



STUDENT HANDBOOK

DOCTOR OF PHILOSOPHY NURSING

PhD Program

SCHOOL OF NURSING

NEW MEXICO STATE UNIVERSITY

2013- 2015

Approved: 01/31/2008 Updated & Printed: 5/26/2008
Corrections & Updated: 6/17/08; 5/03/2010; 5/2012;
5/2013

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FORWARD

Welcome to the School of Nursing in the College of Health and Social Services (CHSS) at New Mexico State University (NMSU). It is our sincere wish that you find personal and career satisfaction in your pursuit of the Doctor of Philosophy Nursing degree (PhD).

The School of Nursing *Student Handbook for the PhD Program*, available at (<http://www.nmsu.edu/~nursing/>), is a guide to facilitate your adjustment and progression through the PhD program. It should be used in conjunction with the *NMSU Student Handbook* (available online at: <http://www.nmsu.edu/~vpsa/handbook.html>) and the *Graduate Catalog* (available on-line at <http://gradschool.nmsu.edu/>).

Do not hesitate to consult the Associate Director of Graduate Studies or faculty members if further clarification and information is needed (575-646-4387). The faculty and staff are here to help you attain your goals.

General Information

The information that is provided in this handbook is to assist students to plan their academic program to meet the requirements of the School of Nursing and the Graduate School for completing the PhD degree in Nursing. This information is intended to clarify and to supplement, not replace, the information in the NMSU graduate Catalog. Each student should read the graduate Catalog thoroughly and comply fully with all requirements in the School of Nursing and the Graduate School.

The NMSU School of Nursing has developed a PhD curriculum that is designed to support scholarly development. To provide students with a foundation in research, both didactic and experiential, opportunities in quantitative and qualitative research methodologies are addressed. Throughout the core curriculum, theory and research components are linked because faculty believe that they are inseparable from research and practice.

Clinical aspects of nursing are important. Students are expected to enter the program with a clinical area of expertise that was obtained in a master's degree program and by means of clinical practice. This clinical area may serve as the impetus for research during the doctoral program. Every effort will be made to match faculty and student research interests.

The program offers students opportunities for significant study in areas of individual interests through a broad selection of substantive and methodological elective courses. Student advisors can assist students in assisting elective experiences that will facilitate their knowledge and research expertise. Electives may be found within the School of Nursing and/or in other disciplines.

SCHOOL OF NURSING MISSION STATEMENT

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through nursing education, research, practice, and public service recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the undergraduate BSN, and graduate MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

Revision

2/6/06

SCHOOL OF NURSING GOALS

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

** Approved 5/2010

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING

PHILOSOPHY

The following statements represent the philosophical beliefs of New Mexico State University's School of Nursing faculty about the person, environment, health, nursing, and the educational process.

PERSON

The person is a holistic being with inherent worth and dignity. A person is dynamic and complex, and is the unique product of genetic endowment, culture, environment, and life experiences. As an integrated whole, the person is greater than and different from the sum of the parts. Each person presents diversity in life style, values, goals, self-care practices, and role expectations. The person is in the process of becoming through a developmental spiral toward harmony and self-actualization.

ENVIRONMENT

The environment is the collective of all conditions, circumstances, and internal and external forces. The environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, and economic, geopolitical and population characteristics. Individuals, families, groups, and communities together share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

HEALTH

Health is a dynamic process of interactions among forces in the internal and the external environments. The scope of health is pan-dimensional and fluctuates in response to internal and external environmental factors. A person in optimal health is in a state of physical, psychological, spiritual and socio-cultural harmony. Health promotion and maintenance, illness prevention and care, and rehabilitation are personal and societal obligations. Judicious use of human, environmental, and economic resources by each individual, family, group, and community influences health. Each person has the right to health care and the responsibility to participate in health-related decisions and activities to the best of his or her capability.

NURSING

Nursing is a science and an art based on knowledge derived from a body of nursing science, the physical and social sciences, and the humanities. The practice of professional nursing is the direct and indirect service to individuals, families, groups, and communities in order to meet the patient's/client/s health needs. The goal of nursing is to help the patient/client develop to their maximum potential for health within a given context. Through the application of knowledge, critical thinking, clinical judgment, therapeutic interventions, and effective communication, the professional nurse functions in a variety of roles including — but not limited to — care provider, educator, advocate, manager, collaborator, leader, and researcher. The nurse demonstrates responsibility and accountability to the patient/client, to the profession of nursing, and to society.

EDUCATIONAL PROCESS

Teaching-Learning

Learning involves the intellectual, emotional, psychological, and physical self. Learning is a process which broadens one's appreciation and understanding. The outcome of the learning process may be change. The learner is an active inquirer; the teacher serves as a facilitator in the learning process. The teaching-learning process takes place in an environment that is conducive to learning and is characterized by mutual trust, respect, and understanding. Both teacher and learner share accountability for learning and the responsibility for facilitating the process. The evaluation of student learning is collaborative between teacher and student and is conducted in an environment which promotes understanding and growth.

Education focuses upon human experiences and the ever-changing environment. Necessarily, learning is viewed as a life-long process. Individuals' talents, styles of learning, and cultural backgrounds influence the educational process.

Nursing Education

Nursing education takes place within the mainstream of collegiate education and focuses on the knowledge and practice of nursing. The faculty provides sequences of instruction and experiential activities to enhance critical thinking, communication, and development of abilities in therapeutic nursing interventions. Activities are designed to direct learning from simple to complex, from concrete to abstract, from direction following to problem solving to creative synthesis. The faculty is committed to creating an educational climate which encourages the students to attain their maximum potential and fosters competence, creativity, and intellectual inquiry.

Nurses prepared at the baccalaureate level use the nursing process to provide care to individuals, families, groups, and communities. They demonstrate leadership and management skills and the ability to work collaboratively with patients/clients and colleagues. Through the systematic evaluation of current nursing practice and thoughtful application of research findings,

the nurse fosters quality improvements in nursing care. As a health care professional, the nurse has direct impact on health care delivery. Nursing practice must be legal and ethical and reflect existing standards of the nursing profession.

Nurses prepared at the master's level build upon their undergraduate education and are able to expand the application of the nursing process in order to function in advanced practice roles. Master's level responsibilities include leadership, administration, advanced clinical practice, teaching, and research. These responsibilities are directed toward influencing nursing practice as well as health care policy.

Nurses prepared at the PhD level build upon their master's level education to engage in scholarly activities that contribute to nursing knowledge and practice through systematic inquiry. PhD level responsibilities include research and other scholarly pursuits, leadership and teaching.

Approved by Curriculum Committee, 10/9/95 Approved by Faculty, 5/13/96 Reaffirmed, 10/25/99

PhD PROGRAM OVERVIEW

The PhD program in nursing at New Mexico State University provides students with knowledge and skills that enable them to fill a variety of roles in health care delivery, and in a wide range of research venues. The PhD in Nursing offers coursework with an emphasis on border and rural health issues and health care disparities.

PROGRAM DESCRIPTION

The intent of the doctoral program is to prepare individuals who can assume leadership roles in a variety of health care settings including clinical agencies, teaching, research, and professional service. The focus of the program is on nursing scholarship. It is expected that graduates will facilitate the development of new knowledge and nursing education that is directed at improving nursing care outcomes for individuals, families, communities, and systems in populations with health care disparities. An empowerment/social justice framework guides our distinctive emphasis given the proximity of NMSU to the US/Mexico border.

