

RADY FACULTY OF HEALTH SCIENCES

# COLLEGE OF NURSING



## MASTER OF NURSING GRADUATE STUDENT HANDBOOK



UNIVERSITY  
OF MANITOBA

Rady Faculty of  
Health Sciences

[umanitoba.ca/nursing](http://umanitoba.ca/nursing)

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## INTRODUCTION

University graduate programs in nursing must respond to high-paced change and the exponential increase in knowledge to successfully meet the demands of society and nursing practice. In keeping with the aim of graduate study at the University of Manitoba, the Master of Nursing (MN) Program in the College of Nursing prepares nurses with advanced or specialized knowledge for leadership in diverse areas of nursing practice. Emphasis is placed on developing ability to analyze, critique, and use research and theory to further nursing practice" (CASN, 2006, p. 1). The MN program is designed to prepare graduates for leadership roles in clinical practice, education, and administration.

This Handbook is a general guide for student use while in the MN Program. The official policies and regulations of the College of Nursing (CON) are outlined in the:

[University of Manitoba Graduate Calendar Academic Guide Supplemental Regulations](#)

*Additional Publications:*

[College of Nursing](#)

College of Nursing web address:

<http://umanitoba.ca/nursing/>

### **IMPORTANT NOTE: re Faculty of Graduate Studies**

As a student in the CON MN Program, you are also a student in the Faculty of Graduate Studies, which oversees all graduate programs at the University of Manitoba (UofM). Therefore, you must follow the FGS policies and regulations in the Academic Guide and Supplemental Regulations:

[University of Manitoba Graduate Calendar Academic Guide Supplemental Regulations](#)

*Additional FGS Publications:*

[Graduate Studies](#)

FGS contact info: Ph #: (204) 474-9377

[http://umanitoba.ca/graduate\\_studies/](http://umanitoba.ca/graduate_studies/)

\*\*University of Manitoba policies are revised on a regular basis. The most up to date policies are located in the University of Manitoba Graduate Calendar. Policies and links to policies in this handbook are included for information purposes. However, current policies in the Graduate Calendar, Academic Guide and CON Supplemental Regulations will supersede any policies in this student handbook.

<b>CON Contact Info</b>	
<b>Issue/Concern</b>	<b>Who to contact</b>
<ul style="list-style-type: none"> <li>• re advisor/advisement issues</li> <li>• re course issues</li> <li>• re issues not resolved by faculty advisor or student advisor</li> </ul>	Associate Dean, Graduate Programs Dr. Donna Martin* (204) 474-6716 <a href="mailto:Donna.Martin@umanitoba.ca">Donna.Martin@umanitoba.ca</a> *contact program assistant re appt
<ul style="list-style-type: none"> <li>• re course/program changes</li> <li>• re course/program extensions</li> <li>• re VW/AW</li> </ul>	Graduate Programs Student Advisor Karla Blackwell (204) 474-6733 <a href="mailto:Karla.Blackwell@umanitoba.ca">Karla.Blackwell@umanitoba.ca</a>
<ul style="list-style-type: none"> <li>• re appt with Associate Dean</li> </ul>	Graduate Programs Assistant Pamela Gordon (204) 474-6216 <a href="mailto:Pamela.Gordon@umanitoba.ca">Pamela.Gordon@umanitoba.ca</a>

## SECTION 1 GENERAL REGULATIONS OF THE MASTER OF NURSING PROGRAM ADMINISTRATION, CLINICAL, & EDUCATION STREAMS

### 1.1 Overview of MN Program Streams

Students are admitted to specific streams within the MN Program; however, from time to time, students decide that they want to change streams. A broad description of the three streams is provided below. Students wanting to change streams must first discuss this decision with their advisor. Requests to change streams after the student has taken courses will be considered on a case-by-case basis and may not be approved. Change of stream after completing the 5 core/required theory courses will normally not be permitted. If students wish to request a change of stream please contact Pamela Gordon [pamela.gordon@umanitoba.ca](mailto:pamela.gordon@umanitoba.ca)

The MN program at the University of Manitoba prepares nurses for advanced practice and leadership roles. The program builds on experiential knowledge and fosters critical enquiry. Graduate nursing education builds upon undergraduate education through the integration of theory, research, and practice. Our graduates are prepared as leaders in advanced nursing practice. They influence the domains of education, research, administration, practice, and nursing knowledge and outcomes.

#### **The Education Stream**

This stream in the MN Program prepares graduates for careers in education. A nurse educator has in-depth knowledge of teaching and learning, either in nursing practice or nursing education. The theories of teaching and learning are explored in relation to student learning and evidence-informed teaching practices. Areas of focus for thesis/capstone projects within this stream are generally directed towards improving educational outcomes.

#### ***What are some of the possible career paths/opportunities for graduates of the education stream in the MN Program?***

- Clinical educator in an institution
- Clinical/community education roles, such as diabetes educator
- Instructor at a faculty/school/college of nursing
- Doctoral studies

#### **The Administration Stream**

This stream in the MN Program prepares graduates for careers in nursing management and administration. The nurse administrator provides leadership in a variety of settings, including practice, education, or government. Understanding the theories and research evidence relevant to nursing leadership and other organizational practices enables the nurse administrator to provide leadership and strategic thinking in his/her practice arena. Areas of focus for thesis/capstone projects within this stream are generally directed towards improving organizational structure and process related outcomes.

#### ***What are some of the possible career paths/opportunities for graduates of the administration stream in the MN Program?***

- Nurse manager/director
- Chief nursing officer
- Instructor at a faculty/school of nursing
- Doctoral studies

## **The Clinical Stream**

This stream in the MN Program prepares graduates for advanced clinical related career opportunities including Clinical Nurse Specialist (CNS), as well as other roles within the institution, community, and academic setting. Areas of focus for thesis/capstone projects within this stream are generally directed towards improving patient outcomes.

### **What are some of the possible career paths/opportunities for graduates of the clinical stream in the MN Program?**

- CNS
- Instructor at a faculty/school/college of nursing
- Clinical consultant roles
- Doctoral studies

## **1.2 College of Nursing Supplemental Regulations**

The FGS Supplemental Regulations contain most of the rules and policies pertaining to the FGS and those specific to the CON graduate programs. Adherence to these rules and policies is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The major goal of these regulations is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow these policies.

[Supplemental Regulations](#)

## **1.3 Required Course Work/Registration Requirements**

Students in the Administration, Clinical, or Education streams must complete 21 credit hours of required courses. Options regarding the integrative focus course, as well as the thesis and capstone project are outlined below.

### **1.3.1 Required Courses (21 credit hours)**

- NURS 7320 Philosophy of Nursing Science (3 credit hours)
- NURS 7210 Qualitative Research Methods in Nursing (3 credit hours)
- NURS 7220 Quantitative Research Methods in Nursing (3 credit hours)
- NURS 7340 Evidence Informed Practice (3 credit hours)
- NURS 7352 Leadership in Advanced Practice Nursing (3 credit hours)
- NURS 7360 Integrative Focus (6 credit hours) or 6 credit hours of elective courses

\*Note: Other additional optional graduate level coursework, as approved by the advisor, is also possible.

### **Elective Courses\***

Students may elect to take 6 credit hours of electives instead of the Integrative Focus course. In addition, students selecting the course-based Capstone Project route are required to take an additional 6 credit hours of electives for a total of 27 credit hours of course work. To this end, we maintain a [Compendium of Electives](#), which includes a list of courses that previous graduate students have taken. Although this is just a sampling of available courses, we encourage you to review this list.



