



UNIVERSITY OF
SASKATCHEWAN

College of Nursing

MN PROGRAM
Handbook

2010 Edition

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Welcome to the College of Nursing Graduate Program!

The purpose of the College of Nursing Graduate Program Handbook is to acquaint you with the specific policies and procedures of the thesis and publishable paper (course-based) options of the Master of Nursing Program and to assist students and faculty as they move through the master's program. If you have any questions, or require further information, please contact me at lynnette.stamler@usask.ca

We hope that your graduate program in the College of Nursing will be as successful and stress-free as possible.

A handwritten signature in cursive script, reading "Lynnette Leeseberg Stamler".

Lynnette Leeseberg Stamler, RN, PhD

Assistant Dean, Graduate Studies & Continuing Nursing Education

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GENERAL INFORMATION FOR ALL MASTER OF NURSING STUDENTS

This College of Nursing handbook is intended as a supplement to information published by the College of Graduate Studies and Research, which is available on the web (http://www.usask.ca/cgsr/current_students)

Your Personal Access to Web Services (PAWS)

When you are admitted to the University of Saskatchewan, you are automatically given a Network Services ID or NSID. This is usually 3 letters (from your name) and 3 random numbers (example – tlm159). This NSID allows you access to PAWS, an online portal to email, calendars, “my courses”, “my files” and PAWS groups. You can also access registration, transcripts, grades, course home pages, library tools and financial information (online pay stubs).

All university announcements are sent through your PAWS email as well as any security and/or safety announcements.

If you are new to campus or it's been some time since you've been a student, you will need to contact ITS (966-4817) for your NSID and a temporary password. You would then go to the following website - <https://paws.usask.ca> and log in. You then change the password to something you can easily remember.

The Graduate program for the College of Nursing will send all notices, emails, files to your PAWS account only. You may wish to have your current email accounts retrieve your PAWS emails – however, you can also retrieve up to five email accounts (information on how to set this option is available at <http://www.usask.ca/its/services/paws>).

A Nursing Graduate Student Group has been set up on your PAWS account. As much as possible, all notices, emails and files will be uploaded to this site so you can access at your convenience.

File Storage on PAWS

Graduate Students have 5,000 mb of storage on their PAWS account. The official explanations are on http://www.usask.ca/its/services/file_storage/ind_storage/ but basically it's a “Cabinet” on your Paws account. You can then access your files from anywhere that you can log onto PAWS. This service is great as these files are automatically backed up every night. Of course, you could save on your home computer - but it is suggested that you should also considering backing your information up daily to this cabinet. It never hurts to have multiple places to store backup files. Students on campus have had computers stolen, destroyed, lost – with all their thesis or program information – this is an extra option to “off-site” store information other than your home computer.

Copy Cards

There are currently 39 copying machines located in most colleges and libraries across campus. Students can purchase Copy Cards (with declining balances) at Copy Central, The Information

Centre, X L D esign and R eproductions or from V alue A dder machines – more i nformation and locations are available at the following website <http://ussu.usask.ca/copycentral/index.shtml>. There is no student access to the Xerox machines located in Ellis Hall or St. Andrews College

SRNA Licence

The College of Nursing Graduate program requires proof of licensure. Every fall when you receive your approval notice/licence – please email a jpg of the approved renewal form to grad.nursing@usask.ca or send a photocopy of the form by mail or to our local fax number 966-6703.

Registration for Graduate Courses

- This year we welcome students from all over the province. Classes will be videoconferenced and/or WebExed (web-videoconferencing) to both Regina and Prince Albert, or available through asynchronous distance delivery. With that evolution comes the need to adjust our registration courses, to reflect on -campus and off-campus students. As we increase accessibility to the program, registration procedures will continue to evolve.
- Students are responsible for the correctness of their registration. Student Enrollment & Services Registration information states (<http://students.usask.ca/academic/registration/responsibility/>) “By registering, the student agrees to be bound by the regulations of the University. Registration results in a financial obligation and a responsibility for adhering to the academic and financial deadlines. The student should be aware that academic and financial deadlines are not the same.”
- Student Schedules are available <http://www.usask.ca/nursing/programs/masters/courses.php>.
- Students are required to register every term (there are 3 terms per Calendar year: September to December, January to April and May to August) from the time they commence their graduate programs until they complete all degree requirements. (<http://www.usask.ca/cgsr/downloads/PnP.pdf> – Section 4.1.1, p. 26).
- Thesis students register in the 994 and course based students register in the maintenance of status (MSTA) option if no classes to register in. The College of Graduate Studies and Research encourages students to complete their requirements in a timely manner and therefore require registration year round