Upon completion of the PhD in Nursing, the graduate is prepared to:

1. Pursue intellectual inquiry and conduct independent research for the purpose of extending knowledge.
2. Examine leadership skills for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, research and education.
3. Evaluate the historical, theoretical and philosophical foundations in the development of nursing knowledge.
4. Utilize models for empowerment and social justice in the exploration of opportunities for scholarly development in the nursing profession.
5. Integrate knowledge from nursing and other disciplines to address problems in health disparities.

ADMISSION REQUIREMENTS

All applicants must meet the general requirements for admission to the NMSU Graduate School. In addition to these requirements, the school of nursing requires the following for admission to the doctoral program:

- Possession of a Master's degree (M.S.N.) from an accredited nursing program (National League for Nursing Accreditation (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). The credentials of international students will be evaluated on an individual basis.
 - A master's grade point average of 3.5 or higher on a 4.0 scale. However, students with grade point averages higher than 3.0 but less than 3.5 will be given consideration.
 - A graduate level statistics course completed within five years prior to the date of expected admission is required for all students.
 - A signed statement of basic computer literacy skills is required for consideration of admission. Basic requirements are:
 - use of a word processing program (MS WORD is used by the SON)
 - sending and receiving email communications;
 - conducting literature searches in an online environment
 - Other requirements include:
 - A personal interview with a SON faculty graduate faculty member.
 - Evidence of scholarly ability and the potential for contributing to nursing knowledge are assessed by submission of a MS thesis, a published or non- published scholarly paper, or a creative work.
 - A one-page statement from the individual reflecting his/her experience in the discipline of nursing and outlining particular experiences with underserved or border/international populations.
 - A letter of intent that addresses individual professional and personal goals with research interests is required.
 - A two-to-three page resume that summarizes the applicant's background.
 - Three letters of recommendation directly from persons who know the applicant professionally.
 - A valid RN license in any U.S.A. state, territory or from a foreign country. International students should refer to the International Students and Scholar Services site (<http://prospective.nmsu.edu/international/index.html>) for other requirements including the TOEFL.
 - Please note that students holding teaching or research graduate assistantships must have an active New Mexico RN license or be licensed in a compact state.

EXCEPTIONS

Exceptions to any program admission criteria will be considered on an individual basis and are at the discretion of the PhD Committee and the Associate Director of Graduate Programs and /or the Director of the School of Nursing.

EXCEPTIONS:QUALIFYING EXAM

Qualifying Examination/course deficiencies

In order to consider outstanding and otherwise qualified candidates for the PhD in Nursing who do not possess a Masters degree in Nursing, the following options were approved by the graduate faculty in Nursing (March, 2010). Applicants must have a BSN and apply for and be a strong candidate for the PhD in nursing program. After a review of the candidate's application (goal statement, writing example, and strength of CV) and interview, the PhD committee along with the Associate Director will make a recommendation on one of the following options.

Option 1: A qualifying, written examination that covers graduate level (Master's) nursing theory, research, health policy and health promotion. This qualifying examination will be given and evaluated in the Spring Semester prior to the annual NURS 690 course. A student's placement in the PhD program and recommendation for master's level course work would be contingent on the outcome of the examination.

Option 2: Successful completion of Master's level theory, research, health policy and health promotion courses * prior to enrollment in NURS 690. *

*Graduate level, comparable course may be taken at another university and transferred in to meet this requirement.

PHD STUDENT ORIENTATION

Each year the SON requires a mandatory PhD orientation and seminar (NURS 690) for new students and annual seminar (NURS 690) for continuing students. All students are required to attend a total of three (3) annual seminars. Check with your academic advisor as well as the PhD Student Support Site on Canvas for orientation and annual session dates. These sessions provide opportunities for students to meet the faculty and staff, to engage in scholarly dialogue and form collegial relationships with peers. In addition, the sessions provide students an update of School of Nursing events and the opportunity for open discussion of school policies, procedures, and many other items of interest.

TRANSFER OF CREDITS

The PhD in Nursing consists of a minimum of 72 credits hours of post-master's credit. At least 50 percent of the course credit toward the doctoral degree must be completed at New Mexico State University.

There is no automatic transfer of graduate credit. Students may seek approval for additional transfer credit from the PhD Committee and the Dean of the Graduate School. Only courses from an accredited institution in which a grade of B or better was earned may be considered. No credit toward a graduate degree may be earned through correspondence or through extension work for another institution. A student may apply for consideration of transfer credit only after satisfactorily completing a minimum of nine hours of graduate (PhD) credit at NMSU. Transfer credits must meet the same time-limit requirements (seven years) as graduate classes at accredited universities

PART-TIME ENROLLMENT

Students who wish to enroll part-time need to consult closely with their advisor and or the Graduate/Program Coordinator so that the required courses can be taken in sequence. While a full-time student can complete the required course work in three and-one half years, the part-time students will require a longer period of time, depending on the availability of required course work.

READMISSION

Doctoral students who do not accept admission or enroll in doctoral program courses for more than one (1) calendar year must make a formal request to the School of Nursing for readmission. The PhD committee will evaluate the request. If the request is granted, the student's academic advisor will, in consultation with the Associate Director of Graduate Studies, stipulate any coursework to be repeated. However, the seven-year time limitation for completion of the program at NMSU shall remain in effect from the time the first doctoral credit is awarded. If during the student's absence, the curriculum or admission standards have changed, the student

will be expected to meet any new admission standards and/or fulfill the requirements of the current curriculum. Students not in good standing at the time they cease coursework shall not be readmitted to the program. A student, who has been dismissed from the program, shall not be eligible for readmission. Students who fail the comprehensive exam for a second time shall not be eligible for readmission.

TIME LIMITATIONS FOR COMPLETION OF DEGREE

Students must complete all requirements for the degree, as outlined in the NMSU Graduate School policies, within 5 years following completion of the Comprehensive Exams. All courses and the dissertation defense must be completed within 7 years of matriculation. Establishing a program plan and a timetable at the outset of admission into the program and adhering to them helps ensure a steady progress towards degree completion. This is especially important at the dissertation stage, when the only structure is that created by the student. It is expected that all students will sustain the focus and momentum necessary to complete their studies within the seven year limit. For extenuating circumstances, students can appeal to the PhD Committee for a limited extension of time, not to exceed 2 years.

ACADEMIC ADVISEMENT

Upon admission to the doctoral program an advisor will be assigned by the PhD Program Coordinator/Associate Director of Graduate Programs. Although a student may change their advisor at any time, the advisor must have “Graduate” faculty status at New Mexico State University and be a member of the faculty in the School of Nursing.

ACADEMIC ADVISOR

The academic advisor is the faculty whom the student should contact for information related to procedures and requirements for degree planning, changes in the program of study, advisement about courses to be taken and transfer of credit from other institutions.