Helpful hints in selecting electives:

- Take courses that will help you to prepare for your thesis or capstone project;
- Talk to your student colleagues about courses they have taken;
- If you cannot find a course you are looking for at the UofM, there may be opportunities to take courses at other institutions within the Western Deans Agreement – [Click Here](#). However, it is important to note that the process of approval can be a lengthy one, so it is important to plan ahead!
- Be flexible;
- Take initiative; at the master's level, it is up to you to seek out opportunities re courses, but you will ultimately need approval from your advisor!

\*NURS 7212: Systematic Reviews: Focus on Qualitative and Observational Studies or a graduate level quantitative systematic review course is a NEW elective/optional course for graduate students in the CON.

This course provides students with the opportunity to learn the essential steps of a systematic review and synthesis of the research literature, with a focus on qualitative and observational studies, to produce reliable evidence for health care practice. Prerequisites: NURS 7220 and NURS 7210 or equivalent.

### 1.3.2 Integrative Focus (6 credit hours)

Students in any of the 3 streams may elect to take the 6-credit Integrative Focus course or 6 credit hours of elective courses. Students should discuss these course options with their advisors.

The purpose of the Integrative Focus course is to allow the student to focus in-depth in a substantive area of nursing practice: clinical practice, education, or administration. Students will engage in practice in the area of focus, and be guided by the Faculty Advisor with respect to the goals and direction of the practicum and associated readings. Students will participate in seminars facilitated by the course leader at designated times throughout the course. Students have the option of completing this course in one term, or over two terms. The practice component requirement for this course is 156 hours. The Integrative Focus course provides an opportunity for students to apply their learning from the required courses and is therefore taken after the required courses have been completed. Many students utilize this course as an opportunity to establish foundational rationale, as well as networking for their thesis/capstone projects.

#### **NURS 7360 Integrative Focus registration procedure**

The following is the procedure for registering for NURS 7360:

As students can enrol in the Integrative Focus course over one or 2 terms, throughout the year, the following process should help clarify the registration process. **Please contact the Graduate Programs Student Advisor of assistance in this process, as necessary.**

***Students planning to enrol in and complete NURS 7360 in the Fall Term only: Register for Fall Term A01 CRN11868.***



\*NOTE: course must be completed and grades must be submitted by the December deadline. Students may register starting in July and before fall term revision period. Students who intend to complete the course in a single (fall) term should register for this section.

***Students planning to take NURS 7360 over Fall and Winter terms: Register for spanned NURS7360 A02 CRN 15518.*** Students will automatically be registered in CRN 56361 in winter term.

\*NOTE: Course must be completed and grades must be submitted by the April deadline. Students MUST register starting in July and before the fall term revision period at the latest. Students who intend to complete the course over two terms should register for this section.

***Students planning to enrol in and complete NURS 7360 in the Winter Term only: Register for Winter Term A01 CRN51659***

\*NOTE: course must be completed and grades must be submitted by the April deadline. Students may register starting in July and up to the January revision period. Students who intend to complete the course in a single (winter) term should register for this section.

***Students planning to take NURS 7360 over the Winter and Summer Terms: Register for Winter Term A01 CRN51659***

Students intending to start the course in the winter term and complete in the summer term would also register in the winter section course. As it is not possible to span courses from winter to summer, a 'CO' grade would be entered at the end of the winter term and the student would need to register again in the summer section. Final grades would have to be submitted in April.

***Students planning to take NURS 7360 in the Summer Term, or Summer/Fall terms: Registrar would have to create a summer section of the course***

Students intending to start the course in the summer term and complete in the summer term would register in the summer section course. Final grades would have to be submitted in August.

It is not possible to span courses from summer to fall; therefore, for students wanting to continue the course in the fall term, the advisor would enter a 'CO' grade at the end of the summer term and the student would need to register again in the fall only section (i.e., Fall A01).

**Note: There may be liability issues if students are working on a course in which they are not registered, particularly if doing any course work as a student in a clinical agency/facility.**

### **1.3.3 GRAD 7500 Academic Integrity Tutorial**

Academic Integrity is of paramount importance in academia. It is the foundation of scholarly work. To help graduate students better understand the potential issues surrounding Academic Integrity, all graduate students must register for and complete ***GRAD 7500 Academic Integrity Tutorial***. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities

regarding academic integrity and to the resources available to them. Failure to successfully complete this course will result in suspension of registration privileges.

This course runs entirely online and is comprised of a series of brief videos (the total duration of these videos is approximately 1 hour) followed by a true/false test. Students must achieve 100% on the test in order to complete the tutorial and receive a pass grade for the course. If necessary, the test may be taken multiple times until a 100% grade is achieved.

The Academic Integrity course is accessed through UM Learn using your JUMP login. To access the course, go to <https://universityofmanitoba.desire2learn.com/d2l/login>. Enter your UMNNetID username and password. Once you have logged in, click GRAD 7500 - *Academic Integrity tutorial* under **My Courses**. Additional details are provided on **UM Learn** once the course is entered.

**You must register for the course in Aurora in order to access it in UM Learn. We strongly suggest you review the course instructions prior to starting the course.**

Complete instructions for the tutorial are available [here](#).

GRAD 7500 FAQ can be viewed [here](#)

### **1.3.4 GRAD 7020 – Re-registration Course Number**

To maintain status as a student in the Master of Nursing program, all Masters students must register in GRAD 7020 in Fall, Winter and Summer terms until graduation. Students who have been granted a regular leave of absence must remain registered in GRAD 7020 to maintain their status in the program

### **1.4 Thesis option (21 credit hours)**

Students selecting the thesis option are required to take the 21 credit hours of required courses, as well as a thesis.

\*Note: Thesis students who have finished their course work, and are working on their thesis (research data collection, writing etc.) are required to register for GRAD 7000 Master's Thesis, as well as GRAD 7020 (See Section 1.3.2) for each term until they graduate.

### **1.5 Capstone Project option (27 credit hours)**

#### **1.5.1 Capstone Project option**

The course-based option in the MN Program now culminates in the Capstone Project. Students completing the Capstone Project option require the 21 credit hours of required courses as listed above and an additional 6 credit hours of electives.

\*Note: MN students may take a maximum of 6 credit hours at the 3000/4000 level, as approved by the student advisor..

The Capstone Project provides students with the opportunity to demonstrate the ability to analyze, interpret, apply, and communicate knowledge acquired throughout their MN Program.

The Capstone Project focuses on the student's area of advanced nursing practice in the domains of: education, administration or clinical practice. The Capstone Project offers flexibility and may include, but is not limited to, a scholarly paper for publication, such as an integrative review of the literature; research/knowledge translation; program evaluation; workshop planning and implementation. (Note: consider the Capstone Project as similar to a 3-credit course and develop project and evaluation methods/components accordingly).

***Pre-requisites/Requirements:*** Students in the course based capstone project must complete all the required coursework before registering for the Capstone Project course.

Note: Capstone project students who have finished their course work are required to register for GRAD 7100 Capstone Project, as well as GRAD 7020 (See Section 1.3.2) for each term until they graduate.

## 1.6 Full and Part-Time Study/Time to Completion

Full-time vs part-time status has several important implications, i.e., program fee payment schedule\*; time to completion deadlines; and some scholarships/awards. Please discuss with your advisor.

