



MSN Practicum Handbook

2016 - 2017

TABLE OF CONTENTS

- I. Introduction
- II. Purpose of MSN Practica
- III. Responsibilities of students, preceptors and Alverno faculty in facilitating practicum experiences
- IV. Evaluation of MSN students in practicum experiences
- V. Liability
- VI. Additional information and contacts.
- VII. Appendix
 - Forms:
 - i. MSN Practicum Agreement Form
 - ii. Student Evaluation of MSN Practicum
 - MSN Practicum Hours and Practicum Project Descriptions
 - ❖ Core Courses
 - ❖ CNS Specific Courses
 - ❖ FNP Specific Courses
 - ❖ PMHNP Specific Courses
 - Professionalism Rubric

I. Introduction

This *Practicum Handbook* is designed to inform students, preceptors, and faculty about the processes, responsibilities, and expected outcomes of practicum experiences for Alverno MSN students in practice settings. Forms for students, preceptors, and faculty to use in evaluation and documentation of the various precepted experiences are included in the Appendix. It is expected that each of our students conducts themselves professionally both in and out of the practicum setting. A professionalism rubric is included to evaluate student professionalism. A list of MSN courses with their descriptions are also included in the Appendix.

Alverno College began the MSN program in Fall 2005 to help meet the work force needs for advanced practice nurses (APNs) in education and healthcare settings throughout the state of Wisconsin and beyond. Alverno's MSN curriculum supports advanced study in nursing (Clinical Nurse Specialist [CNS], Family Nurse Practitioner [FNP], and Psychiatric Mental Health Nurse Practitioner [PMHNP]) practice. The curriculum provides the opportunity for in-depth study of nursing, the nature of human development and learning in social and cultural contexts, and the processes for inquiry. Participants in the program draw upon a range of theoretical frameworks to examine their professional practice and further develop skills in reflection and self-assessment.

The vision of the MSN program and the JoAnn McGrath School of Nursing (SON) is to *develop professionals with global influence through innovative education*. Graduates of the MSN program will demonstrate the following outcomes:

- Exhibit mastery of communication skills in multiple modes to build crucial inter-professional team relationships that promote collaboration to ensure safe and effective outcomes.
- Provide holistic, patient-focused, evidence-based care in the role of an advanced practice nurse.
- Evaluate and apply informatics using current and evolving technology to facilitate and enhance optimal clinical care and organizational decision-making.
- Skillfully engage in collaborative and trans-disciplinary leadership to (re)construct strategies for innovative and transformative change in complex healthcare settings.
- Synthesize current and emerging science and theory to design ethical and cost-effective approaches to care that consider the uniqueness of individuals, families, communities and populations

Within the MSN program, the FNP and CNS tracks consist of 39 credits and the PMHNP track is 42 credits. In addition to completing requisite courses, MSN students accrue 600 practice hours (600 practice hours for those students enrolled prior to Fall 2016) as they develop advanced nursing skills and abilities in practice settings of their choice.

II. PURPOSE OF MSN PRACTICA

The purpose of MSN Practica is to provide in-depth APN experiences for Master's students in advanced nursing practice settings to help students transfer the knowledge they are gaining in coursework to actual APN environments. In the MSN Program, there are practicum hours required in addition to course work. Reflecting the integrated nature of the program, the practicum hours are spread over three of the courses in the MSN program.

MSN students and their preceptors set mutual goals for the practicum that: a.) incorporate relevant professional practice standards, guidelines, and theoretical frameworks, and b.) meet faculty-directed practicum learning experiences for each course. Students may have a maximum of two preceptors in any given semester. All Master's students must use precepted experiences to gain the knowledge, skills, and abilities of an APN and meet faculty expectations for the application of learning in various environments. Specific requirements for faculty-directed practicum experiences are included in each MSN course syllabus to help students and preceptors formulate goals and actions for the practicum experience.

III. RESPONSIBILITIES OF STUDENTS, PRECEPTORS AND ALVERNO FACULTY IN FACILITATING PRACTICUM EXPERIENCES

Roles and responsibilities of students, preceptors, and Alverno faculty are listed below to facilitate the success of each MSN student in their practicum experience.