The academic advisor serves to provide guidance to the student on the development of a program of study and “may” serve as the chair of the student’s written and oral examination committee. This individual may also serve as the Dissertation Committee Chair if so desired by the student. The selection of a comprehensive examination and dissertation chair should be guided by the student’s and faculty member’s common research interests. **The Graduate School must be notified (see form) when a student changes advisors.** Although the academic advisor and Chair assist the student with course selection and other needs, it is **the student’s responsibility to make certain that ALL appropriate forms are filed with the Graduate School.**

RESIDENCY REQUIREMENT

The requirements for the doctoral degree ordinarily cannot be met in less than three years following the master's degree. The minimum campus residency requirement for the doctoral degree shall include enrollment in at least two semesters of classes taught by New Mexico State University faculty.

ACADEMIC PROBATION AND SUSPENSION

Academic records of all graduate students are reviewed at the end of each semester. A student whose cumulative grade-point average at the end of any semester is less than 3.0 will be so informed by the Graduate School and the Associate Director for Graduate Programs and will be placed on probation. If, during the next enrollment period, a student fails to achieve a cumulative grade point average of 3.0 or to show substantial improvement in the quality of work (as determined by the Associate Director in consultation with the student's advisor), the student will be suspended for one semester from the Graduate School. Students on suspension are barred from enrolling in graduate level courses at NMSU. Students on suspension who wish to continue Graduate School after suspension must re-apply to the Graduate School and the department of interest. Subsequent suspensions will be for one calendar year and the student must petition the Graduate dean for re-admission. No NMSU graduate level course credit will be granted for courses taken at NMSU or other institutions while under suspension from NMSU

PROGRAM OF STUDY/DOCTORAL DEGREE PLAN

A student who has completed 12 credits of graduate work beyond the master's degree, or its equivalent, in residence at New Mexico State University, should file the "Program of Study and Committee for Doctoral Students" form (also called "Program of Study") for the doctorate before registering for additional courses. This form may be obtained from the Graduate School, department offices, or at < <http://gradschool.nmsu.edu/> > on the Web.

The "Program of Study" should be completed (typed and in WORD) in consultation with the advisor. This form should include the course number and abbreviated title with the credit hours. For courses already completed, grades must be shown for both major and minor areas. The program of study recommended by the student's committee is subject to approval by the Director of the SON, the head of the minor department (if applicable), the college dean, and the Dean of the Graduate School.

DOCTORAL COMMITTEES

There are 2 major committees that are vitally important to doctoral students: The Comprehensive Examination Committee and the Dissertation Committee.

1. Comprehensive Examination Committee

The comprehensive examination committee is formed by the student in consultation with the student's advisor. The committee needs to consist of at least 3 doctorally prepared School of Nursing faculty members with graduate faculty status, a dean's representative from outside of the school of nursing, and, if needed, a member from the student's minor area of study. The student selects a chair from one of the three SON faculty members. This examination committee might also serve as the Dissertation Committee as well (affirmed by NMSU SON Graduate Committee April 24, 2008). The third committee member may be someone from outside of the SON if this person/ faculty member has a particular expertise, or if there is a shortage of Graduate Nursing faculty, regardless, all committee members must have NMSU graduate faculty status. The outside person must be approved by the Associate Director for Graduate Programs or the Director of the School of Nursing. The comprehensive examination is taken after completion of all of the required Nursing coursework and most (2/3), if not all, of the required elective courses.

2. Dissertation Committee

After the written and oral comprehensive examination has been successfully completed, the student forms a dissertation committee. The composition of the dissertation committee **may be the same as or different from comprehensive examination committee**. As with the comprehensive examination committee, the Dissertation Chairperson is selected by the student. The Dissertation Chairperson may or may not have served as the Academic Advisor and or the Comprehensive Examination Chair. The choice of the Dissertation Chairperson should be made based on the student's proposed area of research and the faculty member's expertise and scholarly interests.

The Dissertation Chairperson must be a graduate from a research doctoral program (not a DNP), be a member of the NMSU School of Nursing Faculty, and a member of the NMSU Graduate Faculty. The Dissertation Chairperson must be the committee member most competent to supervise the research as a whole, but need not be the primary resource person for all aspects of the study. A recommended approach for students to use in identifying a Dissertation Chairperson is to become informed about faculty members' research interests and areas of expertise. The student and chairperson will work together, often intensively, over a protracted period, so careful selection is essential. The chairperson assumes primary responsibility for assisting the student in developing a continued plan of study, monitoring the student's progress, and guiding the student throughout the dissertation research project.

With the help of the Dissertation Chairperson, the student selects members of the Dissertation Committee. The committee must consist of a minimum of four faculty members of the graduate faculty of New Mexico State University appointed to the rank of assistant professor or higher. The chairperson is included as one of the four members. One member must be from outside the School of Nursing and serves as a representative of the Graduate School. Three members must be faculty in the School of Nursing. As with the comprehensive examination committee, the third committee member may be someone from outside of the SON if this person/ faculty member has a particular expertise, or if there is a shortage of available Graduate Nursing faculty, regardless, all committee members must have NMSU graduate faculty status. The outside person must be approved by the Associate Director for Graduate Programs or the

Director of the School of Nursing. A potential fifth member from within NMSU or another educational institution may be added with the approval of the Dissertation Chairperson and the Director of the School of Nursing or the Associate Director of Graduate Programs. The purpose of the committee is to guide the student's dissertation research and plan of study. Any change in dissertation chairperson must be approved by the Associate Director for Graduate Studies in the School of Nursing and the student. Changes in committee membership must be approved by the Dissertation Chairperson and the student.

To formalize the committee, the student lists all committee members on the *Program of Study and Committee for Doctoral Students* form available at: <http://gradschool.nmsu.edu/>. Committee membership must be approved by the Associate Director for Graduate Programs.

CHAIR'S RESPONSIBILITY

PhD Committee Chairs and advisors meet with the Associate Director of Graduate Programs on a quarterly basis to discuss the progression of students enrolled in dissertation phase of their program of study. The meeting is called by the Associate Director of Graduate Programs and all chairs and advisors must attend or send a progression report regarding the student's with whom they are working (approved by graduate faculty 04/10/10).

QUALIFYING EXAM

Completion of a Master's degree in Nursing meets the requirement for the Qualifying Exam. See previous discussion under "exceptions for potential PhD students without a Master's degree in Nursing.

COMPREHENSIVE EXAM PROCEDURE

After completing 41-47 hours of coursework, the student will sit for a Comprehensive Exam which consists of written and oral components. **The student must have completed any "I" courses prior to taking the Comprehensive Exam. The Comprehensive Exam must be completed no more than 4 years after enrolling into the NMSU PhD program.** Both written and oral exams emphasize scholarly synthesis. Times for the written and comprehensive exams are arranged with the student's comprehensive examination committee. If the student has chosen to complete a minor in another academic discipline, the student must provide a contact name from the discipline to their academic advisor who will contact the outside faculty regarding expectations. This is crucial for those students who are transferring credits from another institution.

The Chair and Comprehensive Exam Committee, in consultation with the student, select an option for the Comprehensive Exam.

Procedure for Written Comprehensive Exam: (web-based and timed)

- The student meets with the Comprehensive Examination Chair the semester after

completion (or near completion) of 41-47 hours to discuss and schedule the comprehensive exam.

- The student identifies a substantive area of inquiry in which he or she is developing an expertise.
- The comprehensive exam committee will develop three questions from each of the four program areas (theory, research {design & method}, health disparities, and the student's substantive area). Students respond to two questions from each area for a total of eight (8) questions.
- Students will have two (2) days to complete the written component of the comprehensive exam, five (5) hours each day from two (2) of the areas each day.
- The Comprehensive Examination committee will review and provide written feedback on each question to the Chair who summarizes and presents written feedback to the student within 14 working days following completion of the written portion.