\*Note: payment for all graduate programs of study at the UofM are based on program fees rather than course-based fees.

### Full time status, key considerations:

- Students are considered to be full-time if they do not apply for part-time status. Normally, this means that students will take a minimum of 15 credit hours during the academic school year until course work is completed, and then work on their thesis or capstone project full-time.
- Students who are full-time will pay program fees at the full-time rate over two years.
- Full-time students must complete program requirements in 4 years or less.
- Many scholarships/studentships require full-time study status

### Part-time status, key considerations:

- Students who elect to study part-time, or who have elected to switch to full-time, must complete the Faculty of Graduate Studies Request for Part-Time Status form: [Form](#). The form must be signed by both the advisor and the Associate Dean Graduate Programs.
- A student may change to part-time status or back to full-time **only once** during their program of study.
- Part-time program fees are paid over four years.
- Part-time students must complete program requirements within a maximum time of 6 years.

See the FGS Academic Guide for the policy and additional information: [Click Here](#)

## 1.7 Academic Requirements

A minimum degree grade point average (GPA) of 3.0, with no course grade below C+, must be maintained to continue in the FGS. Students who fail to maintain the specified grades will be required to withdraw unless remedial action is recommended and approved.

\*Note: a C+ grade results in a 'in need of improvement' on the Progress Report form

\*Note: Students who fail to maintain satisfactory performance (i.e. C+ grade or higher) may be required to withdraw on the recommendation of the Associate Dean, Graduate Programs to the Dean of the Faculty of Graduate Studies. Two consecutive 'in need of improvement' evaluations on the Progress Report forms normally requires the student to withdraw from the program.

\*Note: The CON will not recommend remediation for a second failure in the same course. The CON will consider remediation up to 6 credit hours only.

\*Note: students may voluntarily withdraw (VW) from any one course once. When a student makes a subsequent attempt at a course from which s/he has VWd, further VWs will not be permitted. In exceptional circumstances, students may request an Authorized Withdrawal (AW) from the Associate Dean, Faculty of Graduate Studies. See section 2 Academic Performance of the [Supplemental Regulations](#)

## 1.8 Non-Academic Requirements

**i.e., Immunization, CPR, Criminal Record Check, Child Abuse Registry Check, Adult Abuse Registry Check, Respiratory Mask-Fit Test, WRHA Personal Health Information Act (PHIA) Training**

Newly admitted MN students must submit documentation that the above requirements have been met as per the CON Non-Academic Requirements policy [Click Here](#)

**Note: All students are responsible for maintaining their immunization status. Students whose non-academic requirements are incomplete as of July 15<sup>th</sup> will be put on "hold" status and will not be permitted to register for courses.**

Returning students are required to certify in CPR and submit documentation by June 1<sup>st</sup> annually if their current CPR expires prior to April of the next academic year. Students are required to submit the above CPR certification by June 1<sup>st</sup> or they will be placed on “hold” status and will not be permitted to register in courses.

### 1.9 Licensure

The College of Registered Nurses of Manitoba (CRNM) and the College of Registered Psychiatric Nurses of Manitoba (CRPNM) require that graduate nursing students who will have client contact and/or are engaged in clinical practice or clinical research related to their program of study have active practicing registration with the CRNM or CRPNM.

All students must maintain active practicing Registered Nurse or Registered Psychiatric Nurse licensure for the duration of the MN Program.

Students from outside of Manitoba who are not registered with either the CRNM or the CRPNM will not be eligible to take the course, NURS 7360 Integrative Focus, as it has a practice focus. These students will be required to take two electives in lieu of this course. Thesis research projects for nurses who are not registered in Manitoba will be considered on an individual basis to ensure that students are not practicing as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) without registration with either the CRNM or CRPNM. This includes conducting research, including data collection, which could be done only by an RN or an RPN.

### 1.10 Certificate of Illness

Attendance in courses is mandatory, to enable the student to satisfy the evaluative criteria. Students absent from class due to an illness of 3 days or more must present a certificate from a health care professional upon return to class. To receive a certificate of illness, a student must see a physician or nurse practitioner. The student must do this during the time of their illness and present the certificate to their course professor in order to be considered for special consideration. The medical certificate should include the dates of absence. Absence for compassionate reasons is considered on an individual basis.

### 1.11 Enrolment in Courses at Another University

**Students may not attend or be registered in courses at more than one university.**

Therefore, students wanting to take a course at **another institution** while enrolled in the Master of Nursing Program must apply for a Letter of Permission or register under the Western Deans' Agreement, if appropriate. Refer to the FGS website for details and forms: [Faculty of Graduate Studies Forms](#). Please contact a Graduate Program Student Advisor for assistance.

\*Note: organizing/registering for external courses takes time! Please plan well in advance!

### 1.12 Application for Graduation

Contrary to the *Graduate Academic Calendar* section, “General Academic Regulations and Requirements”, graduate students **cannot** apply for graduation on Aurora Student. Graduate students who plan to graduate in the current or upcoming term should inform the Graduate Program Student Advisor, and ensure that they meet the deadlines posted on the FGS website for submission of thesis or completion of projects and final reports. Names of potential graduates are forwarded to the Faculty of Graduate Studies for inclusion on the grad list. The grad date is entered on the Aurora Student record by the Faculty of Graduate Studies.

## SECTION 2 THE ADVISORY SYSTEM

### 2.1 Preamble

This section highlights the essential components of the advisory system including the roles and responsibilities of the student and members of the advisory committee in the thesis/capstone project process.

### 2.2 The Faculty Advisor/Student Relationship

Prior to admission to the Administration, Education, or Clinical stream, students are required to seek out a faculty advisor in the CON. To this end, potential students should consult with the CON Graduate Program Student Advisor and/or the Associate Dean of Graduate Programs. Faculty advisors work with students to devise a plan for their course of studies. Please also refer to Section 3 of this Handbook for specific roles of the advisor/student in the various components of the MN Program and to the advisor student guidelines at the following link: [Advisor Student Guidelines](#) . If for any reason a student decides to change advisors, the student should ideally discuss with the advisor first; if this discussion is not feasible, the student should meet with the Associate Dean, Graduate Programs.

#### 2.2.1 Qualifications of the Faculty Advisor

The faculty advisor is normally a full-time member of the CON, at the rank of assistant professor or higher, with a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. The advisor must be a member of the FGS (Note: Adjunct professors/nil appointments may not be thesis advisors). Ideally, the advisor has expertise in the student's area of interest for the thesis/capstone project. Potential faculty advisors are listed on the CON website [click here](#)

#### General Roles and Responsibilities of the Advisor

The advisor is a role model, mentor, advocate, expert, and leader in partnership with the student. The advisor is responsible for facilitating an environment that is conducive to scholarship and in which the student can grow intellectually.