MSN student roles and responsibilities:

1. Meet with preceptor to develop tailored MSN student-preceptor practicum outcomes and a plan to achieve the outcomes. **(See specific MSN course syllabus for additional requirements.)**
2. Familiarize self with policies, procedures and systems at the practicum site.
3. Prepare for practicum by reading references pertinent to education and/or practice needs relevant to the site. It is ***strongly recommended*** that students select readings from appropriate sources e.g., ANCC reference lists for specialty practice or readings in Nurse Practitioner, Clinical Nurse Specialist, or Nurse Educator journals.
4. Establish consistent practicum arrangements throughout the semester; be present and punctual during scheduled days and times.
5. Schedule any make-up time at the convenience of the preceptor.
6. Conduct yourself in a professional manner at all times at the practicum site **(See professionalism rubric)**
7. Implement actions to meet course and student-preceptor practicum outcomes. **(See directions and criteria included in MSN course syllabi.)**
8. Use developing advanced practice nursing (APN) knowledge, skills, and abilities to assess, diagnose, plan, implement, evaluate, and document individual, family, and/or group actions taken to meet practice needs.
9. Set up appointment for assigned site visitor to complete an external assessment of progress.
10. Maintain confidentiality of health-protected information.
11. Conference with course faculty and preceptor at least twice during the practicum to review actions taken and outcomes achieved.
12. Contact faculty as needed to problem-solve any issues.
13. Complete reflective journals and other assignments and submit to faculty on identified due dates.
14. Maintain accurate log of practice activities, dates, and times using Typhon.
15. Evaluate self, preceptor, and practicum site at designated intervals using appropriate evaluation forms.

Preceptor roles and responsibilities:

1. Provide current resume or vitae to MSN Clinical Placement Liaison at leah.sorenson@alverno.edu
2. Meet with MSN student to develop tailored MSN student-preceptor practicum outcomes and plans to achieve them.
3. Orient MSN student to site and alert staff of practicum.
4. Facilitate communication within the organization to help MSN student achieve practicum outcomes.
5. Serve as an effective APN role model and support system for MSN student.
6. Facilitate and appropriately supervise student learning and practice in developing APN knowledge, skills, and abilities.
7. Contact faculty as needed to problem solve any issues.

8. Co-sign any documentation e.g., charting, dictation, log of clinical activities.
9. Evaluate MSN student at required evaluation times during the semester using appropriate evaluation form.
10. Evaluate preceptor experience.

Alverno faculty roles and responsibilities:

1. Provide current resume or vitae to MSN Clinical Placement Liaison leah.sorenson@alverno.edu
2. Negotiate clinical affiliation agreements/ contracts with practicum sites.
3. Provide MSN course and project outcomes, directions, and criteria to students and preceptors.
4. Orient preceptors and students to respective roles and responsibilities prior to practicum.
5. Maintain communication with students and preceptors throughout the semester.
6. Assist MSN student and preceptor in problem-solving any issues.
7. Meet with preceptor and student as needed at practicum site to evaluate progress in meeting MSN course and student-preceptor practicum outcomes.
8. Evaluate MSN student assigned projects and papers.
9. Evaluate student achievement of practicum outcomes and practice sites at end of semester using appropriate evaluation forms.
10. Maintain records of preceptors and credentials on file at College.

IV. EVALUATION OF MSN STUDENTS IN PRACTICUM EXPERIENCES

Evaluation of MSN students generally occurs mid-semester and at the end of each semester. The evaluation form is included in the Appendix of this Handbook. Faculty in various courses may ask for additional evaluations, dependent upon course requirements.

V. LIABILITY

MSN students must complete a Certified Background Profile (CBP) prior to participating in clinical practica and at yearly intervals. Additionally, students complete a health history and physical examination prior to clinical. Students are monitored by a third party to ensure they are current on all immunizations. These include: Tdap, MMR, hepatitis B and an annual tuberculin skin test or chest x-ray. They also are current with CPR certification.

Alverno College maintains Professional Liability insurance coverage for MSN students. Each MSN student is covered under this insurance policy when they practice with clients or groups in a defined MSN student role. The policy does not cover students outside of the MSN student role at Alverno College. If you have any questions or concerns regarding this or any other matter, please feel free to contact the Associate Dean for Graduate Nursing Programs, Karin Wasiullah at 414-382-6275.

VI. ADDITIONAL INFORMATION AND CONTACTS

In addition, the following faculty contacts may be helpful to you. Please don't hesitate to contact any one about challenges or opportunities to enhance our practicum for MSN students.