PASS OR FAILURE OF COMPREHENSIVE EXAM

Committee members will write a brief description and evaluation of the student's performance on the written examination and then again at the oral examination and submit that with a recommendation of Distinguished, Acceptable, or Failure to the Associate Director of Graduate Programs.

If either the written or oral component of the comprehensive exam is not successfully completed, the student may have the opportunity to retake the exam one time. One semester must elapse before retaking either part of the comprehensive exam (From Graduate School Handbook).

"Failure" on the second examination will mark the end of the student's progression.

ORAL COMPREHENSIVE EXAMINATION

After the student receives a "pass" on the written examination, the student consults with the Chair and Committee to schedule the oral part of the comprehensive examination. Every attempt should be made to schedule the oral exam within 30 days of receiving a "pass" on the written portion.

See NMSU Graduate School Catalog for details regarding the forms, scheduling deadlines, and filing deadlines, available online at: <http://gradschool.nmsu.edu/>

Students must be enrolled for at least three (3) credits at the time of their comprehensive exam.

ADVANCEMENT TO CANDIDACY

When the student has an approved doctoral plan of study, has satisfied all coursework and has passed the written and oral comprehensive exam, the student advances to candidacy (PhDc). A minimum of nine credits must be taken after successful completion of the comprehensive exam. A student may not register for dissertation credits (700) prior to successful completion of the qualifying exam. The dissertation preparation shall total at least 18 credits of courses numbered 700. The doctoral committee can impose additional requirements for courses

numbered 700 as needed for progression.

After successful completion of the comprehensive examination, a student must continue to register for at least three credits of dissertation or graduate course work each regular semester until the dissertation is approved by the Graduate School and the copies have been accepted by the binding section in Branson Library. A student who fails to abide by this regulation will be considered withdrawn from the university, and, in order to resume studies, must formally apply for readmission and satisfy the requirements in effect at time of reapplication.

SUGGESTED PhD TIMELINE: After coursework, written and oral comprehensive examinations complete:

- Admission to candidacy (PhD(c))
- Select dissertation chair and committee
- Develop and defend proposal
- Obtain IRB approval for research
- Conduct research
- Analyze data and write remaining chapters of dissertation
- Follow Graduate School guidelines for thesis/dissertation
- Defend dissertation/Final Oral Examination
- Send final copies of dissertation to committee/library, etc. per Grad School instructions
- Notify IRB of completed research
- Graduate

DEVELOPING THE DISSERTATION PROPOSAL

After successful completion of the comprehensive exam, the PhD student begins to work on the dissertation proposal. It is not necessary for the student to consult committee members equally about each aspect of the problem and design. Committee members should be consulted primarily on those aspects directly related to their areas of special expertise. Additional faculty or resource persons (i.e.: statistician) may be consulted as needed. It is the joint responsibility of the student and chairperson to make the final decisions on problem, design and method.. The committee's responsibility is to act as an advisory capacity rather than as directors of the research. It is up to the student to recognize useful advice and to integrate the study into a coherent whole. The proposal should identify the major substantive and methodological issues of the research problem, and be written in scholarly form. Preferences regarding the format of the dissertation proposal may vary with the committee members, so it is important to gain an understanding of members' expectations.

PROPOSAL APPROVAL AND DEFENSE

The dissertation proposal represents the student's "proposed research" for the dissertation.

REQUIRED ELEMENTS OF A DISSERTATION PROPOSAL

Chapter 1: Research Proposal

Overview of Study Proposal and Theoretical Framework

- The introduction establishes topic and context.
- The problem statement clearly describes and documents the issue the study addresses.
- Significance for study is fully described.
- An explanation of how the study is likely to contribute to the field is presented.
- The study is motivated by a lack of information about a problem or issue, and includes an explicit discussion of what is lacking, why it is important, and how this investigation will address the need for information. Where are the holes in this area of research?
- Purpose of the study clearly stated.
- Research questions/hypotheses clearly stated
- Target population identified/described
- The context of the question, problem, or issue of the study is presented.
- The study problem, purpose, research questions, and design are aligned; that is they are congruent with each other.
- The methodological approach for addressing the question, problem, or issue of the study is appropriate as a response to the problem, as stated is introduced.
- Feasibility of studying identified problem addressed

- Theoretical Framework described and provides support of how this framework grounds and guides the proposed work. How is the research and theory tied together? (a general overview of the theory used can be introduced here with more in depth description offered in Chapt. 2 – consult with your CHAIR on where best to place this in your proposal)

Chapter 2: Research Proposal

Literature Review

- Introduction to Literature Review: Give an introductory sentence or two that describes what you will be presenting
- Criteria for material inclusion and exclusion are clear and justified.
- The discussion is supported by relevant, scholarly, and peer-reviewed sources.
- The discussion demonstrates a critical analysis of literature.
- The discussion distinguishes what has been done in the field of study from what needs to be done.
- The discussion places the topic or problem in the broader scholarly literature.
- The discussion identifies the common methods and research techniques that have been used in the field and their advantages and disadvantages.
- The discussion demonstrates a recognition of how previous researchers' methodological choices affected the research findings and considerations of the strengths and weaknesses of those research methods in relation to the state of the field.
- The description includes the implications of the existing research on the topic, noting any ambiguities or shortcomings in the literature.
- The discussion articulates clear claims based on an analysis and synthesis of the literature, and supports those claims through purposeful organization and cogent writing.
- Rationale for chosen instruments are provided along with a description of each instrument including relevant validity and reliability measures. Include entire instrument and directions in the Appendix.

Chapter 3 Research Proposal

Design and Methods

- Overview of the study provided once again by introducing the problem statement and purpose of the study.
- Design and method are described in detail including:

- i. Rationale for design
 - ii. Population and sample characteristics identified and explained
 - iii. Sampling issues such as type of sample, recruitment, setting, justification for sample size (i.e. power analysis, effect size), inclusion/exclusion criteria, etc.
- For qualitative approaches, a complete description of that approach and justification of why that approach is needed to address the research question(s)
- Reliability and Validity data for any instruments used
 - i. For qualitative a discussion of trustworthiness
- Threats to research rigor identified with measures that will be used to reduce or eliminate them.
- Data collection procedures described in detail including survey description and scoring, interview guides, etc.
 - For qualitative studies a description of the participants and how they will be identified.
 - Inclusive and exclusive criteria
 - If key informants (qualitative) are used, how will they be selected?
- Measures for protection of human subjects described in detail including:
 - Risks to participants are minimized and are reasonable in relation to potential benefits.
 - Selection of participants is equitable and rationale provided
 - Informed consent will be obtained as required dependent on level of research burden and institutional IRB/ human subject committee guidelines.
 - Contents of the informed consent will include all required information and written no higher than a fifth grade level and provided in the appropriate language(s)
 - Adequate provision of data monitoring and management/storage for participant's safety described.
 - Adequate provisions to protect participants confidentiality/anonymity will be discussed.
 - Issues related to vulnerable groups if included are described.
- There is a coherent, direct alignment among the topic, research questions, site, population, method, design, collection, analyses, presentation, and interpretation.
- The design and logic are dependent on, directly aligned with, and appropriate to, the problem under investigation.