Thesis/Course Based Schedule

Term 1

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30				NURS 892 - 01/21 Videoconference (87953/87954)	NURS 891 – 01/21 Video-conference - 82758/86953)
12:00-1:00					NURS 990 - 01/21 Videoconference/Web - (82759/86964)
1:30 – 4:30	NURS 893 - 01/21 Web Conference - (82762/87651)				NURS 813 - 01/21 Videoconference - (82756/86954)

Required First Term	GSR 960 (86150) (Everyone in MN)	GSR 961 (86151) (Thesis only students)		
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Electives	NURS 812 (82755) Blackboard LMS - Asynchronous			
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Term 2

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	NURS 892 – 02/22 Videoconference - (22579/27304)				
12:00-1:00	NURS 990 02/22 Videoconference/Web - (22581/27311)				

NURS 882 – 02/22 - (22578/27305)					
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Electives	NURS 814 Online (27333)	NURS 815 (87961) Blackboard LMS - Asynchronous	NURS 816 (27983)		
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Registration Details

1. The numbers 01 or 02 - indicate a student attending class at the Saskatoon site of the U of S. The numbers 21 or 22 – indicate a student is attending at a sister site in Regina and P.A. (off campus)
2. Method of delivery is noted in second line. Online classes – please note - date and information is given by faculty teaching online class prior to start of term
3. The Course Registration Number (CRN) is in brackets. If you enter the CRN listed – it will register you in the correct section for on or off campus fees. This saves late add fees also if incorrectly registered. Always consult your PAWs academic tab for room numbers, times/dates, and/or faculty teaching the course
4. IMPORTANT - Thesis students must register in NURS 994 each and every term of program from the date of the first class to defence and completion of all requirements as listed by the College of Graduate Studies & Research (CRNs Term 1 – 82760, Term 2 - 22583, Term 3, 40555)
5. Required for Course based - NURS 812 and 8 13. They can be used as a nursing elective in the thesis option. Students in thesis and course-based need to take one elective course to round out their program. Requirements for the degree can be found at <http://www.usask.ca/nursing/programs/masters/courses/>
6. Course-based students are required to take the NURS 993 as the capstone to their program and is to be done at the end of your program in the term prior to your graduation. The CRNs are Term 2 – 87961 and Term 3 – 40871
7. If you do not have any classes available in summer, you need to register Maintenance of Status - MSTA – the CRN is 41524 and then 60958 (for both sections of the summer).

Additional Notes

8. In the first term of a program, all Nursing graduate students are required to take GSR 960 (Ethics – University Expectations). In addition, all thesis students are required to also take GSR 961 (Ethics regarding Human Research). Since it is an online course there is only one CRN for all students no matter where located. It is completely online and takes about 3 hours each.
9. All graduate students are expected to maintain registration year-round. Course based students - if you have no classes available in any of the 3 terms, you are required to register in MSTA or Maintenance of Status as required by the College of Graduate Studies and Research – please contact the Graduate Secretary for assistance.
10. NURS 891 should be taken in your first term.
11. You should take your graduate level stats course either before or concurrent with your NURS 892 course for greater success. A list of courses accepted for the STATs requirement is available from grad.nursing@usask.ca
12. Students should contact their advisor/supervisor for advice on the classes required for their program or research

Nursing 990

Nursing 990 is the departmental graduate seminar and is a College of Graduate Studies and Research requirement. Attendance is required for 2 academic terms (if successful – CR will be entered twice).

- While you are strongly encouraged to attend all the 990 Graduate seminars, the minimum attendance requirement is 75 % of the term's offering. For example - if 13 seminars were offered per term, the minimum attendance would be 9.
- Attendance will be taken and credit given only if the minimum amount has been met. If you are not able to attend the 75% minimum, you will be required to register in the next fall and/or winter term until 2 fully credited terms have been completed.

Ethics Courses (College of Graduate Studies and Research)

All graduate students at the University of Saskatchewan are required to complete on-line Ethics courses. There are three courses, a general course, a course in ethics with animal research, and a course in ethics with research with humans. There is no tuition associated with these courses and registration is done through PAWS.

