is also available in Appendix A.
Parking Permit

All students taking credits on campus must purchase a parking permit. Parking Permits are issued in person at the One Card/Parking Permit office, terrace level, Nazareth Hall Room #7 (ext. 3604). A vehicle registration card must be presented at the time of permit issuance. The fee will be $25.00 for part-time students (less than 12 credits) or $50 for full-time (12 or more credits) for academic year. Hours for this service are posted on the office’s website http://www.immaculata.edu/students/universityIDcard

Student IDs

In order to borrow books from the library, graduate students must present their University ID (identification card). An ID card can be obtained from the One Card Office, Nazareth Hall Room #7 (ext. 3600). When requesting an ID card, the following information is required: (1) Current student’s course schedule (class schedule can be printed from SSIU and must include your name and ID number), and (2) Second form of identification (Driver’s License).

Bookstore

The Immaculata University Bookstore, a division of Barnes and Noble, is located in Good Counsel Hall. You may contact the bookstore at 610-647-4400, ext. 3090.

Gabriele Library

The Gabriele Library offers the graduate student an excellent environment for study and research. The library provides a full range of services to students, including interlibrary loan, copiers, microfilm reader/printer, wireless connectivity, wireless notebook computers, a computer lab, and group study rooms. An online catalog (MacCat) facilitates access to the collection providing full text availability to a wide variety of quality research journals through services such as ERIC/EDRS, PsycINFO, Psych/Articles, Academic Search, Business Source, OVID, CINAHL, etc. The library website, http://library.immaculata.edu/, provides students whether working on or off campus with access to the library’s electronic resources. The library has day, evening and weekend hours of operation. The Circulation desk telephone number is 610-647-4400, Ext. 3839. The Reference Desk ext. is 3829. The Interlibrary Loan desk ext. is 3826. Through the Intranet, students may request full text articles be sent to their Immaculata email. For more detailed information please visit the library website http://library.immaculata.edu/.

Writing Center

The writing center is located in the Gabriele Library on the 1st Floor, ext. 3494, and is open during the Fall and Spring semesters M-Th from 9am-7pm and Fri from 9am-2pm. During the Summer Sessions it is open from M-Th (3pm-7pm).
Since writing is a key component of the academic process, the Writing Center focuses on enhancing the writing skills of Immaculata students. The one-on-one Writing Sessions provide students with the tools necessary to become more confident and effective writers. More specific information and resources are provided on the Writing Center’s website, [http://www.immaculata.edu/writingcenter](http://www.immaculata.edu/writingcenter) and can be found on Appendix B.

Information on IU Online Writing Sessions can be found on Appendix C.

**Academic Computer Labs**

The general services Computer Labs are located in Loyola Hall, Room 3 and 117, in the terrace area of Gabriele Library, and in Good Counsel, Room 30.

**Office of Career Services**

The Office of Career Services, located in the Bruder Center (ext. 3506), offers a variety of career resources and information for all student populations to assist them with their career development. For more information, please visit [http://www.immaculata.edu/CareerDevelopment](http://www.immaculata.edu/CareerDevelopment).

**Student Health Services**

The office of Student Health Services is located in the Bruder Center (ext. 3506). The goal of Immaculata University's Student Health Center is to provide confidential, quality health care at the onset of illness or injury, as well as to provide prevention and protection from disease. Student Health Services also provides many of the services/screenings that are required by our practicum courses.

**Graduate Financial Assistance**

The MSN Program has several funding sources that include: loans, graduate student scholarships, and Nurse Scholars Grant (Independence Blue Cross Foundation). Please refer to the College of Graduate Studies Catalog (p. 33) for more specific information on eligibility.
Graduate Assistantships

A limited number of full or partial graduate assistantships are available yearly. These provide for tuition reduction and stipend. Students are required to provide service under the tutelage of a faculty or administrative mentor. Further details including the application and assistantship requirements are available in the graduate office.

Financial Aid Office

For any questions please contact the Financial Aid Office at (610) 647-4400, ext. 3028 or via email at finaid@immaculata.edu. For more information, please visit http://www.immaculata.edu/FinAid.
STUDENT ACTIVITIES

Sigma Theta Tau International Honor Society of Nursing

On November 15, 2005, the Honor Society of the Division of Nursing of Immaculata University became the fourth member of Delta Tau Chapter-At-Large of Sigma Theta Tau, the International (STTI) Honor Society of Nursing. The other universities that make up Delta Tau are Eastern University, Holy Family University, and Neumann University. The purposes of this society are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. The criteria for membership follow the guidelines established by Sigma Theta Tau International Nursing Honor Society for graduate students. Membership is by invitation only, to those students who meet the following criteria:

- Academic Excellence (Grade point average of 3.5 or better)
- Completed one-quarter of the graduate curriculum
- Evidence of academic achievement, academic integrity and professional leadership potential

The site for the annual induction ceremony is rotated among the four members of Delta Tau Chapter-At-Large. Immaculata University will host the 2014 induction of graduate and undergraduate students. For more information, please visit STTI at http://www.nursingsociety.org/default.aspx or Delta Tau Chapter at Large at http://www.deltatau.libertynet.org.

Nursing Research Conference

In the spring semester, chapters of Sigma Theta Tau International Honor Society of nursing from Immaculata University and West Chester University as well as the Pennsylvania State Nurses Association join together for The Jean Brown Excellence in Nursing Conference. Graduate students are encouraged to attend and to present posters during this day.
Appendix A
Moodle @ Immaculata-Student Help Sheet
Moodle @ Immaculata University - Student Help Sheet

How do I Login to Moodle?
1. Open up your web browser (Firefox is preferred)
2. Navigate to immaculata.mrooms.net
3. Click Login in the upper-right of the screen
4. Login using your MyIU Portal username and password (see: myiu.immaculata.edu)

How do I visit my course?
Your courses will be listed on your Moodle home page under the Navigation block.