Chapter 4: Analysis

- Data analysis procedures discussed in detail for each proposed research question/hypothesis statement along with rationale.
 - For qualitative, a clear description of the methods for analysis that will be used including a description of any organizing software that will be used
- Use tables to assist with the identification of analysis for each dependent variable

Example:

Variable	Data Collection mode/instrument	Value/Statistic measure
Obesity	1. Body Mass Index (BMI) 2. waist to hip ratio	25-29 (pre-obese) Etc.
Exercise	Time spent in gardening exercise; other exercise	
Diabetes management	SCI (La Greca, 2004)	
Healthy foods	Dietary recall; Kristal (1999) "Eating Patterns Questionnaire" and REAP questionnaire (Author, 2002).	

APPENDICES

A. Contents of Appendices

- Instrumentation
- Copies of letters of any transmittals relating to the study
- Original data, summary tabulations, supplementary illustrative material
- Consent forms that will be used for Human Subjects

B. List by Capital Letters (Ex: APPENDIX A)

C. Precede each Appendix section with a half-title page.

D. Tables or materials referred to in the text, but located in the Appendices, are footnoted in the body of the dissertation.

E. The table numbers in the Appendices follow chronologically from the last table number in the text.

F. The titles of the Appendices are listed in the Table of Contents after the Paging of the Bibliography/References.

Example of APPENDICES

- Interaction Instrument
- Results for Validity Test One

RECOMMENDED READINGS ON PROPOSAL WRITING

- Guba, Egon, "The Writing of Proposals" , n.d. 15 pages, (mimeo)
- Turney, Billy and George Robb, "Preparing the Research Proposal" in RESEARCH IN EDUCATION, AN INTRODUCTION, Hinsdale, Ill, Dryden Press, 1971, pp. 22- 31.
- Pryczak, F. & Bruce, R.R. (2007). Writing empirical research reports. Glendale, CA: Pryczak
- Bloomberg, L.D. & Volpe, M. (2008). Completing your qualitative dissertation. Los Angeles: Sage Publications.

Depending on the committee members, it may not be necessary to get feedback from them regarding the final draft of the proposal prior to the defense. It may be suitable to wait to get members' reactions at the proposal defense. Of course, preliminary drafts of part or the entire proposal can be very useful in individual discussions with committee members prior to the defense. The proposal defense should be viewed as a working session in which differences of opinion can be resolved. It is a good idea to take careful notes of the issues raised and decisions reached during the proposal defense. Committee members' suggestions are usually intended to insure the study's feasibility as well as quality. It is to the student's advantage to consider them seriously.

After the proposal has been distributed, the student arranges a meeting of the committee (usually two hours) to discuss the proposal and to rule on its acceptability. It is important to confirm the meeting with each member of the committee well in advance. Although the student is responsible for arranging the meeting and distributing copies of the proposal, the committee chairperson will conduct all sessions.

The student must bring a copy of the Dissertation Proposal Approval Form (see SON Proposal Approval form) to the defense, in order to get committee members' signatures. After the proposal is accepted, a signed copy of the proposal and the approval form is filed in the student's SON file along with a copy to the Associate Director for Graduate Programs in the SON.

CONDUCTING THE DISSERTATION RESEARCH

After the dissertation proposal has been approved, the process of gathering the research data may begin. If the student's dissertation involves the use of primary or secondary data on human subjects, both administrative approval and human study approval must be obtained before data collection begins.

Administrative Approval. The student must secure a letter from the appropriate official in the research setting, which states that the study described may be conducted there. When the study is to be conducted in a setting outside of the University, administrative approval must be obtained prior to requesting approval from the NMSU, IRB.

Human Subjects Approval. Before beginning data collection (or analysis of pre-existing data), the student must assure the protection of human rights by having the proposal reviewed and approved by the NMSU Institutional Review Board (IRB).

Every proposal must be judged by the IRB to conform to **45 CFR 46: The Federal Regulations Governing Human Experimentation**, or to be exempt from those regulations according to criteria set forth in the regulations. Prior to submitting a proposal to the IRB each investigator must complete the self study module available from the CDC web site. The dissertation chairperson is jointly responsible, with the student, for the accuracy of the information provided on any IRB form and must co-sign IRB forms with the student. Procedures and time delay in obtaining administrative and research review clearance vary with the research setting and type of research. IRB meeting schedules are posted on their web site. Students are required to close all studies with the IRB prior to graduation.

TECHNICAL REQUIREMENTS IN WRITING THE DISSERTATION

See the NMSU graduate school publication, [Thesis/Dissertation Guidelines](http://gradschool.nmsu.edu/mb/Instruction.pdf) (<http://gradschool.nmsu.edu/mb/Instruction.pdf>) for all technical requirements for the proposal and dissertation. For Option A, the dissertation consists of five (5) chapters (introduction, literature review, methods, results, and discussion). If the student has chosen Option B, the dissertation will consist of the PHS 398 proposal and two publishable manuscripts ready for submission.

In general, typewritten drafts of each chapter of the dissertation are submitted to all committee members for their comments and suggestions. Some members prefer to read the through draft chapter-by-chapter; others prefer to read the rough draft in its entirety. Others prefer not to see the drafts at all. Obtain this information from your committee members early. The School of Nursing requires that dissertations be written according to the format recommended by the chairperson and consistent with the nature of the research. The student should be consistent in the use of the most current version of the style manual chosen by the chairperson throughout the dissertation research.

After making required revisions, the student prepares a final draft of the dissertation and an abstract. Guidelines for the title page and Thesis Dissertation Guidelines must be adhered to (<http://gradschool.nmsu.edu/mb/TDG.pdf>).

SCHEDULING THE FINAL DEFENSE OF THE DISSERTATION

When the dissertation has been written and the dissertation chairperson agrees that it is ready for defense, the student has the responsibility to distribute the finished copy of the dissertation to committee members and to arrange a location, a date, and a time (usually two hours) that is satisfactory to all committee members for the oral defense of the dissertation. The student is expected to allow “a reasonable time” between distribution of the finished copy of the dissertation and the scheduled defense to allow committee members to read and evaluate the dissertation. Committee members have the responsibility to inform the student of the time necessary and to read the dissertation in the agreed-upon time. The student submits the *Doctor of Philosophy Examination Form* (http://gradschool.nmsu.edu/forms/ExamForm_DoctorateofPhilosophy.pdf) to the chairperson and all members of the dissertation committee and to the Associate Director of Graduate Programs.

FORMAT AND PROCEDURES FOR THE DISSERTATION ORAL DEFENSE

The Graduate Dean’s representative on the dissertation committee and the dissertation committee chair will receive the Report of the Final Defense form from the Graduate School prior to the scheduled defense. The forms are brought to the defense by the Graduate Dean’s representative. The Forms and Procedures for Degree Completion Checklist (<http://gradschool.nmsu.edu/mb/DegreeChecklist.pdf>) is available to guide the student through the process. The student will complete and print the Dissertation Approval Page (Appendix D) and bring the form to the defense.

Typically, the student begins the oral defense with a twenty- to thirty-minute oral summary of the research problem and its significance; research questions, hypotheses, or aims; methods; findings; limitations; and implications. In the ensuing discussion, committee members may question the student about any aspect of the research itself and the relevant contextual and methodological considerations. The committee chairperson will invite members of the audience to ask questions or make comments.