The CRNs are: GSR 960 is 86150 (Introduction to Ethics & Integrity)

GSR 961 is 86151 (Ethics and Integrity in Human Research)

GSR 962 is 86152 (Ethics and Integrity in Animal Research)

All graduate students at the University of Saskatchewan are required to take GSR960 – Ethics and Integrity (previously GSR985) in the first term of registration in their program. Completion of GSR961 and GSR962 – Ethics in Animal Research are decided by the student's advisory committee. PHC-NP students are not required to take GSR961 or GSR 962, but may do so. These courses will appear on the student's transcript.

The Graduate Program support person will monitor registration in the required course(s). Students are reminded that they are ultimately responsible for correct registration in a timely manner.

Academic Honesty

Students are required to review the university's guidelines concerning academic dishonesty. Students are expected to maintain complete honesty in all academic work, presenting only that which is your own work in tests or assignments. The guidelines are available at : http://www.usask.ca/honesty/pdf/dishonesty_info_sheet.pdf



Writing IT RIGHT

WHAT IS ACADEMIC HONESTY?

The **Guidelines for Academic Conduct** from University of Saskatchewan Council give the following description of honest behaviour at the university:

Honesty and integrity are expected in class participation, examinations, assignments, patient care and other academic work.

Perform your own work unless specifically instructed otherwise.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Discuss with your professor if you have any questions about whether sources require citation.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

WHAT IS ACADEMIC DISHONESTY?

“Academic Dishonesty” is what the university calls cheating. Types of cheating are listed in the **Student Academic Dishonesty Rules of the University of Saskatchewan Council**. These rules were approved by University Council on September 16, 1999, with latest revisions approved February, 2005.

When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One “Informal Procedures”** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between the professor and the student with a discussion and a warning. The Informal procedure could result in the requirement that the student revise and resubmit an assignment before the professor will grade it.

Rule Two “Formal Allegations of Academic Dishonesty” are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room 212 College Building) or from department and college offices or from student association offices or on the web.

FOR MORE INFORMATION:

Guidelines for Academic Conduct:

www.usask.ca/university_council/reports/archives/guide_conduct.shtml

Academic Honesty Website

www.usask.ca/honesty/

Student Academic Dishonesty Rules

www.usask.ca/university_council/reports/09-27-99.shtml

Student Appeals and Discipline information

www.usask.ca/university_secretary/studentappeals.shtml

DEFINITIONS OF ACADEMIC DISHONESTY

(from Student Academic Dishonesty Rules of the University of Saskatchewan Council)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2:

- (a) Providing false or misleading information or documentation to gain admission to the University or any University program;
- (b) Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- (c) Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;
- (d) Passing off the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Alteration or fabrication of research data or results;
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- (j) Altering answers on a returned examination;

(k) When prohibited, removing an examination from the examination room;

(l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

(m) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor;

(n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;

(o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;

(p) Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;

(q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

(r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;

(s) Preventing others from fair and equal access to University facilities;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic dishonesty;

(v) Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

- (i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].
- (ii) The verbatim use of oral or written material without adequate attribution.
- (iii) The paraphrasing of oral or written material of other persons without adequate attribution.



Office of the University Secretary

212 College Building, 107 Administration Place
University of Saskatchewan, Saskatoon, SK S7N 5A2 • Telephone: (306) 966-4632 Fax: (306) 966-4530
http://www.usask.ca/university_secretary/



INTEGRITY

defined

Integrity is expected of all students in their academic work –class participation, examinations, assignments, research, practica – and in their non-academic interactions and activities as well.

What academic integrity means for students

Perform your own work unless specifically instructed otherwise. Check with your instructor about whether collaboration or assistance from others is permitted.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work. Discuss with your professor if you have any questions about whether sources require citation.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

Integrity in non-academic activities

Misconduct that disrupts the activities of the university or harms the legitimate interests of the university community could be the cause for non-academic disciplinary action.

GUIDING PRINCIPLES

The university documents that lay out our rules and procedures are the **Student Academic Misconduct Regulations** (University Council) and the **Standard of Student Conduct in Non-Academic Matters** (University Senate). Both documents are based on the same Guiding Principles:

- Freedom of Expression
- Commitment to Non-violence
- Security and Safety
- Mutual Respect and Diversity
- Commitment to Justice and Fairness
- Integrity

ACADEMIC MISCONDUCT PROCEDURES

“Academic Misconduct” is the term the University uses to describe cheating. Types of cheating are listed in the **Student Academic Misconduct Regulations** of University Council. There is an onus on every student to become informed about academic misconduct.

When an instructor believes a student is guilty of academic misconduct, the following procedures are used:

Informal procedure:

Sometimes misconduct is the result of carelessness, misunderstanding of the rules, or miscommunication. In such cases, the instructor may discuss the matter with the student informally.