Faculty Name	Telephone	Email Address
Primary Contact: Karin Wasiullah Associate Dean for Graduate Nursing Program	(414) 382-6275	karin.wasiullah@alverno.edu
Luanne Wielichowski Professor FNP Program Director	(414) 382-6285	luanne.wielichowski@alverno.edu
Joanne Archer Assistant Professor CNS Program Director	(414) 382-6482	joanne.archer@alverno.edu
Alyssa Skalitzky Part-time Faculty PMHNP Clinical Coordinator	(414) 382-6463	alyssa.skalitzky@alverno.edu
Kristin Wroblewski Assistant Professor Faculty, MSN Program	(414) 382-6287	kristin.wroblewski@alverno.edu
Karen Hartje Assistant Professor Faculty, MSN Program	(414) 382-6280	karen.hartje@alverno.edu
Ricardo Broach Part-time Faculty PMHNP Program	(414) 382-6463	ricardo.broach@alverno.edu

Thank you again for agreeing to precept an Alverno Master's student! We welcome you and look forward to our work together as we advance the educational and clinical preparation of our MSN students.

VII. APPENDICES

MSN Preceptor Agreement Form**

I, _____ agree to precept _____
(preceptor name) *(student name)*

during his/her practice hours during the _____ semester of 20_____
(Fall / Spring)

I am aware that this will entail _____ practice hours during which the student will engage in the application of _____

The practice site for these hours is _____ and the practice
(Site Name)

area is _____
(Specify unit or Specialty area)

The student and preceptor have developed the following outcomes for the practicum:

- 1.
- 2.
- 3.

I agree to provide a summative report at the conclusion of the _____ practicum hours about the student's performance in meeting the outcomes listed above.

(preceptor signature & credentials) (preceptor title) (date)

Preceptor Contact Information

Agency: _____

Phone: _____ Email: _____
(area code + phone number)

(student signature) *(date)*

****Creation of practicum outcomes is a collaborative process involving the student, the preceptor, and the faculty. Final approval of the outcomes rests with the faculty and must be approved prior to beginning practicum.**

My preceptor fostered my independence and autonomy.

- Example/comment:

	1	2	3	4	NA
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My preceptor provided me with helpful feedback during the preceptorship.

- Example/comment:

	1	2	3	4	NA
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My preceptor inspired me to become actively engaged in professional advocacy and policy-making.

- Example/comment:

	1	2	3	4	NA
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Comments:



MSN Practicum Hours and Practicum Project Descriptions 2016-2017

At Alverno College, MSN practicum experiences are distributed throughout the curriculum in four courses. This distribution pattern is intentional and strategic. At Alverno we believe in applying what you are learning in authentic environments whenever possible. The focus of practicum experiences reflects concepts and abilities relevant to each course. These courses include both core courses and track-specific courses. This document provides information for all students and should be used to select preceptors. The courses are divided into 3 categories: Core, CNS specific, FNP specific and PMHNP specific. Students should seek appropriately credentialed preceptors for their practicum experiences. Essentially this means they are at least master's prepared and functioning in an advance practice role. Advance practice nurses (APNs) may also be doctorally-prepared (DNP or PhD) and function as a CNS or NP. Carefully review the practicum descriptions below to assist you in selecting appropriate preceptors. Also see the MSN Preceptor Moodle site for more information on preceptors.

Core Courses	Brief Course Description	Required Practicum Hours	Practicum Project Description
MSN 602 Nursing Inquiry, Research, and Scholarship (3 credits)	In this course, students develop research skills to facilitate utilization of knowledge that promotes high quality health care to clients, initiates change, and improves nursing education and clinical practice.	None	N/A
MSN 603 Healthcare Systems, Organization, Economics, and Politics (3 credits)	Students comprehensively and systematically examine the interrelationships among health care policy and politics, delivery and access to care issues, and the financing of health care in order to make high quality, cost-effective choices in the allocation of health care resources and to participate in formulating health care agendas for individuals and communities.	None	N/A
MSN 615 Advanced Practice Roles and Nursing Theories (3 credits)	Students explore current and emerging roles of advanced practice registered nurses (APRN) in various practice settings, with an emphasis on legal and professional issues, models of practice, and the role of the APRN in health care management and promotion. Students in an advanced practice role also examine how nursing theories are relevant in	None	N/A