How do I send a Message to my instructor or classmates?
1. Browse to your course using the Navigation Block.
2. Click on the course's Participants link.
3. Browse to the user you wish to message and click on their name. To find your instructor, change All participants to Teacher from the Current Role drop-down menu.
4. Click Send a message in the lower left.
5. Compose message
6. Click Preview, and then Send message.
How do I submit an Assignment in Moodle?

1. Navigate to the Assignment
2. Click on assignment title
3. Click Upload Assignments
4. Click Upload a File
5. Click Choose a File
6. Browse to the file you wish to upload
7. Save Changes

How do I use a discussion Forum in Moodle?

1. Navigate to the forum
2. Click Add a new discussion topic
3. Create a subject for your post
4. Type your forum post
5. Click Post to forum

Have a question about Moodle?

Remember: if you reset your MyIU password, it will also reset your Moodle password.

- Check out our FAQ site for extra help and YouTube videos: http://ats.immaculata.edu/faq.php
- Access step-by-step visual tutorials by clicking the links in the bottom of every course. Look for the links Getting Started Tutorials and Participant Tutorials.
- Download the PDF manual by clicking Product Manuals at the bottom of any Moodle course.
- Call the Help Desk: 610-647-4400 x1234
Appendix B
The Writing Center at Immaculata University
THE WRITING CENTER AT IMMACULATA UNIVERSITY

Mission Statement:
The Writing Center at Immaculata University is focused on enhancing the writing skills of Immaculata students. Our goal is to help writers across the disciplines in all stages of the writing process, including planning, drafting, and revising. We offer a pleasant and supportive environment where writing assistants as well as both print and electronic resources are available. Our writing sessions provide students with the tools necessary to become more confident and effective writers.

IMMACULATA UNIVERSITY WRITING CENTER SERVICES
The Writing Center is here to help you with your writing needs. Since you are in the Nursing program, you can avail yourself of the Online Writing Lab services (www.immaculata.edu/writingcenter) or you can visit the Center (1st Floor Gabriele Library). We offer assistance with the planning, drafting, and revising of papers, PowerPoints, Prezis, speeches, handouts, and posters. We also help with resumes and cover letters regarding parallel structure, word choice, and strong verbs.

If you are interested in the Online Writing Lab (OWL) services, the OWL offers two types of sessions: Email and Go to Meeting (GTM). The Email session allows students to send in their paper, have it reviewed by a Writing Assistant, and obtain feedback. The GTM session offers the same results, but through a synchronous meeting; these sessions lend themselves to collaborating, especially in the beginning stages of a paper. Students may submit drafts and work closely with Writing Assistants to develop their writing skills. Therefore, several submissions for the same assignment are welcome and encouraged as long as you, the author or author(ity) of the text, are making deliberate revisions. The Center does not offer proofreading services.

To use the OWL, students must fill out a sign-up form (located at www.immaculata.edu/writingcenter/online-support/about-the-owl) for their desired session. Then, after attaching the completed sign-up form and paper, students send an email to owloffsite@immaculata.edu. Questions and concerns can be directed to the same email address.
Appendix C
IU Online Writing Lab (IU OWL) for Offsite and Online Learners
The Writing Center at Immaculata University

IU Online Writing Lab (IU OWL) for Offsite and Online Learners

IU OWL Online Writing Sessions are designed to support our distance learners. We offer consultation in the following areas of academic writing:

- Report and essay organization, style, and argument
- Planning your paper
- Drafting your paper
- Revising your paper
- Basic grammar and mechanics
- Documentation Style Comprehension [We do not proofread for APA or MLA]
- Questions about writing—the more specific the better

The following is the navigation to our IU OWL site:

- Go to [www.immaculata.edu](http://www.immaculata.edu)
- Click “Academics” [located on the left tool bar]
- Click “Academic Resources”
- Click “Writing Center”
- Click “Offsite and Online Learners” [Navigate the Writing Center Web site for hours & other information]

We have two types of Online Writing Sessions:

1. **Go To Meeting™ Sessions**: [To participate, please read the “Go To Meeting Overview” on our Web site]
   
   - 40-minute online live writing session with a trained Writing Assistant
   - Free download on your PC: We own the license, and you are our guest!
   - Receive live feedback and ask questions about improving your writing.
   - Designed to help you with your writing process in a live online writing session

2. **Email Sessions**: [To participate, please read the “Email Session Overview” on our Web site]
   
   - A trained Writing Assistant reviews your paper and comments in the margins and at the end of paper.
   - 24-hour return 10 pp or less; 48-hour return 11-20 pp; 72-hour return 21-30 pp; [more: negotiable]
   - Designed to provide you with comments and suggestions about improving your writing

You must have the following to participate in IU OWL Email and Go To Meeting Writing Sessions:

- An Immaculata University email address
- Microsoft Word 2003, 2007, or 2010 [No WordPerfect] [Mac users please send something compatible]
• Knowledge about how to attach and send a WORD document in an email

If you have **technical** questions about your **computer browser**, how to use your **computer software** (WORD, Excel, PowerPoint, etc), and/or your **IU email and password**, please contact the **IU Help Desk at 610-647-4400 x1234**.

The Writing Center does not accept dissertations online. Please see “Graduate Students” on our Web site.

We look forward to working with you!

*The IU OWL Team*