If the student concedes the misconduct, the instructor has the authority to impose one or more of the following penalties:

- reduce the grade on the assignment or exam, to as low as zero
- require the student to rewrite the assignment or exam

A penalty imposed by an instructor is not reported to the student's college and does not become part of the student's record.

A student who disagrees with the allegation of cheating or with the penalty imposed may request a formal hearing.

Formal procedure:

For more serious misconduct, or in cases where the student disputes the allegation or the penalty, a college hearing board will hear the matter. Procedures for hearings are described in the Regulations.

The hearing board has the authority to impose one or more of the following penalties:

- reprimand or censure the student
- reduce the grade on the assignment, exam, or entire course, to as low as zero
- require the student to rewrite the assignment or exam
- require the student to submit an essay or a presentation on academic misconduct
- suspend or expel the student
- postpone, deny or revoke the student degree, diploma or certificate

A penalty imposed by a Hearing Board is reported to the student's college and to the university, and becomes part of the student's record. A finding of misconduct in research funded by an external agency is reported to that agency.

Further appeal of a hearing board decision or penalty is permitted only on grounds of unfair procedure or new evidence.

FOR MORE INFORMATION

Integrity and Student Conduct website: www.usask.ca/university_secretary/honesty/

Date: Effective January 1, 2010

Academic Misconduct Defined

The following constitute academic misconduct that may be the subject-matter of an allegation under the **Student Academic Misconduct Regulations:**

- (a) Providing false or misleading information or documentation to gain admission to the university or any university program;
- (b) Theft of lecture notes, research work, computer files, or other academic or research materials prepared by another student or an instructor or staff member;
- (c) Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated;
- (d) Presenting the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Violation of the university's policy on misconduct in scholarly work as outlined at www.usask.ca/university_secretary/policies/research/8_25.php
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit;

- (j) Altering answers on a returned examination;
- (k) When prohibited, removing an examination from the examination room;
- (l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- (m) Possessing or using notes or other sources of information or devices not permitted by the course instructor in an examination;
- (n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;
- (o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- (p) Failing to observe the terms of any agreement not to disclose the contents of an examination;
- (q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- (r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- (s) Preventing others from fair and equal access to University facilities or resources, including library resources ;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic misconduct;

(v) **Plagiarism:** the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

Adequate attribution is required.

What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution

(w) Unprofessional conduct or behaviours that occur in academic or clinical settings or other work placements, or that are related to the student's area of professional practice.



Office of the University Secretary

Other College of Graduate Studies and Research Courses

The College of Graduate Studies and Research offers several credit and non-credit courses for graduate students. Of particular interest to PhD students (master's students will be admitted if there is space) wanting to enter academic is GSR 989: Introduction to University Teaching. In this two semester course the students explore and develop their teaching skills.

For further information on this and other GSR courses, please see the College of Graduate Studies and Research web site. (<http://www.usask.ca/cgsr>)

Library Services - Saskatoon

The University of Saskatchewan Library will play an important role in your research and academic career. Take the time to become familiar with its resources and services. Please note that a journal article or book not held at U of S that you require can always be borrowed on your behalf from another library, and that there is no charge for this service. Vicky Duncan (vicky.duncan@usask.ca, 966-6023) is the Nursing Librarian. She will be happy to assist you with your research questions, or to help develop your search strategy for your literature review. You are strongly encouraged to make an appointment with her to take advantage of this service.

Suggested Groups for Orientation of Masters/PhD Nursing Students in August

Group One (less experienced)

U of S Library Website

1. Orientation and Login
2. Health Sciences Library Page
3. Bookmarking Pages
4. Subject Pages

CINAHL

1. Database Coverage
2. Importance of Subject Headings
3. Searching by keyword
4. Combining Terms
5. Limiting a Search
6. Creating a Personal Account and Saving Searches

Medline

1. Database Coverage
2. Searching with Subject Headings
3. Combining Terms
4. Limiting a Search

Group Two (more experienced)

E-Books

1. Introduction and coverage

CINAHL

1. Review importance of Subject Headings
2. Reviewing combining searches, and limiting them
3. Creating a Personal Account and Saving Searches

Medline

1. Review importance of Subject Headings
2. Reviewing combining searches, and limiting them

5. Creating a Personal Account and Saving Searches

Cochrane Database

1. Database Coverage
2. Search Strategies

Dissertations and Theses Database

1. Database Coverage
2. Search Strategies

RefWorks

1. Introduction
2. Importing References from CINAHL
3. Importing References from Medline
4. Adding References Manually
5. Using Write'n Cite to automatically insert references and create a bibliography