	influencing and guiding practice as an APRN.		
MSN 616 Ethics in Advanced Practice Nursing (2 credits)	Students will start with an examination of their own moral decision-making and then ethical models and frameworks will be introduced. Ethical decision-making processes will be discussed as they relate to the role of the Advanced Practice Nurse and then applied to practice situations including informed consent and end of life issues. The role of ethics committees and consultations will be explored.	None	N/A
MSN 617 Population-Based Health (3 credits)	This course introduces students to health promotion fundamentals in advanced practice nursing. Basic epidemiological principles are discussed as they relate to population-based health. Local, national, and international health promotion goals are examined with emphasis on cultural competence, environmental principles, individual assessment and evidence-based practice. Students will continue to explore the concepts of interprofessional and patient centered care as they relate to the leadership role of the APN. Students will analyze and describe health information technologies and data sources that promote safe practice environments, patient safety, cost-effectiveness, and optimal population health outcomes.	None	N/A
MSN 621 Advanced Physiology and Pathophysiology (3 credits)	MSN 621 is a graduate level course that approaches the body systems to study the etiology and the relationship between alterations in normal physiology and disease process throughout the lifespan.	None	N/A

MSN 622 Advanced Health and Physical Assessment (2 credits)	<p>Students examine and apply advanced health and physical assessment techniques and theories in the collaborative care of culturally diverse individuals, families and communities with an emphasis on individuals across the lifespan.</p>	<p>None</p>	<p>N/A</p>
MSN 623 Advanced Pharmacotherapeutics and Clinical Decision Making (3 credits)	<p>Students examine and apply principles of advanced pharmacology in the management of clients across the lifespan. Students acquire advanced knowledge as a foundation for prescribing and monitoring pharmaceutical and alternative therapeutic agents.</p>	<p>None</p>	<p>N/A</p>
MSN 755 Capstone 1 (1 credit)	<p>The capstone is a project that synthesizes student's learning from all previous semesters in a final demonstration of meeting program outcomes for graduation. Students will work throughout the semester to develop a proposal for their planned capstone project. The proposal will include a solid case for the need for the identified project, a clear purpose statement, and a review of literature. The methods for implementing the project will also be outlined. The student will work closely with their chosen faculty capstone mentor throughout this process. See MSN capstone Moodle site for more detail.</p>	<p>None</p>	<p>N/A</p>
MSN 760 Capstone 2 (1 credit)	<p>In this course, students will implement the project identified in their capstone proposal. They will then analyze the result of the project and identify areas for improvement and further exploration. The final product must be approved by their chosen faculty capstone mentors as meeting program outcomes for graduation. See MSN Capstone Moodle site for more detail.</p>	<p>None</p>	<p>N/A</p>

CNS Specific Courses	Brief Course Description	Required Practicum Hours	Practicum Outcomes
MSN 700 Individual and Population Based Health (3 credits)	Emphasis for this course will be direct care for the adults and older adults. Students will focus on theories of aging and the geriatric syndromes. Prevention through health management will be stressed, continuing concepts of population-based health and epidemiology from previous courses. There will be a focus on team- building and interprofessional collaboration for care coordination and improvement. Continuing work in the competency of evidence-based practice will be stressed as they relate to culture, genetics, and outcomes. Program development will be introduced. Students will identify an area of concern and do an informal needs assessment to start their capstone project.	None	N/A
MSN 700P CNS Practicum 1 (2 credits)		200 hours	Students will complete 200 hours of practicum in an approved inpatient or outpatient setting that is focused on Direct Care in a specialized adult/geriatric patient population. The Clinical Nurse Specialist functions within 3 sphere of influence (Patient, Nurse and System). Although these 3 spheres are interconnected in the daily work of a CNS the practicum hours will focus on one sphere at a time in order to strengthen the skills needed in that area of practice. Students will apply the knowledge and skills learned in theory as they work directly with clients.