Roles/responsibilities of the advisor include, but are not limited to the following:

#### **#1. Works with the student to plan/develop an academic program of study.**

##### **The advisor:**

- guides the student through coursework and in planning for the thesis/capstone project
- advises and guides the student on selection of additional non-nursing electives, where appropriate
- approves changes to the student's course of study, as necessary. [Note: Graduate students are not allowed to register or withdraw from courses without permission from their faculty advisor]
- provides advisement for the Integrative Focus course, to ensure that the student optimizes the learning experience in relation to the selected area of study



- establishes a time frame/deadlines for completion of the degree requirements
- together with the student, completes the Student-Advisor Agreement at the beginning of the student's program; The Student Advisor Agreement can be found [Here](#) and must be completed online. Paper forms are no longer accepted.
- informs the student of anticipated periods of absence from the College [e.g., research study leave] and agrees to continue advisement during these periods or arranges for an alternate advisor during extended period[s] of absence
- consults with the Associate Dean and the student to seek a new advisor, in the event that the student changes his/her area of substantive interest during his/her course of studies, or for other reasons where a better fit between advisor and student is deemed necessary for the student's successful completion of the program

## **#2. Provides ongoing guidance and support to the student.**

### **The advisor:**

- directs and supervises the student's research/scholarly work
- identifies research, and/or scholarship/award funding opportunities and assists the student in the application process
- informs the student of relevant conferences and assists the student in preparing abstracts for conferences
- works collaboratively with the student in the submission of manuscripts for publication
- clarifies with the student any questions regarding intellectual property rights, primary authorship on research and scholarship, and expectations regarding deadlines for submission of completed scholarly work for presentation/publication
- in conjunction with the Graduate Program Student Advisor and the Associate Dean, Graduate Programs, ensures the student meets faculty requirements and adheres to university regulations
- is available to the student for consults and the provision of timely feedback
- meets with the student regularly (i.e., a minimum of 3 meetings/year; e.g., October, February, and May) to monitor progress and deadlines
- meets with the student to complete the Progress Report Form prior to the end of May each year to record issues and concerns, as well as the student's progress. In addition to the required spring Progress Report, a Progress Report must also be completed when issues/concerns arise that require documentation and ongoing monitoring. The spring [Progress Report Form](#) must be completed and submitted to the Graduate Program Assistant. Otherwise, students will be ineligible for courses beginning in September.

## **#3. Assumes the role of Committee Chair.**

### **The advisor:**

- Although not a program requirement, the faculty advisor normally assumes the role of Committee Chair for the thesis/capstone project process. Alternatively, the faculty advisor works with the Associate Dean, Graduate Programs and the student to identify an alternate advisor to chair the committee [see subsequent section re roles of the Committee Chair].

## 2.2.2 General Roles and Responsibilities of Graduate Students

Graduate study requires a significant amount of self-direction, collaboration with faculty and others, and knowledge of system requirements. Accordingly, the roles and responsibilities of the CON graduate students include, but are not limited to:

- growing intellectually and to contributing to the field of nursing knowledge
- engagement / participation in scholarly activities such as conferences, seminars, thesis defenses etc.
- participating actively in developing a plan of study
- learning about appropriate deadlines and regulations in the College of Nursing and Faculty of Graduate Studies and assuming responsibility for meeting/abiding by them
- being resourceful in exploring possible resources/sources of funding
- producing a thesis/ capstone project that is the student's own work, completed with the guidance and support of the Committee, and that meets the standards of scholarship required by the CON
- realizing that deadlines need to be negotiated to take into account the advisor/committee members' other duties/ responsibilities
- considering advice and direction from the advisor and responding in a thoughtful and timely manner
- meeting and/or communicating regularly with the advisor
- meeting at least annually with the advisor to complete a progress report
- informing the advisor of any perceived problems or changes in circumstances that could affect the student's performance
- learning about and assuming responsibility for the regulations related to the thesis/ capstone process
- complying with all ethics requirements/behaviors during the research/CE process; written work.

**2.3 The Thesis/Capstone Project Committee Advisory Process** The thesis/capstone project process includes establishing a committee, to include the Chair, an internal committee member, and an external committee member.

\*Note: The Capstone Project does not require an external member

Within one year of registration into the MN program, and/or prior to the completion of coursework, an Advisory Committee will be established for each student. The Advisory Committee will consist of a minimum of three faculty members to include the thesis advisor(s) and an internal member who are both from the CON and members of the Faculty of Graduate Studies, and one member who is external to the CON. One of the CON committee members will normally have a nursing background. In the case where a student is co-advised, the committee may consist of four faculty members, with the co-advisors constituting a single voice.

### 2.3.1 Committee Membership

The goal is to establish a Committee with expertise in the focus/substantive area[s] of the student's thesis. The Committee normally will consist of a Chair [or two co-chairs],\* internal member, and an external member. An additional committee member is optional.

The Chair of the thesis Committee is normally the student's faculty advisor. The Chair must be a member of the CON and the FGS, with a PhD or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. (Note: adjunct professors/nil appointments may not Chair thesis committees). In consultation with the Chair, the student will select internal and external committee members. It is usually the responsibility of the student to approach potential committee members to determine interest, appropriate fit, and ability to commit to deadlines, as negotiated.

**\*Note: co-chairs:** In certain situations, a co-chair of the thesis committee may be appropriate. Typically this occurs when:

- the student will be drawing equally upon the expertise of two individual faculty members during the thesis/CE process
- a new faculty member is being introduced to the role of the chair by providing an opportunity to work with an experienced advisor
- The Chair anticipates prolonged periods of absence during the student's program of study.

When co-advisors/chairs are assigned, together they shall fulfill the role of the advisor/Chair (that is, neither shall fulfill any other advisory or examining committee membership requirements, i.e., internal or external member). In the case of co-advisors, the two co-advisors have a single vote, and at least two other members must be appointed to the Advisory Committee. The co-advisors will usually be identified together at the beginning of a student's program. However, in some circumstances the need for a co-advisor may arise mid-way through a student's program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors' signatures are required on all documents where the advisor's signature is required.

The internal committee member is normally a full-time member of the CON and a member of the FGS, at the rank of assistant professor or higher, with a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. Adjunct professors/nil appointments who are members of the Faculty of Graduate Studies may be internal committee members. For further information, please refer to the Faculty of Graduate Studies website re Academic Membership: [Academic Membership](#)  
Policy on Adjunct Professors: [Adjunct Professors](#)  
Ideally the internal member should have expertise in the substantive area and/or the methods of the thesis/Capstone topic.

The external committee member must be an academic from an academic discipline other than nursing. The external committee member may be a professor from another Department, College, or Faculty at the University of Manitoba, or a non-nurse academic from another institution. The external committee member must hold the rank of assistant professor or higher and ideally a PhD; a minimum of a Master's degree equivalent relevant degree or experience and demonstrated commitment to research and scholarship is a requirement. For external committee members who are not faculty members at

the University of Manitoba, an application for adjunct/recommended status with the Faculty of Graduate Studies will be required (see FGS website re: policy on adjunct professors - [Policy on Adjunct Professors](#))

An additional/guest committee member is optional. This individual is often a clinical/practice expert, with expertise in the student's area of interest. Thus, this additional committee member may provide valuable insights/connections/access to the population of interest, and/or insights regarding knowledge translation. The additional committee member does not necessarily meet the requirements of the Faculty of Graduate Studies for Committee membership, and as such, is a non-voting member of the committee.

### 2.3.2 Process for Committee Approval

The thesis committee composition requires initial approval from the CON. Therefore, once the Committee membership has been established, the advisor assists the student in writing a request for approval of the Committee as constituted. The committee must be approved by the Associate Dean, or Designate of the CON. Accordingly, a letter\* is submitted to the Associate Dean, Graduate Programs and shall include the following information:

- Student name and student number
- Names of all committee members (including titles)
- Address, telephone number, and CV of the external member shall be submitted with the letter.
- The working title and a brief explanation of the proposed study
- The reason(s) each member was selected (i.e. what expertise they will provide to the proposed thesis/capstone project.
- Demonstration of linkage between proposed topic, stream, and expertise of proposed committee members.
- The qualifications of each member who is not a member of the CON (e.g., nil/adjunct status; PhD or equivalent)
  - Note: information re nil/adjunct status can be obtained from the Graduate Program Assistant

**\*Note: See [Appendix A](#) for an example of this letter.**

Once approved by the Associate Dean, Graduate Programs or Designate the Master's Thesis Title & Appointment of Examiners Form will be completed and forwarded (by the Associate Dean's office) to the Faculty of Graduate Studies for final approval.