3. Creating a Personal Account and Saving Searches

Cochrane Database

1. Database Coverage
2. Search Strategies

Dissertations and Theses Database

1. Database Coverage
2. Search Strategies

Web of Science

1. Database Coverage

2. Search Strategies

RSS Feeds

1. Introduction

RefWorks

1. Introduction

2. Importing References from CINAHL

3. Importing References from Medline

4. Adding References Manually

5. Using Write'n Cite to automatically insert references and create a bibliography

Library Access - Regina

U of S Masters of Nursing students are welcome to use the University of Regina library facilities, books, computers, etc on site; including booking the rooms for groups discussion within the library. If you do not have a U of R student number, you can apply to get a "public" library card (about \$25/year). If you are alumni of the U of R or have taken courses in the past at the university, you are then eligible for alumni library cards. You can get most of what you need via the U of S library online (abstracts and full text articles) but please feel free to ask the reference librarian for assistance on items that U of R may have (and the U of S may not). At present, the U of R library contact person is Charles Phelps. Another possible contact would be Dr. George Maslany, Chief Librarian, if needed.

Transfer Credits

Up to six credit units of graduate work may be transferred to your program or taken elsewhere. This is usually done through the Saskatchewan University Graduate Agreement (University of Regina only) or the Western Canadian Deans Agreement (all other universities in western Canada). The Graduate Program Support person can send you copies of either form for you to complete and submit.

If you transfer previously completed coursework into your program, please be advised that your program is deemed to have begun *at the time you took the course*. For example, if you took graduate statistics in 2006, and wanted to transfer that course into your program which began in 2007, your five year time limit would begin in 2006, not 2007.

Graduating from the Master of Nursing Program

At the end of your program, you will need to complete an online application to graduate. This is available at <http://students.usask.ca/convocation>. This is the responsibility of the student and the system does not allow us to add students after the March 31 (Spring) or August 31 (Fall) deadlines.

All information about the ceremony will be sent out through your PAWS email account only. You will also be asked to order tickets through PAWS and information about the ceremonies is available at the above web address.

INFORMATION FOR PUBLISHABLE PAPER (COURSE-BASED) STUDENTS

Advisory Committee

Beginning with students entering in September, 2009, all course based MN students will be assigned to a faculty advisor. Efforts are made to ensure students have access to a faculty advisor in a similar

geographic area and/or a similar clinical interest. Advisors can assist students with choosing an elective course, or planning one's program. Should a course-based student transfer to the thesis-based program, the advisor MAY or MAY NOT serve as the thesis supervisor as appropriate. Students may additionally partner with other faculty as they develop publishable paper topics, or work with any faculty on research projects. The Assistant Dean, Graduate Studies, & CNE remains a resource to students and advisors alike.

INFORMATION FOR THESIS STUDENTS

Selection of a Supervisor

- Students entering the program are assigned to an interim advisor for the first term. The advisor will guide students in program planning and selection of a supervisor. If the student has chosen a thesis supervisor at the beginning of the program, that faculty member will serve both as Advisor and Supervisor. The Assistant Dean, Graduate Studies, & CNE is also available to assist in the selection of supervisor.
- The selection of a supervisor should be by mutual agreement between the student and the faculty member concerned, and must be recommended by the Assistant Dean, Graduate Studies, & CNE, and approved by the College of Graduate Studies and Research.
- A supervisor should be selected by January of the first year of registration. If a student changes from course-based to thesis-based, he/she should choose a supervisor within the first term after changing.
- Normally, only faculty of the College of Graduate Studies and Research are eligible to supervise graduate students. The supervisor should also be a member of the College of Nursing. If a co-supervision is indicated, one must be from the College of Nursing (Graduate faculty list is located at the back of this handbook).