MSN 701 Program Development and Evaluation (3 credits)	<p>Students will examine the specific skills in program development and evaluation. Building upon the threads of direct patient care competencies from previous courses, students will learn how to design innovative nursing practice approaches. They will explore how to design, implement and manage clinical programs including chart development, building budgets, fiscal evaluation, and outcomes/benefits for both large and small innovations. Integration of informatics and health care technology in program development will be emphasized.</p>	None	N/A
MSN 701P CNS Practicum 2 (2 credits)		200 hours	<p>Students will complete 200 hours of practicum in an approved inpatient or outpatient setting that is focused on the Nurse and Nursing Practice sphere of influence. The students will continue to work with a specialized adult/geriatric patient population and will build upon the direct care skills learned in the previous practicum. The added emphasis for this practicum will be on acquiring skills aimed at staff development.</p>
MSN 730 Advanced Practice Nursing: Leadership for Systems Improvement (3 credits)	<p>As the final course in the program, students will demonstrate synthesis of previous course content as they explore the leadership role of the CNS. Leadership theories, models and styles will be examined, along with the concepts of consultation, mentoring, coaching and teaching. Students will explore the IRB process, the importance of certification, and the meaning of membership on state and national professional boards.</p>	None	N/A
MSN 730P CNS Practicum 3 (2 credits)		200 hours	<p>Students will complete 200 hours of practicum in an approved inpatient or outpatient setting that is focused on the System/Organization sphere of influence. The students will continue to work with a specialized adult/geriatric patient population and will build upon skills learned in the previous practicum courses. An emphasis will be placed on demonstrating leadership and implementing best practice standards of care to a larger audience. The students will learn to synthesize their work in all 3 spheres of influence in order to produce positive healthcare outcomes.</p>

FNP Specific Courses	Brief Course Description	Required Practicum Hours	Practicum Description
MSN 624 Advanced Primary Care Management of Adults and Older Adults (3 credits)	Students examine and apply advanced health and physical assessment techniques and theories in the collaborative care of culturally diverse individuals and families with an emphasis on individuals: from adult to older adult populations.	None	N/A
MSN 624P FNP Practicum 1 (2 credits)		200 hours	Students will complete 200 hours of practicum in an approved, outpatient primary care setting. In this setting, students will apply the knowledge and skills learned in theory as they work with clients. Students are expected to gain increased independence in assessing, diagnosing, and identifying appropriate interventions as they progress in their practicum experience.
MSN 625 Advanced Primary Care Management of Women and Children (3 credits)	Students apply critical thinking to advanced health care management of common primary care diagnoses with women, infants, children and adolescents. In a collaborative atmosphere they will be providing care with evidence based treatment plans.	None	N/A
MSN 625P FNP Practicum 2 (2 credits)		200 hours	Students will complete 200 hours of practicum in an approved, outpatient primary care setting. In this setting, students will continue to apply the knowledge and skills learned in theory as they work with clients. Students are expected to gain increased independence in assessing, diagnosing, and identifying appropriate interventions as they progress in their practicum experience.

<p>MSN 626 Advanced Primary Care Management of Vulnerable Populations (3 credits)</p>	<p>In this course, nurse practitioner students will examine the health and health care needs of vulnerable populations in the United States whom they may be serving. Vulnerable populations include: people who feel they cannot comfortably or safely access and use the standard resources. They include but are not limited to those who are physically or mentally disabled (blind, deaf, hard-of-hearing, cognitive disorders, mobility limitations), limited or non-English speaking, geographically or culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.</p>	<p>None</p>	<p>N/A</p>
<p>MSN 626P FNP Practicum 3 (2 credits)</p>		<p>200 hours</p>	<p>This is the third and final clinical practicum course in the Family Nurse Practitioner (FNP) Track. During this semester the student will refine their approach to both common acute and chronic care based on current and emerging national guidelines. The student may explore a specialty practice in the community setting to advance their knowledge in areas of orthopedics, pain management, dermatology, etc., to augment their expertise in a Primary Care practice environment. Preventative care and lifestyle changes continue to be central to all treatment plans along with cost efficient options when available. Students will complete 200 hours of practicum time in this course.</p>

PMHNP Specific Courses	Brief Course Description	Required Practicum Hours	Practicum Description
MSN 630 Advanced Psychopharmacology (3 credits)	<p>This course will prepare students to understand the basics pertaining to drugs used for both therapeutic and addictive purposes in the mental health world. At the outset, the course will present the basic structures of the nervous system necessary to understand the pharmacokinetics and pharmacodynamics of psychoactive drugs. Many psychoactive drugs are used for therapeutic purposes. Other psychoactive drugs, even those prescribed for therapeutic purposes, become the objects of addiction. The second phase of the course treats the major classes of drugs used for therapeutic purposes: antidepressants, anxiolytics / hypnotics, antipsychotics, mood stabilizers, and stimulants. In this section the actions, side effects, and risks of the various drugs will be considered. This section will also treat special topics such as promoting adherence, and how to monitor the clients' response to medications. The third phase of the course devotes itself to the drugs of addiction such as alcohol, cocaine, opioids, and stimulants. Tools for assessment of addictions and the medications used in the treatment of addictions will be presented in this section.</p>	None	N/A