The committee chairperson will make certain that a public announcement of the defense is displayed in advance for the faculty in the School of Nursing and the College of Health and Human Services.

All members of the committee must be present in person or via teleconference for the defense. In the event of an emergency in which the chair cannot be present, the following protocol will be followed: vice-chair (a member of the committee appointed by the chair in consultation with the student) assumes responsibility of chair.

After this public session, the student and the audience are asked to leave the room while

the committee critiques the dissertation, identifies any changes or additional work to be done, and determines the outcome of the dissertation defense. The student is then invited back into the room and is informed of the result.

The committee discusses with the student any changes or additional work to be done and establishes a time by which such changes or additions are to be submitted. If the changes or additions are minor, committee members will usually, as a matter of convenience, the Dissertation Approval Page and Report of the Final Defense. The chairperson, however, will not sign, date, or submit either form or return the signed title page to the student until all changes or additions have been submitted and found acceptable.

If major changes or additions to the dissertation are required, a date will be established for their presentation and defense. Neither the chair nor the members will sign and date the forms with a recommendation of approval until and unless these major changes or additions have been presented and defended and the entire dissertation found satisfactory.

REPORTING THE RESULTS OF THE DISSERTATION DEFENSE

When the student has passed the oral defense and all required changes or additions have been made and judged satisfactory by the chairperson and the committee, the chairperson gives the student the signed Dissertation Approval Page to be included in bound copies of the dissertation. The chairperson also submits to the Director of the School of Nursing (with copies to the Associate Director for Graduate Studies) the Report of the Final Defense, each form having the required signatures of the advisor and lists the committee members and the date of final approval of the dissertation. The Director adds her or his signature to both forms and returns the Dissertation Approval Sheet to the Graduate School.

In the event that the committee judges the dissertation to be so grossly unsatisfactory in execution that making it acceptable would virtually require starting over, or that the student does not submit and defend the required changes or additions by the agreed-upon date, or that the committee judges the submitted changes or additions to be unsatisfactory, the committee may report that the student has not passed the dissertation and oral defense and may recommend, on the Report of Final Examination, that the degree not be awarded. In such a situation, the committee should submit to the Director of the School of Nursing the Report of Final Examination with the committee's recommendation, along with a written report detailing the rationale for the recommendation.

SUBMITTING THE DISSERTATION FOR INSPECTION AND APPROVAL

See the **Thesis Guidelines Checklist**

(<http://gradschool.nmsu.edu/mb/ThesisChecklist.pdf>) and Thesis Dissertation Manual (<http://gradschool.nmsu.edu/mb/TDG.pdf>) for all forms and processes. The Signature Page for Faculty and Student (<http://gradschool.nmsu.edu/mb/SignaturePagefs.pdf>) must be signed and included when the dissertation is submitted to the NMSU Graduate School.

DISSERTATION COSTS:

See NMSU Graduate School website at: <http://gradschool.nmsu.edu/> for NMSU fees for candidacy and dissertation costs.

Costs for dissertation include: Copies of a bound dissertation for each committee member, the library, the graduate school and the School of Nursing.

Other costs will depend on several factors:

- The type of research
- The need for a pilot study
- Data collection (subject payment, duplication, etc.; special equipment)
- Data transcription
- Number of revisions
- Miscellaneous editorial services
- Binding and microfilming

OVERVIEW OF THE PhD CURRICULUM

Course Information

NURS 600 Philosophy of Science in Nursing: 3 Cr.

NURS 601 Theory I: Methods and Processes of Nursing Knowledge Development: 3 Cr.

NURS 602 Theory II: Contemporary Substantive Nursing Knowledge: 3 Cr.

NURS 606 Quantitative Methods in Nursing Research: 3 Cr.

NURS 607 Qualitative Methods in Nursing Research: 3 Cr.

NURS 608 Qualitative Field Methods: 3 Cr. (elective)

NURS 610 Nursing Education: Pedagogy and Roles: 3 Cr.

NURS 620 Advanced Health Care Statistics I: 3 Cr.

NURS 621 Advanced Health Care Statistics II: 3 Cr.

NURS 623 Mixed Research Methods: 3 Cr.

NURS 624 Measurement in Culturally Diverse Border Populations

NURS 630 Issues in Studying Health of Culturally Diverse and Border Populations: 3 Cr.

NURS 631 Population Based Approaches to Health Promotion: 3 Cr.

NURS 640 Chronic Diseases: A Health Promotion Approach to Underserved Populations: 3 Cr.
(no longer offered)

NURS 650 Behavioral Approaches and Determinants of Nursing and Health: 3 Cr.

NURS 691 Independent Study

NURS 690 PhD Nursing Seminar: Developing Research in Nursing: 3 Cr.

NURS 700 Dissertation: (21 credits)

Electives 9 credit total: 6 Credits must be from outside of the School of Nursing, graduate level (500 level and above), see your advisor before registering for an elective.

COURSE DESCRIPTIONS

NURS 600 Philosophy of Science in Nursing 3 cr.

This course offers a framework for asking both ontological and epistemological questions about knowledge, human science, and nursing science.

NURS 601 Theory 1: Methods and Processes of Nursing Knowledge Development 3 cr.

Building on the Philosophy of Science course, the student will engage in analysis and critique of both developmental processes and composition of nursing disciplinary knowledge. Diverse approaches will be used to appraise and to critique historical and contemporary milestones in the development and evaluation of nursing thought. Emphasis is also placed on implications of theory and knowledge development as related to multicultural and rural issues.

NURS 602 Theory II: Contemporary Substantive Nursing Knowledge 3 cr.

Critically examine existing and evolving substantive knowledge drawn from nursing and other disciplines. Focus on the construction, analysis, critique, and application of middle-range theories. Critical analysis of current substantive nursing knowledge, including evaluation of relationships among theories, evidence, and explanation will be pursued. Special attention will be given to existing and evolving theories applicable to rural, multicultural, and educational settings.

NURS 606 Quantitative Methods in Nursing Research 3 cr.

Focus on approaches to developing nursing knowledge by means of quantitative research methods as applied to clinical problems, theoretical modeling of human responses to health and illness, and health policy issues. Emphasizes detailed analysis and critique of non-experimental and experimental designs, issues pertaining to sampling and statistical power, the reliability and validity of measures, and uses and abuses of descriptive and inferential statistics in nursing research literature. Students are expected to develop sufficient discernment to read, critique, evaluate, and discuss the quality, significance, and limitations of published quantitative nursing research.

NURS 607 Qualitative Methods in Nursing Research 3 cr.

Major methodological traditions of qualitative research and their applications to knowledge development and clinical research in nursing are the emphases. Overview of at least one computer-assisted qualitative data analysis software application. Students will engage in detailed critique and discussion of significant nursing investigations representing various qualitative approaches and traditions.

NURS 608 Qualitative Field Methods 3 cr.

The purpose of this course is to provide opportunities for students to engage in, analyze and evaluate various procedures and techniques used to gather qualitative data. Major data collection

approaches including ethnography, phenomenology, grounded and critical theory are discussed. Students have the opportunity to participate in mini-field work projects while gathering expertise in field techniques used in qualitative research. Issues such as role of literature in qualitative research, investigator as instrument, ethical dilemmas, field entry and departure, and reflexivity are analyzed as they relate to the process of gathering and interpreting qualitative data.