Responsibilities of Supervisors

- Every supervisor should be familiar with the chronological sequence of events and deadlines that occur at crucial stages throughout the student's program. Supervisors and students should be fully informed about the academic schedule in current University calendars; they should be aware of the specific deadline dates and should know and use the various official forms which record the student's progress, requirements, or changes in program, etc. Students and supervisors are jointly responsible for ensuring that the College of Graduate Studies and Research and College of Nursing regulations are observed, and that all requirements are met.
- Supervisors and their students have a shared responsibility to ensure that there are adequate opportunities to meet on a regular basis.
- Supervisors' responsibilities include guidance, instruction, and encouragement of progress and productivity to ensure that a thesis is well composed, completed in a timely manner, and adheres to the prescribed format. The challenge is to remain balanced in assisting the student to develop as a scholar and researcher through critical encouragement and support without being dictatorial and without insisting that the student's proposal or thesis match precisely with the supervisor's

predilections. While refraining from imposing upon the subject matter of a student's research, the supervisor should, nevertheless, oblige the student to maintain a high academic standard, ethical approaches, and optimal use of research and scholarly techniques. It is essential, then, that the supervisor's responsibility is recognized as two-fold: first, to facilitate students in their learning process; and second, to evaluate them in their performance.

- Supervisors have a responsibility to inform students about their academic progress on a regular basis (see section: Evaluation of Student Progress).

Thesis Committee

- The committee is assembled by the student and supervisor in consultation, and with mutual agreement of the proposed committee member(s). A thesis supervisory committee normally consists of the supervisor and two other members. After discussion with the supervisor, the student informally approaches faculty to see if they will agree to serve. Names are then submitted to the Assistant Dean, Graduate Studies, & CNE, normally before May of the first year. At least one of the thesis committee members should be from the College of Nursing, however, one committee member may be chosen from within the broader university community or community partners. In the event that a proposed member is not known to the College of Graduate Studies and Research, an application and CV for that member must be approved by the College of Graduate Studies and Research. Supervisors will be required to provide rationale for the inclusion of members from outside the academic community.
- Thesis committee members are expected to provide support, advice, and evaluation of the student's work. Students are expected to initiate contacts with committee members as they judge necessary.
- The supervisor and student should complete a Thesis Committee form found at the back of the Graduate Program Handbook which outlines the supervisor name along with committee member names and this completed form should be given to the Graduate Program support person for entry on the College of Graduate Studies & Research.
- The thesis committee is chaired by the supervisor.
- In the event that a regularly scheduled meeting (i.e., Thesis Proposal Defence, Thesis Defence) is not held in a given year, the advisory committee must meet on a yearly basis to assess the student's progress. A progress report must be submitted annually for each student. Supervisors and students work with the Graduate Program support person to plan the logistics of these meetings. The Assistant Dean, Graduate Studies, & CNE or designate chairs all meetings of the Advisory Committee.

Thesis Proposal Approval

Upon recommendation of the supervisor, and in consultation with the Assistant Dean, Graduate Studies, & CNE and Graduate Program support person, a meeting of the thesis committee will be called and chaired by the Assistant Dean, Graduate Studies, & CNE or designate. The committee will decide whether the written proposal meets the standards of the College of Nursing and if the student appears competent to carry out the research. When these two criteria are judged to be satisfactorily met, committee members will sign the thesis approval form.

Ethical Approval for Thesis Research

- All research on campus that uses human subjects must be submitted for ethical approval by the University. After the proposal has been approved by the thesis committee, ethical approval must be sought from either the University Advisory Committee on Ethics in Human Experimentation (Health Sciences), or the University Advisory Committee on Ethics in Behavioural Science Research. Procedures and forms are available online at <http://www.usask.ca/research/ethics.shtml>
- Following this University Ethical Approval there may be further approvals required by an individual agency or health region.
- The Associate Dean, Research, Innovation and Global Initiatives, or designate is required to sign each ethics approval form.
- Data collection cannot begin until all required ethical approvals are received. If there are revisions required by the Committee, these must be completed and a letter indicating no further revisions required obtained before data collection begins.
- A copy of the University of Saskatchewan and any other ethics approvals, as well as any amendments, renewals or closures of ethics approvals must be filed with the Graduate Program support person.

Thesis Defence

- The thesis examining committee consists of the advisory committee, plus an external examiner. The defence consists of an open presentation by the student, plus questions from the examining committee. The defence is an event open to the public.
- The first step is for a meeting of the advisory committee and the student to assess the readiness of the thesis for external examination. The Graduate Program support person will assist the student and supervisor in setting up this meeting. Copies of the final draft thesis are to be given to all committee members at least three weeks prior to the meeting. At this meeting potential thesis defence dates are chosen as well as potential external examiners. Both the committee meeting and the defence are chaired by the Assistant Dean, Graduate Studies, & CNE or designate who also receives a copy of the thesis.
- The external examiner must be from outside the College of Nursing. He/she is chosen by the Committee, student, and Assistant Dean in consultation, and must be officially approved by the College of Graduate Studies and Research.
- Once the defence date and the external examiner have been finalized, it is the student's responsibility to ensure that each member has a final copy of the thesis. These copies are to be delivered at least three weeks before the thesis defence date. The copy for the external examiner is to be given to the Graduate Program support person with the request for defence. This copy will be given to the external examiner once he/she is approved by the College of Graduate Studies & Research.
- Submission of a potential examiner earlier than the three weeks required would be helpful in giving the external time read.