MSN 634 Introduction to Advanced Mental Health Care Management of Adults (3 credits)	<p>Students will build upon knowledge and skills from advanced pharmacology and advanced pathophysiology to broaden their knowledge and expand awareness in the areas of psychopharmacology and pathoneurophysiology. They will enhance their ability to cultivate therapeutic relationships as well as deepen their awareness of theories of personality and psychopathology as they acquire further skills in the assessment and diagnosis of mental illness primarily in the adult populations. They will draw upon acquired knowledge and skills to critically reflect on the promotion of mental health, and the assessment and differential diagnosis of depressive and anxiety spectrum disorders.</p>	None	N/A
MSN 634P PMHNP Practicum 1 (2 credits)		200 hours	<p>Students will complete 200 hours of practicum in an outpatient or inpatient mental health care setting. In this setting, students will apply the knowledge and skills learned in theory as they work with clients. Students are expected to gain increased independence in assessing, diagnosing, and identifying appropriate interventions as they progress in their practicum experience.</p>
MSN 635 Advanced Mental Health Care Management of Children, Adolescent and the Geriatric Populations (3 credits)	<p>Students integrate theory and evidence based practice, grounded in nursing and psychology and social sciences knowledge and skills in the care of acutely and chronically mentally ill populations. They use differential diagnosis to identify physical and psychological illness based on pathology, given the behavior and lifestyle practices of clients, families and communities. The course builds on basic APRN nurse practitioner knowledge and skills in primary care, the neurophysiology of mental illness, psychopharmacology, addiction and treatment, as well as emerging experience in care and support of those with mental illness.</p>	None	N/A

<p>MSN 635P PMHNP Practicum 2 (2 credits)</p>		<p>200 hours</p>	<p>Students will complete 200 hours of practicum in an outpatient or inpatient mental health care setting. In this setting, students will continue their application of knowledge and skills learned in theory as they work with clients with a variety of diagnoses and in a variety of age groups. Students are expected to gain increased independence in assessing, diagnosing, and identifying appropriate interventions as they progress in their practicum experience.</p>
<p>MSN 636 Advanced Mental Health Care Management of the Seriously Ill and the Substance-Addicted Populations (3 credits)</p>	<p>Students will develop holistic, collaborative, client-centered treatment plans that take into account the special biopsychosocial needs of the psychotic, addicted, and traumatized vulnerable populations. Through didactic and clinical experiences the student will be able to include the psychopharmacological agents used to treat the spectrum of psychotic / schizophrenic disorders as well as the best evidence based pharmacological treatments for PTSD and substance addiction. Students will learn the theory of the Recovery Model of Chronic Mental Illness and acquire basic experience in the principles of Motivational Interviewing. Emphasis will also be placed on additional elements about which a competent psychiatric nurse practitioner will need to be knowledgeable including but not limited to ethics, scope and standards of psychiatric mental health nursing, accountability, quality assurance, and coding/payment structures.</p>	<p>None</p>	<p>N/A</p>
<p>MSN 636P PMHNP Practicum 3 (2 credits)</p>		<p>200 hours</p>	<p>Students will complete 200 hours of practicum in an outpatient or inpatient mental health care setting. In this setting, students will continue to apply the knowledge and skills learned in theory as they work with clients. Students are expected to gain work independently when assessing, diagnosing, and identifying appropriate interventions as they progress in their practicum experience.</p>



GRADUATE STUDENT PROFESSIONALIS RUBIC

Student Name: _____ **Course:** _____ **Date:** _____

Faculty Name: _____ **Semester:** _____

Criteria	Evidence
Student effectively demonstrates discipline and responsibility for attending all class sessions and being present at the start of each class.	___ Met ___ Concerns*
Student finishes and turns in on the dates requested assignments that are complete and have been proofread.	___ Met ___ Concerns*
Student takes the initiative to communicate with faculty if there are attendance or assignment concerns.	___ Met ___ Concerns*
Student consistently uses appropriate language, interacts in a professional manner, and shows respect for others.	___ Met ___ Concerns*
Student accepts equal responsibility for group assignments and supports others in doing so.	___ Met ___ Concerns*
Student honors professional ethics including appropriate use of quotations, recognition/citation of sources, respect for confidentiality and privacy.	___ Met ___ Concerns*

* If concerns are noted, please attach documentation of meetings or communication with students regarding her/his behavior as well as plans/actions proposed to address them. Send the completed form and materials to the Associate Dean of the MSN Program