\*Note: Capstone projects only require CON level of approval.

### 2.3.3 Roles/Responsibilities of the Committee Chair in the Thesis/CP Process

The committee chair or co-chairs will:

- work with the student to identify and refine a thesis or Capstone

- topic
- assist the student in selection and appointment of a Thesis / Capstone Topic
- ensure regular meetings of the committee
  - Note: the Committee is required to meet a minimum of once annually to complete a progress report; [Progress Report Form](#)
- encourage the student to dialogue with committee member[s] as needed
- encourage engagement particularly regarding scholarship
- ensure that the student has registered for the thesis/CP course
  - Note: The student must register for this course during each term[s] that the thesis/CP is being worked on, until completed.
- determine when the student is ready to proceed to the formal proposal defense (thesis only), when the thesis/CP is ready for distribution to committee members, and when the student is ready to proceed to the final oral defense
- ensure that the student is adequately supervised by arranging for an acting advisor in the event of an extended period of absence
- ensure timely progress to program completion; meet CON and FGS policies regarding documentation of their student's progress (i.e., satisfactory completion of course work, annual review, committee membership, completion of thesis/CP, and satisfactory oral defense)
- ensure scientific/scholarly merit and quality of the thesis/CP
- ensure that disagreements/controversies within the committee are addressed/resolved

### **2.3.4 Roles and Responsibilities of Internal/External Committee Members in the Thesis/CP Process**

\*Note: The CP does not require an external member

The committee member will:

- meet with the student early in the process to discuss the topic and the potential contribution to the thesis/CP process.
  - Note: typically the external committee member is less involved early in the process and is generally invited to participate once the topic has been refined and the need for the external's specific expertise has been established.
- read and provide timely and constructive feedback on the proposal and the final thesis/CP
- participate in the oral proposal defense
- provide advice and expertise to the student during the thesis/CP process
- attend committee meetings a minimum of once a year for completion of the Annual Progress Report.
  - Note: a specific meeting for this purpose is only required if no other committee meetings have occurred during the course of the academic year
- participate in the thesis/CP oral examination

### 2.3.5 Roles and Responsibilities of the Student in the Thesis/CP Process

The student will:

- communicate effectively with the various committee members
- inform all committee members regarding any delays in progress and/or inability to meet negotiated timelines/deadlines
- consult with the advisor/chair and committee members in developing the thesis/CP proposal
- revise the proposal based on feedback from the advisor
- once approved by the Chair, the student will forward the proposal to all committee members a minimum of 2 weeks prior to the established oral proposal defense date (thesis only)
- present the proposal at the oral defense (thesis only)
- revise the proposal based on feedback from all committee members
- for thesis projects, consult with the Chair in the preparation of materials for ethical approval and or site access approval after the proposal defense
- consult frequently with the Chair in the thesis/CP process.
  - Note: Communication/consultation with internal/external committee members will vary, however, the student should contact members as necessary during the process with the goal to optimize the quality of the final product
- once the final thesis/CP has been approved by the Chair, forward the completed thesis to all committee members 3 weeks prior to the anticipated final thesis oral defense
- submit the thesis/CP and the names of committee members to the Graduate Program Assistant a minimum of 2 weeks prior to the final thesis defense
- following the completion of the thesis, make the revisions as recommended by all committee members and negotiate with the Chair and committee members regarding the timeline for dissemination, as well as the role of the committee members in the dissemination

### 2.3.6 Meetings of the Thesis/CP Committee

During the thesis/CP process, normally the committee shall convene for a minimum of three meetings.

The first meeting should be convened once the committee has received approval from The Graduate Studies Committee. Unless otherwise negotiated with the Chair, the student is responsible for organizing this meeting. The purpose of the meeting is to:

- obtain a commitment from all committee members re participation in the thesis/CP process
- elicit input/feedback from all committee members regarding the proposed thesis/CP topic, including research question, conceptual framework, methods.
- agree to a timeline/deadlines for the thesis/CP process



- discuss roles of the various members regarding input in the thesis/CP process, as well as roles, expectations, and authorship related to dissemination of the findings [i.e., papers, posters, presentations that may arise from the student's thesis/CP work].

The second meeting is typically convened for the purpose of the thesis proposal defense. The proposal defense is an opportunity for the student to present the thesis proposal and to receive feedback from the advisory committee. For thesis only, the thesis proposal form is completed and signed by all committee members at this meeting.

Note: this form is available from the Graduate Program Assistant.

The third meeting is typically convened for the purpose of the oral thesis defense. [see Section 3]

\*Note: The CP Committee generally convenes for a minimum of two meetings – as per meetings # 2 and 3 above.

## SECTION 3 POST COURSE REQUIREMENTS

There are two options/routes in the Education, Administration, and Clinical streams leading to an MN degree:

- 1) coursework and thesis (see Section 3.1), or
- 2) coursework (including an additional 6 credit hours) and Capstone Project (see Section 3.2).

Students will declare, on admission to the Program, the stream they wish to pursue to complete the MN program. Ideally students should identify the thesis versus the CE) / Capstone Project (CP) route early in their program of study.

### 3.1. Thesis Option

#### 3.1.1 Overview of Thesis

Thesis students are required to:

- Identify and define a research problem(s) or question(s);
- Actively engage in the research process to address the research question(s);
- Provide evidence of mastery in a specialized area of nursing knowledge;
- Produce a scholarly written thesis document; and
- Competently defend the thesis in a public academic forum.

#### 3.1.2 General Guidelines for Thesis Progression

Students are advised to consult the Thesis Guidelines available online at [Thesis Guidelines](#).

Step 1 Students are expected to work with their advisors to identify a research problem/question.\*

In selecting a thesis topic, student should consider the following FGS Thesis Guidelines:

A thesis is a formal comprehensive, written dissertation describing original research on a chosen subject. This work may include, but not be restricted to:

- Investigation aimed at a discovery and/or interpretation of facts;
- Challenge and/or possible revisions of accepted theories or laws; and
- The ordering and synthesizing of existing findings to support a conclusion which could open up new research directions.

\*Note: A formal systematic review research project may be an option in situations where the advisor and/or committee members have extensive experience in this process. Although systematic reviews are generally completed by collaborative teams, the expectation is that the graduate student will lead the project, under the guidance of the advisor /committee members. Students completing a

systematic review as a thesis project are also required to take NURS7212: Systematic Reviews: Focus on Qualitative and Observational Studies or a graduate level quantitative systematic review course.