Evaluation of Student Progress - Protocol for Resolving Concerns

- Step I** Thesis Supervisor or principal teacher discusses problem/issue/performance with student. This meeting may include the Assistant Dean, Graduate Studies, & CNE, if desired.
If not resolved . . .
- Step II** Advisory Committee meets.
Advisory Committee is composed of:
Chairperson: Assistant Dean, Graduate Studies, & CNE
Members: Thesis Supervisor
Thesis Committee Members
Student
- Following this meeting a letter will be sent to the student by the Assistant Dean, Graduate Studies, & CNE outlining the problem or resolution (without remediation). Copies of this letter will be retained in the student's file and sent to the Dean of the College of Graduate Studies and Research. This letter will constitute an official letter and may serve as a warning, as applicable.
If not resolved . . .
- Step III** The Assistant Dean, Graduate Studies, & CNE will take the problem to the College of Nursing Graduate Studies Committee. (The student representatives will be given the option to withdraw.) The Graduate Studies Committee will consider other options up to and including removal from the program.
- Step IV** Recommendation to the Dean of the College of Graduate Studies and Research that the student withdraw from the Program.

COLLEGE OF NURSING

Potential Supervisors/Committee Members

(Members of Graduate Faculty in the College of Graduate Studies & Research)

Research foci are listed at <http://www.usask.ca/nursing/people/>

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RN, PhD

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Phil Woods

RMN, RPN, PhD

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Phone: 966-6244

**Master of Nursing (Thesis)
Supervisor and Committee Members Form**

Student Name: _____

Student Number: _____

Supervisor Name(s): Name and Signature Please

Committee Members: Name and Signature Please

Thesis Title (if known):

Date: _____



UNIVERSITY OF SASKATCHEWAN

College of Nursing

E- Learning

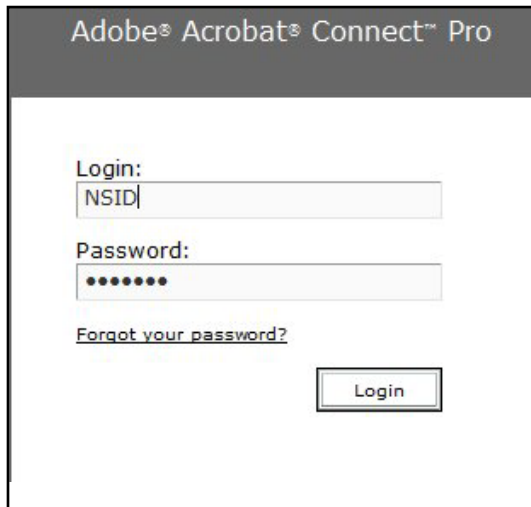
The following pages are instructions on how to use the technology for your program.



Using Adobe Connect Pro

1. With your computer connected to the internet open **Internet Explorer** and navigate to <http://connect.usask.ca/>, when prompted enter your UofS **NSID/ password**.

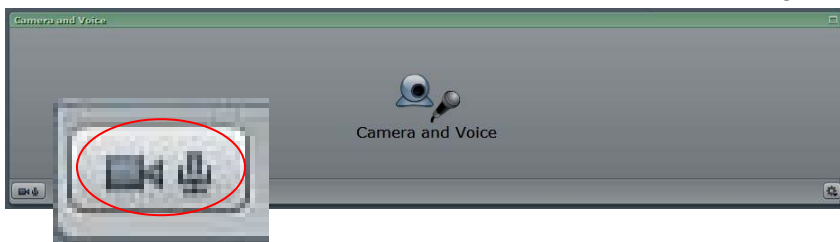
***note – participants must wait for the host to arrive before access to the meeting room is granted.*