NURS 610 Nursing Education: Pedagogy and Roles 3 cr.

Teaching and learning process in the clinical and classroom setting. The course focuses on educational patterns and pathways in nursing and the roles of faculty in academia. Educational reform is analyzed in relationship to diversity in students, faculty, practice settings, and technology-driven learning environments. Instructional designs, teaching strategies, and outcome evaluations are examined for their pedagogic use. The development of critical thinking outcomes, mentorships, and partnerships to meet the needs of students are addressed. The course examines issues and challenges that impact the educational process such as student and faculty recruitment, the changing healthcare environment, differentiation of practice, advanced practice, reduced resources, and links with theory and research.

NURS 620 Advanced Health Care Statistics I 3 cr.

First of a two-semester quantitative statistical course designed to provide the student with knowledge, skills, and practice in collecting, analyzing, and interpreting quantitative data. The course covers: probability, nonparametric tests (chi-square, sign, McNemar, Mann-Whitney, Kruskal-Wallis, and runs), principal components analysis, and factor analysis. Students will analyze data sets using the PC and/or mainframe statistical software.

NURS 621 Advanced Health Care Statistics II 3 cr.

Knowledge, skills, and practice in collecting, analyzing, and interpreting quantitative data. The following advanced statistical techniques will be examined: analysis of variance (ANOVA), analysis of co-variance (ANCOVA), use of psychometric techniques (for instruments used in patient care and nursing education) linear regression, multiple regression, logistic regression, and structural equation modeling (SEM). Students analyze data sets using the PC and/or mainframe statistical software.

NURS 623 Mixed Research Methods 3 cr.

This course provides an overview and introduction to mixed methods/multi-method research designs. Methodological techniques that combine qualitative and quantitative methods to study and explain human phenomena are discussed, examined, and applied to proposals from previous nursing research courses.

NURS 624 Measurement. The focus of this course is the development of essential competencies required to locate, select, evaluate, and use instruments to operationalize nursing variables. Ethical considerations in nursing research and research issues in diverse populations will be discussed. Specific attention is given to the process of moving from concept to construct, measurement theory, validity/reliability issues, and measurement issues in diverse populations including literacy, social desirability bias, sensitive data, translations, and cultural equivalency.

NURS 630 Issues in Studying Health of Culturally Diverse Border Populations 3 cr.
Health of culturally diverse and border populations will analyze the unique characteristics and future trends of health care and professional nursing using the Southwestern U.S., and the U.S. Mexico border area as the case exemplar. Course content includes identifying and examining health care issues from multi-contextual local, regional, national, and international perspectives. Strategies to examine and affect health will incorporate rigorous critical reflection and dialogue, analysis and synthesis of ideas drawing on multi-disciplinary literature, and experiences with working with community based organizations and local advocacy groups to develop action plans for research and health care services.

NURS 631 Population Based Approaches to Health Promotion 3 cr.
Population based approaches to health promotion focuses on preparing nursing students to identify, critically analyze and evaluate health promotion initiatives in culturally diverse and border populations using the Southwestern U.S. and U.S. and Mexico border as the case exemplar. It examines historical, socio-economic, legal and professional issues associated with health promotion and policy initiatives. It considers prospects for social change, political movements and alternative approaches to develop and hasten adaptation of health promotion initiatives in partnership with communities, advocacy groups and health care agencies.

NURS 640 Chronic Diseases: A Health Promotion Approach in Underserved Populations 3 cr.
Focus on the interrelationships of various chronic diseases and conditions in the understanding of how co-morbidities influence the prevention and health promotion in the infant, school-age child, adolescent, young, middle, and older adult. Students will apply and synthesize an understanding of chronic conditions such as cancer, cardiovascular disease, diabetes mellitus, COPD, asthma, osteoporosis, and sickle cell disease, among others, and how the various aspects of these conditions are interrelated, particularly in underserved populations resulting in health care disparities.

NURS 650 Behavioral Approaches and Determinants of Nursing and Health 3 cr.
Focuses on how behavioral/mental health concepts are applied in determining health outcomes for individuals, families, and communities. Students will apply and synthesize theoretical constructs within practice and research focusing on behavioral/mental health concepts. Health outcomes are viewed in a traditionally holistic manner in that health outcomes are discussed as an integral part of the human experience of healing and health.

NURS 691 Independent Study.

NURS 690 PhD Nursing Seminar: Developing Research in Nursing 3 cr.
The seminar is used to build nursing research skills and broken into 3 - 1 credit seminars that are taken throughout the PhD Program.

NURS 700 Dissertation 21 cr.
Including the Doctoral Comprehensive Examination Dissertation may be repeated to maximum of 30 credits. Minimum requirements are 21 credit hours. Comprehensive exam is included within these 21 credits.

PhD Degree Plans

Full-Time Sample PhD Degree Plan

Summer	Fall	Spring
NURS 690-1cr (<i>seminar</i>) NURS 600-3cr (<i>Philosophy of Science in Nursing</i>) Total: 4 credits	NURS 620-3cr (<i>Adv Health Care Stats I</i>) NURS 602-3cr (<i>Theory II</i>) NURS 630-3cr (<i>Issues in Studying Health of Culturally Diverse and Border Population</i>) Total: 9 credits	NURS 621-3cr (<i>Adv Health Care Stats II</i>) NURS 601-3cr (<i>Theory I</i>) NURS 631-3cr (<i>Behavioral Approaches and Determinants of Nursing and Health</i>) Total: 9 credits
NURS 690-1cr (<i>seminar</i>) NURS 606-3cr (<i>Quantitative Methods in Nursing Research</i>) NURS 610-3cr (<i>Pedagogy</i>) Total: 7 credits	NURS 607-3cr (<i>Qualitative Methods in Nursing Research</i>) NURS 650-3cr (<i>Behavioral Approaches and Determinants of Nursing and Health</i>) Elective #1 Total: 9 credits	NURS 623-3cr (<i>Mixed Methods</i>) Elective #2 Elective#3 Total: 9 credits
NURS 690- 1cr (<i>seminar</i>) NURS 624-3cr (<i>Measurement</i>) NURS 700-3cr (<i>Dissertation</i>) Comps Total: 7 credits	NURS 700- 6-9 credits (<i>Dissertation</i>)	NURS 700- 6-9 credits (<i>Dissertation</i>)
Dissertation- Minimum of 3 credits until complete		

Didactic: 51 credits

Dissertation: 21 credits (3 credits for comps)

72 credits

Electives - 9 credits with 6 outside of SON

Students attend NURS 690 and one research conference each year (x3)

Part-time Option Sample PhD Degree Plan

Year	Summer	Fall	Spring
(Year 1)	NURS 690 (Seminar) NURS 600 (Phil of Nsg Science) Total: 4 credits	NURS 602 (Theory II) NURS 620 (Stats I) Total: 6 credits	NURS 601 (Theory I) NURS 621 (Stats II) Total: 6 credits
(Year 2)	NURS 690 (Seminar) NURS 606 (Quant Methods) Total: 4 credits	NURS 607 (Qual Methods) NURS 630 (Diverse Pops) Total: 6 credits	NURS 623 (Mixed Methods) Elective 1 Total: 6 credits
(Year 3)	NURS 690 (Seminar) NURS 610 (Nsg Educ) Total: 4 credits	NURS 650 (Behavioral Health) Elective 2 Total: 6 credits	NURS 631 (Health Pro) Elective 3 Total: 6 credits
(Year 4)	NURS 624 (Measurement) 3 cr Comps (Dissertation Credits) Students will be required to be on campus on an individual's basis	NURS 700 Dissertation Varying Credits	NURS 700 Dissertation Varying Credits
(Year 5)	NURS 700 Dissertation (Individual on campus time required at the discretion of the Dissertation Committee Chair)		

RESEARCH CONFERENCE

It is expected that students attend the annual WIN (or other faculty approved) Research Conference each year while enrolled in the NMSU PhD Program.