- Step 2 Establish a thesis committee as outlined in Section 2.3.
- Step 3 A thesis proposal is developed by the student under the direction of the advisor and in consultation with the other committee members. The thesis proposal generally consists of the first 3 or 4 chapters (Introduction, Conceptual Framework, Literature Review, and Methodology). Once the Advisor is satisfied with the proposal it is circulated to the other two committee members for review at least 2 weeks prior to the *proposal defense* (see Section 3.1.3).
- Step 4 The proposal is then defended in either a closed or open forum. Upon approval of the proposal by the Committee, a [Proposal Approval Form](#) is signed by all committee members and forwarded to the Graduate Program Assistant for signature by the Associate Dean, Graduate Programs, and then to FGS. A copy of this completed form is retained in the student's file.
- Step 5 All students carrying out a thesis normally must receive UofM ethical approval, and institution/agency access approval prior to commencing data collection. Once ethical approval for the study has been granted and access has been obtained, the student proceeds to collect data and perform analysis. Guidelines for Ethical Review may be obtained from the Office of Research Services or see the website at [Office of Research Services](#). If required by your proposed project, you should *concurrently* seek permission to access institutions. Access forms and information are available from the designated research officer in each institution or Regional Health Authority.
- Note: Students should personally contact the appropriate program directors/unit managers etc., prior to submitting the access forms, to ensure that they support the project being undertaken in their area
- Step 6 Once the research project has been completed and the advisor determines that the thesis is ready for committee review, the student distributes the copy of his/her thesis to each member of the committee. Please see the Faculty of Graduate Studies website for submission dates.
- Step 7 The committee members read the document and report to the advisor on its merit. Normally, the review process should be completed within 1 month. No changes in the membership of the Committee will be permitted subsequent to the distribution of the examination draft except as initiated by the Associate Dean, Graduate Programs in the event of extraordinary circumstances of a committee member. A student has the right to an examination of the thesis if s/he believes the thesis is ready for examination.
- Step 8 If the Committee agrees that the thesis can proceed to an Oral Examination, the student will set the date and time for the Oral Examination with his/her advisor and in consultation with the other Committee members.

Step 9 The Graduate Program Assistant must be contacted with the date and time of the oral defense and will book the meeting room, order audiovisual equipment as needed and send a Notice of Oral Defense to faculty, graduate students, and members of the nursing/health care community. In addition, the Notice of Oral Defense is advertised on the CON website.

- Note: The Graduate Program Assistant must receive an email attachment from the student with an abstract and the following information, at least 2 weeks in advance of the Oral Defense:
  - The title of the thesis
  - The student's name as it will appear on his/her thesis, i.e., Jane F. Doe
  - The names and titles of all committee members and the address of the external member
  - Any audiovisual requirements
  - A brief abstract (approximately 250 words), which will be included in the Notice of Oral Defense.

### 3.1.3 Thesis Proposal Defense

In the CON, the proposal defense is generally a closed session, to include only the members of the student's thesis committee. The student presents and orally defends the proposal to the committee members, each of whom must approve the proposal. The presentation generally should not exceed 30 minutes, with a questioning period to follow. The thesis committee Chair will chair the proposal defense. Upon completion of the proposal defense, the Faculty of Graduate Studies Thesis/Practicum Proposal Form must be completed by the chair and forwarded to the Associate Dean, Graduate Nursing Programs [Form](#)

### 3.1.4 Thesis Examination/Oral Thesis Defense Process

Students must pass an Oral Examination/Defense of their thesis. For the Oral Examination, the Thesis Committee becomes the Examining Committee, with the Committee Chair assuming the role of Examining Committee Chair. The CON has established the following format for the conduct of the Master's Oral Examination:

- The Chair briefly explains the proceedings to follow and introduces the Master's candidate and the Examining Committee to the faculty, graduate students, and visitors.
- The candidate presents the findings of the thesis (approximately 20-30 minutes)
- Examination of the candidate by the Examining Committee begins with the member external to the CON and concludes with the advisor. At least two members of the Examining Committee, including the advisor, must be present at the oral defense. Preferably, all three members are present. Each examiner is allotted up to 20 minutes to question the student.
- At the conclusion of the questioning by the Examination Committee, members of the audience are invited to ask additional questions of the candidate, as time permits, and at the discretion of the Chair of the Examining Committee. Total length of oral questioning is normally 1-1.5 hours.

- The Examining Committee convenes, in camera, immediately following the student's defense to determine the acceptance or rejection of the candidate's thesis. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defense. The oral examination may be repeated once. In the event of a second failure, the student will be required to withdraw from the the program by the FGS.
- The Chair immediately informs the candidate of the Examining Committee's decision.
- The Examining Committee recommends to the student any necessary revisions and/or additions to the thesis.

### **3.1.5 Follow-up to Thesis Examination**

Please see section on "Submission of Final Copies of Thesis/Practicum" at [Guidelines](#).

Following the approval of the thesis by the Examining Committee and the satisfactory completion of any revisions required by that committee, students must submit an electronic copy of their thesis to the Faculty of Graduate Studies (see below).

### **3.1.6 Electronic Copy**

Submit electronically to MSpace

## **3.2 Capstone Project**

The course-based option in the Master of Nursing (MN) Program culminates in a Capstone Project. The following guidelines for this Capstone Project provide essential information for students and advisors. [Capstone forms/templates](#)

### **3.2.1 Course Description:**

The course-based option in the Master of Nursing Program culminates in the Capstone Project. The Capstone Project provides students with the opportunity to demonstrate the ability to analyze, interpret, apply, and communicate knowledge acquired throughout their MN Program.

The Capstone Project\* focuses on the student's area of advanced nursing practice in the domains of: education, administration or clinical practice. The Capstone Project offers flexibility and may include, but is not limited to a scholarly paper for publication, such as an integrative review of the literature; research/knowledge translation; program evaluation; workshop planning and

implementation. (Note: consider the Capstone Project as similar to a 3-credit course and develop project and evaluation methods/components accordingly).

\*Note: Projects requiring ethical approval should generally not be considered for a capstone project.

### **3.2.2 Pre-requisites/Requirements\***

Students in the course based capstone project must complete all the required coursework before registering for the Capstone Project course.

\*Note: Students selecting the Capstone Project option are required to complete an additional 6 credit hours of elective courses.

The Capstone Project is the final component of the course-based MN Program. The required written component and the related final oral presentation/exam are graded as pass/fail. Students must pass both components of the capstone project. Full-time students will ideally complete the capstone project in one 13-week term.

### **3.2.3 Advisory Committee**

An advisory committee is required for the Capstone Project. The Capstone Project Advisory Committee will consist of two members. The student's program advisor is typically the primary advisor\* for the Capstone Project. A second faculty member is required in the role of secondary advisor\* for quality assurance purposes.

#### **Criteria for the primary advisor role:**

- Tenured/tenure track CON faculty member OR NP Instructor member of Faculty of Graduate Studies
- knowledge/research in the area of the student's interest

#### **Criteria for the secondary advisor role:**

- Tenured/tenure track CON faculty member OR Senior instructor with knowledge/research in the area of the student's interest or NP Instructor or Nil appointments with a Master's degree

### **3.2.4 Capstone Project Process:**

The following steps should be followed to develop, implement, and evaluate the Capstone Project.

1. The student meets with the primary advisor to identify the project plan; discuss potential secondary advisors
2. The student meets with primary and secondary advisors; confirm the project plan; establish timelines and clarify roles of the advisors. As in the thesis process, the student generally works more closely with the primary advisor in the initial phases of the project. Criteria for achieving a pass in the written and oral components of the course should be discussed at this time; If applicable, authorship should also be discussed this meeting.



3. In consultation with the primary advisor, the student submits a request for approval of the proposed project, and proposed advisors to the Associate Dean, Graduate Programs, or Designate for approval. [See Appendix B](#). A brief description of the proposed capstone project, including the evaluation components, and rationale for the proposed advisors should be included in this request.