2. In the menu bar at the top of the screen select – **Meeting – Manage My Settings – Audio Setup Wizard**

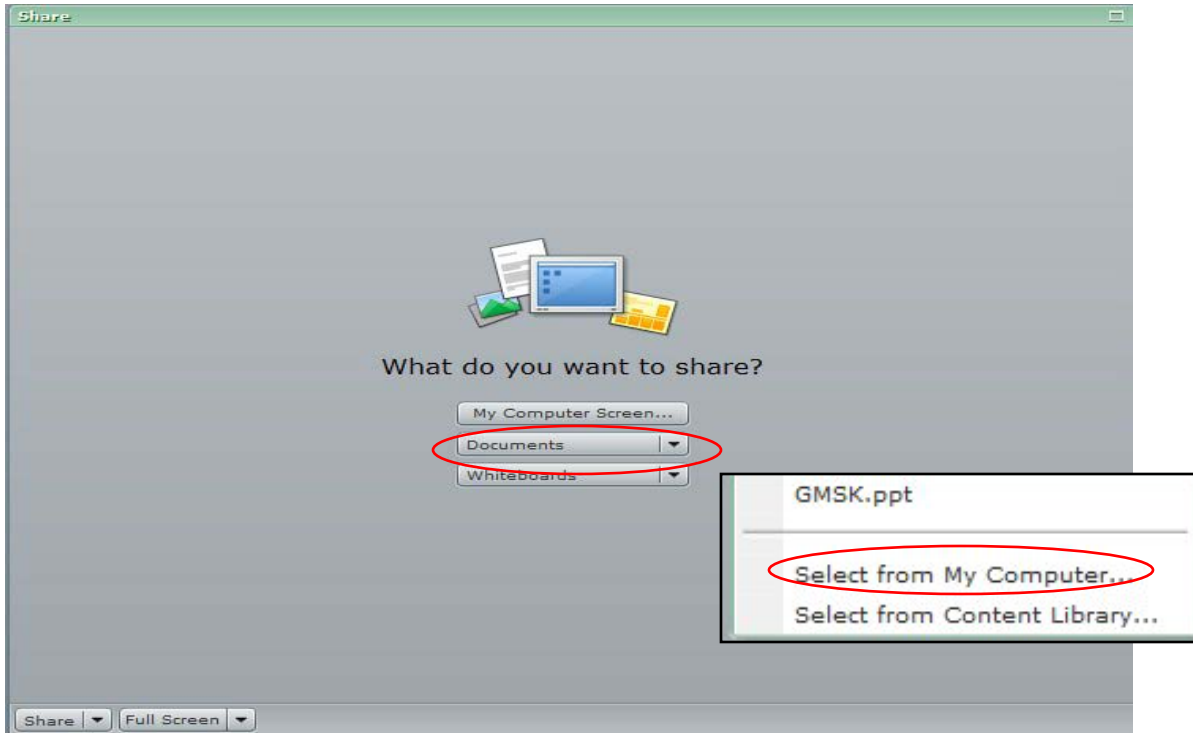
**note - the Audio Setup Wizard is used to configure your speaker and microphone hardware for best performance.*

3. Select the **camera and voice icon** to start video streaming



Using Adobe Connect Pro– (presenting)

4. In the Share pod select – **Documents** – **Select from My Computer** and navigate to the location of your presentation



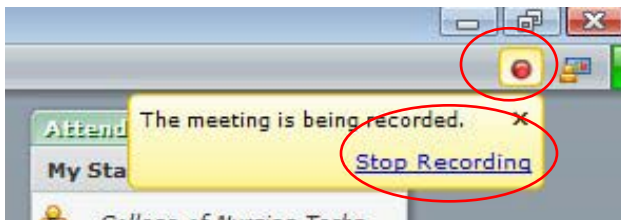
Using Adobe Connect Pro– (recording)

***note - Any Host may record a meeting for would-be participants who cannot attend live or to save a record of a meeting for compliance or archival purposes.

1. In the top menu bar select **Meeting – Record Meeting...**
2. Enter a descriptive name, a summary of the recording and select the audio from speakerphone option.



3. A message appears near the top menu bar letting everyone know the meeting is being recorded
4. To stop the recording select - **the red icon** at the top right of your screen then select **Stop Recording** in the pop up window.



5. For access to the recorded meeting please contact the College of Nursing Technical support Bruce 220-3470 or Mark 966-6554 who will provide a link to view the recording. (<http://connect.usask.ca/p12345678/>)

For questions please contact College of Nursing Technical support
Email: nursing.technician@usask.ca Ph. 966-6257 Cell 220-3470

For A/V and video conference bookings - www.usask.ca/nursing/eventbooking/

This manual – and others – are available in an electronic format at <http://www.usask.ca/nursing/elearning/>