4. The student develops the proposal for the Capstone Project, in consultation with the advisors. The advisors must sign the Capstone Project Proposal Approval form (see attached: Proposal Form) prior to the next steps.

5. The student communicates regularly with the primary advisor to discuss revisions etc. Bi-weekly meetings/communication should be anticipated.

6. The student submits the final draft of the written component of the Capstone Project to the advisors; once approved, submit a signed Master's Capstone Project [written] form.

7. Final oral presentation/exam to advisors, faculty, graduate students, and possibly knowledge end users; once approved, submit a signed Master's Capstone Project Final Report Form. Note: this form must be submitted to FGS.

\*Note: a passing grade from both advisors must be achieved on the written and oral components of the Capstone Project. Students who fail one of the components may repeat that component. Two failures constitute a failure in the course and the program.

### **3.2.5 Capstone Project Components:**

The Capstone Project includes a proposal, the written component, and the oral examination.

The Proposal: Proposal development is the responsibility of the student, with guidance and support from the advisors. Essentially, the proposal is a contract; therefore it should include timelines, anticipated meetings, feedback on drafts, in addition to the objectives of the proposal and the design/components of the project. If the project is a paper for publication, or presentation with the student developing the submission, the student should be first author.

Criteria for the proposal includes the following:

- Title page
- Maximum of 3 single-spaced pages, including ( $\leq$  10) references
- Recommended headings:
  - Background (why?)
  - Purpose (what?)
  - Methods (how?)
  - Expected outcomes/significance for nursing (so what?)
  - Timeline (when?)
- APA formatting/referencing

The Written Component: The project or the process of completing the project should be included in the final written Capstone Project document. Guidelines for the written component of the Capstone Project include:

- Title page
- Table of Contents
- Signed Acceptance of Capstone Project form
- Abstract
- Body of the Project
- References
- Tables/figures
- Maximum pages to be negotiated with advisor; will vary depending on the project
- APA formatting/referencing

Oral Examination: Upon successful completion of the written component of the Capstone Project, the student will proceed to the Oral Examination. The advisor, in consultation with the student, will schedule the Oral Examination within 4 weeks of notice of success in the written component. The focus of the Oral Examination shall reflect the topic[s] of the student's Capstone Project.

1. The Oral Examination will be held in an open forum. Notice of the Oral Examination will be circulated within the CON by the Graduate Program Assistant, normally 2 weeks prior to the Oral Examination.
2. The primary advisor assumes the role of Chair for the Oral Examination
3. The candidate will present a synthesis of the Capstone Project (approximately 30 minutes).
4. Examination of the candidate by the Committee begins with the secondary advisor and concludes with the primary advisor. Both advisors must be present at the oral defense (Examiners are considered present by videoconference). Each examiner is allotted up to 20 minutes to question the student.
5. At the conclusion of the questioning by the Committee, members of the audience are invited to ask additional questions of the candidate, as time permits, and at the discretion of the chair/primary advisor.
6. The Committee convenes in camera immediately following the student's defense.
7. The Committee submits a form indicating approval of the Oral Examination to the Associate Dean, Graduate Programs, CON, who then signs the form and submits it to the Faculty of Graduate Studies.
8. The chair/primary advisor shall inform the student at the conclusion of the in camera deliberations of the outcome of the oral exam. In the event of a failure, if the student has had no previous failures on the written component, then the student will have one more opportunity to take the Oral Examination. If the student has had one failure on the written component and fails the first attempt at the oral exam, the student will be required to withdraw from the program by the Faculty of Graduate Studies.
9. The Committee submits a form indicating pass or fail of the oral exam to the Associate Dean Graduate Programs, who signs the form, retains a copy for the student's file, and submits the original form to the Faculty of Graduate Studies.

## SECTION 4

### PROCESS FOR APPLICATION TO THE DOCTORAL PROGRAM IN NURSING FOR STUDENTS CURRENTLY IN THE MASTER OF NURSING PROGRAM

#### 4.1 Background

This section outlines the process for consideration of applications from those students who have been admitted to the Administration, Clinical, or Education streams of the Master of Nursing Program and wish to apply for transfer to the PhD in nursing program. The number of students considered for 'fast track' admission each year will depend on the availability of resources.

#### 4.2 "Fast Track" Requirements

Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Associate Dean of Graduate Programs to the FGS. The coursework completed and time spent in the MN program will normally be credited towards the Ph.D. program. Transfer from MN to PhD within a unit must be completed within the first 16 months or four terms (including summer term) in the MN program.

The following is the procedure in the CON for exceptional students to be considered eligible for application to transfer to the PhD in Nursing program without completing the Master of Nursing program:

**\*Note: See Supplemental Regulations, Section 5.1.3 for additional details**

- Students must apply for admission and meet the following requirements if they wish to be considered eligible for application to the PhD in Nursing program prior to completing the Master's program.
- Students must complete the following pre-requisite courses (12 credit hours):
  - NURS 7320 Philosophy of Nursing Science (3 credit hours)
  - NURS 7220 Quantitative Research Methods (3 credit hours)
  - NURS 7210 Qualitative Research Methods (3 credit hours)
  - NURS 7340 Evidence Informed Practice (3 credit hours)

Two of the above courses must be completed by the application deadline for the PhD in Nursing program. Successful applicants may be admitted provisionally on the condition that they will complete the remaining two required courses prior to the start date of the PhD in Nursing program. Admission will normally be revoked for any student who does not meet the requirements by the stated deadline.

## **SECTION 5**

### **PROCESS FOR APPLICATION TO THE NURSE PRACTITIONER STREAM FOR STUDENTS CURRENTLY IN ONE OF THE OTHER STREAMS OF THE MASTER OF NURSING PROGRAM**

#### **5.1 Background Information**

This document outlines the process for consideration of applications from those students who have been admitted to the Administration, Clinical, or Education streams of the Master of Nursing Program and wish to apply to the Nurse Practitioner (NP) stream. The number of students considered for admission each year will depend on the availability of resources.

#### **5.2 Application from Students**

Students are required to submit the following information:

- an application for admission by the application deadline;
- an updated resume;
- a revised statement of academic and career goals outlining why the student wants to prepare for the NP role;
- one letter of reference from a current academic faculty member who has taught the student in the Master of Nursing Program;
- a statement indicating a minimum of 2 years or equivalent (3,600 hours) of clinical practice within the past 5 years.

#### **5.3 Due Date**

The due date is the application deadline to the Master of Nursing Program.

#### **5.4 Process**

Application materials from students currently in the program will be reviewed at the same time as the new applicants.

## SECTION 6 AWARDS, RESOURCES, & OPPORTUNITIES FOR PROFESSIONAL GROWTH

### 6.1 Awards and Scholarships

Information on awards and scholarships may be obtained from the CON website at: [Nursing Awards and Bursaries](#) and the Faculty of Graduate Studies [Funding & Awards](#). Scholastic ability, achievement, leadership and collegiality in graduate students are recognized through awards and scholarships, and are therefore an important component of graduate studies (NOTE: Deadlines for the awards and bursaries vary; Check the website(s) for deadline details.)

#### 6.1.1 Notification of Awards Received

Students are asked to inform the Graduate Program Assistant of any awards, grants, fellowships and /or scholarships received. This information is used for reporting purposes. Awards are also noted in CON and UofM publications.

### 6.2 Resources

#### 6.2.1 The MCNHR

The MCNHR is a research center within the CON that promotes and supports the conduct, dissemination, and uptake of collaborative nursing and health research. The MCNHR offers research support services for graduate students that includes research and statistical consultation, assistance with ethics and research grant applications [Grant Support & Process](#) and editing and formatting services for publications. The MCNHR hosts research events and training workshops and offers several research grants and awards for graduate students. [MCNHR](#)

**Graduate Student Association** [UMGSA](#)

#### 6.2.2 College of Nursing Librarian

Laurie Blanchard is the librarian for the CON. She can be contacted at 474-6590 at the Elizabeth Dafoe Library or at [laurie.blanchard@umanitoba.ca](mailto:laurie.blanchard@umanitoba.ca). Laurie will have limited office hours, in 393 Helen Glass Centre for Nursing at 474-8204 during the term.

#### 6.2.3 Academic Learning Center

The Academic Learning Centre (ALC) is available to provide guidance and assistance to all students in the CON with their written assignments and study skills. They have one to one appointments as well as an online writing tutor, online workshops, and printable handouts for writing, learning, and studying. The ALC is located at 201 Tier Building and can also be reached at [Academic Learning Centre](#) or [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca) or 204-480-1481

#### 6.2.4 Campus Services to Support Students

Accessibility Services: 474-6213

Student Counselling and Career Centre: 474-8592

Learning Assistance Centre: 480-1481

Student Advocacy & Resources Services: 474-7423

English Language Centre: 474-9251

### 6.3 Faculty of Graduate Studies Academic Calendar [Academic Calendar](#)

#### 6.4 Opportunities for Professional/ Scholarly Growth

The Faculty of Graduate Studies has instituted a workshop series that support Graduate Students as they navigate through their programs. The program is entitled, **GradSteps**, and can be found here: [Gradsteps](#)

The University of Manitoba Elizabeth Dafoe Library has series of sessions designed to support graduate studies in their library, formatting and research skills. Descriptions of these sessions can be found here: [Libraries](#) As well, Laurie Blanchard is the Liaison Librarian for the CON; she can be emailed at [Laurie.Blanchard@umanitoba.ca](mailto:Laurie.Blanchard@umanitoba.ca).

If you have difficulty with formatting, writing, organizing paper ideas, or study skills, you can access the Academic Learning Centre for support. The Centre offers a variety of workshops in person or online. The Academic Learning Centre can be found here:

<http://umanitoba.ca/student/academiclearning/>

Graduate students are also **encouraged to apply for conference presentations** locally, nationally or internationally based on their areas of study. The FGS will normally provide some funding to support Graduate students to attend conferences at which they are presenting twice within the confines of their program. The forms for accessing these supports can be found on the Faculty of Graduate Studies website: [Here](#)

*(Approved by the Faculty of Graduate Studies, Guidelines and Policy committee October 16<sup>th</sup> 2003) (Last Revised: May, 2017)*

**APPENDIX A  
REQUEST FOR APPROVAL OF MN THESIS COMMITTEE  
Sample Letter**

Dr. Donna Martin,  
Associate Dean, Graduate Programs  
Chair, Curriculum Governance &  
Quality Assurance Committee  
College of Nursing  
277 Helen Glass Centre for Nursing  
Winnipeg, MB. R3T 2N2

Student's return address

Student # (underlined)

Dear Dr. Martin;

This letter is to request approval of my proposed thesis committee composition. ***At this point in the letter provide 1) the working title of your thesis and 2) the names of the proposed committee members.\****

***Next, write a brief (one paragraph) description of your thesis topic, including the purpose of the study and the methodology to be used. This information should set the stage for the rationale for each committee member.***

***The subsequent three paragraphs should describe the rationale for choosing each committee member. Please include key information to support each member, such as:***

- 1) their academic position (i.e., Assistant Professor, Associate Professor, Professor);***
- 2) their academic/research credentials/ qualifications to sit on the committee (i.e., a minimum of a Master's degree, or equivalent for MN committees);***
- 3) specific expertise that the member will contribute to your project (e.g., methods/theory/clinical expertise).***

***For an internal committee member who does not hold an Assistant Professor, Associate Professor, or Professor position in the College of Nursing, please verify that the person holds a current nil or adjunct appointment with the College of Nursing (note: this information can be obtained from Pamela Gordon, the Graduate Programs Assistant: Ph#: 204-474-6216; e-mail: [pamela.gordon@umanitoba.ca](mailto:pamela.gordon@umanitoba.ca)).***

***For external committee members, include their:***

- 1) academic position (i.e., Assistant Professor, Associate Professor, Professor);***
- 2) department/institution affiliation;***
- 3) mailing address and telephone number;***
- 4) curriculum vitae, including recent research experience and publications;***
- 5) status as a member of the Faculty of Graduate Studies (ask them if they are/are not a member of FGS; if they are unsure, this information can be obtained from Pamela Gordon).***

I trust the information provided will be sufficient. Please contact me directly if further information is required.

Sincerely,

Student Name

***Note: there are 2 steps to the approval process, to include the CON (i.e., the request is reviewed by members of the Graduate Programs Curriculum Governance & Quality Assurance Committee) and FGS. Therefore, the process does take time. You will be notified of the decision, in writing, as soon as FGS informs us of their decision. It is your responsibility to inform your committee members of the decision.***



**APPENDIX B**  
**REQUEST FOR APPROVAL OF MN CAPSTONE PROJECT COMMITTEE:**  
**Sample Letter**

Dr. Donna Martin  
 Associate Dean, Graduate Programs  
 Chair, Curriculum Governance &  
 Quality Assurance Committee  
 College of Nursing  
 277 Helen Glass Centre for Nursing  
 Winnipeg, MB. R3T 2N2

Student's return address

Student # (underlined)

Dear Dr. Martin;

This letter is to request approval of my proposed capstone project committee composition. ***At this point in the letter provide 1) the working title of your capstone project and 2) the names of the proposed committee members.***

***Next, write a brief (one paragraph) description of your capstone project topic, including the purpose of the project and what you are planning to do, including evaluation methods/components. This information should set the stage for the rationale for each committee member.***

***The subsequent two paragraphs should describe the rationale for choosing each of the 2 committee members. (Note: Criteria for primary and secondary advisors are listed in the MN Student Handbook and the FGS Nursing Supplemental Regulations). Please include key information to support each member, such as:***

- 1) their academic position (i.e., Assistant Professor, Associate Professor, Professor);***
- 2) their academic/research credentials/ qualifications to sit on the committee (i.e., a minimum of a Master's degree, or equivalent for MN committees);***
- 3) specific expertise that the member will contribute to your project (e.g., methods/theory/ clinical expertise).***

***Note: For a proposed secondary advisor who does not hold a position in the College of Nursing, please verify that the person holds a current nil or adjunct appointment with the College of Nursing (note: this information can be obtained from Pamela Gordon, the Graduate Programs Assistant: Ph#: 204-474-6216; e-mail: [pamela.gordon@umanitoba.ca](mailto:pamela.gordon@umanitoba.ca)).***

I trust the information provided will be sufficient. Please contact me directly if further information is required.

Sincerely,

Student Name

***Note: this request will be reviewed by members of the Graduate Programs Curriculum Governance & Quality Assurance Committee You will be notified of the decision, in writing, as soon as this committee has reached a decision. It is your responsibility to inform your committee members of the decision.***