COURSE OFFERINGS

Students should note academic sessions when courses are offered as additional offerings for courses in different academic sessions will not occur. If courses are not taken as projected additional time may be required to complete requirements. The seven year rule remains in effect.

SCHOOL OF NURSING RESOURCES

ASSOCIATE DIRECTOR For GRADUATE STUDIES

Inquiries related to the graduate program should be directed to the Associate Director of Graduate Studies at: 575-646-4387 or via e-mail at: nursing@nmsu.edu .

PhD PROGRAM COORDINATOR

Serves as the Academic Advisor until Dissertation Chairperson is selected.

GRADUATE ASSISTANTSHIPS

The School of Nursing may have funding for graduate assistantships. Eligibility for an assistantship includes acceptance as a nursing graduate student and a 3.0 GPA. Duties involved normally require about 10 - 20 hours per week, and the student is obliged to enroll as a full-time (9 credits) graduate student. Students interested in applying for an assistantship in the School of Nursing should contact the Associate Director for Graduate Studies.

COMPUTERS FOR GRADUATE STUDENT USE AND TECHNOLOGY REQUIREMENTS

A computer work center is located in CHSS Building, Room 219. These computers, which are fully networked and have word processing and some have statistical capabilities, are available for student use. Hours of availability are posted at the door. In addition, there are a number of computer clusters on campus with liberal access times that can be used by students.

As this program is web-based, the following is a list of the **required technology**:

- Access to a computer with internet connection.
- A web browser that supports the Canvas learning management system (<http://learning.nmsu.edu/canvas/canvas-resources/system-requirements/>).

- Microsoft Office 2010 or higher (for documents)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at www.adobe.com)
- Current version of Adobe Flash (www.adobe.com)

NMSU's ICT (Information & Communication Technologies) Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at help@nmsu.edu or visit them at <http://ict.nmsu.edu/csc/> for hours of operation.

The ICT Office has developed a [Student Technology Help](#) web page with information on NMSU Technology requirements.

E-MAIL

All enrolled graduate students are required to establish and **USE** an NMSU e-mail account to access important information from program faculty and staff. In order to obtain a login and password, students may follow the directions on the Homepage of NMSU – Click on MyNMSU and follow the directions to set up an account. For problems setting up an account, call 575-646-1840. Students are expected to read their e-mail on a regular basis, as important information is distributed in this fashion and there are a number of postings that are of interest to students.

RESOURCES FOR UNIVERSITY AND PROGRAM POLICIES

Every student is responsible for adhering to university policies and procedures contained in New Mexico State University *Graduate Catalog*, <http://gradschool.nmsu.edu> and the *NMSU Student Handbook*.

Useful information includes:

- Admission Requirements
- Application for Graduation
- Classification of Graduate Students
- Final Examination
- Grading Policy
- Graduate Assistantships
- Graduate Student Appeals Board
- Graduate Student Council
- Registration

Research Facilities Requirements for Higher Degrees Student Services Time Limit
Forms required by the Graduate School are available at
<http://gradschool.nmsu.edu> on the web.

These include:

- Preparation for Doctoral Degree Programs
- Doctor of Philosophy (Ph.D.)
- Requirements for the Doctoral Degrees
- Qualifying Examination
- Graduate Committee—Doctoral
- Program of Study
- Comprehensive Examination
- Time Limit
- Advancement to Candidacy
- Final Examination
- Registration During Regular Semesters and Summer Sessions
- Finalizing the Doctoral Dissertation

- Residency
- Declaration of Minor
- Foreign Language Requirements

Other items available from this web site include:

New Mexico State University Graduate Catalog

Financial Aid Information

Graduate School Student Handbook

Graduate School Calendar Registration for classes Regulations and procedures

A Checklist for Graduate Degree Candidates is also available from the Graduate School.

INDEPENDENT STUDY COURSES IN NURSING

On occasion it may be necessary and/or appropriate for a student to seek nursing credits *via* independent study (NURC 691). Each student must confer with his/her advisor concerning this option and then contract with a specific faculty member to study specific content under that faculty member's direction. The request to register for Independent Study must be processed as follows:

1. A Special Studies Permit form for an independent study course must be signed by the nursing departmental faculty member involved as faculty of record for the course.
2. A copy of the college's Independent Study/Readings Agreement completed in its entirety, including the specification of requirements and evaluation standards,

This form must accompany #1 above, and both must be signed by the Associate Director for Graduate Studies in the School of Nursing prior to taking the forms to the CHSS Dean and Graduate Dean for course registration. A copy of the form is placed in the student's academic file.

A copy of the Independent Study/Readings Agreement form can be found in the Appendix of this handbook.

GRIEVANCE

Students who wish to appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the *NMSU Graduate Student Handbook* available online at:

<http://www.nmsu.edu/~nursing/documents/msn-handbook-2010-2012.pdf> and the *Graduate Catalog* available online at: <http://gradschool.nmsu.edu> .

STUDENTS WITH DISABILITIES

Feel free to call Diana Quintana, Coordinator for Student Accessibility Services at 575-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially

Feel free to call Gerard Nevarez, Director of Institutional Equity at 575-646-3635 with any questions you may have about NMSU's Non-discrimination Policy and complaint of discrimination, including sexual harassment.

Student Responsibilities:

1. Register with SSD and obtain accommodation documents early in the semester.
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of the beginning of classes (or within one week of the date services are to commence).
3. Retrieve the signed form(s) from faculty and return to SSD within five (5) days of receipt from faculty at least one week before any scheduled exam, and
4. Contact the SSD Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

Faculty Responsibilities:

1. Sign the ACCOMMODATION REQUEST FORM and TESTING ACCOMMODATION FORM (when presented), retain a copy and return the original to the student within five (5) working days of receipt;
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and
3. Refer the students to SSD for any additional accommodations.

Accommodations: SSD office, 646-6840 (Garcia Annex, Room 102): EEO/ADA & Employee Relations, 646-3333 (Hadley Hall, Room 15).

All medical information will be treated confidentially.

POLICIES CONCERNING WRITTEN ASSIGNMENTS

All assigned papers and projects will be typed or word-processed and double-spaced.

All students are required to use the current edition of the *Publication Manual of the American Psychological Association (APA)* for all written papers. (check with course instructor as there have been issues with the 6th edition)

Any assigned papers and projects will be considered late if they have not been presented to the course professor at the announced time and date due. Any late papers may have a penalty attached. Students with extenuating circumstances are expected to solve these problems with the respective faculty member on an individual basis and prior to the established due date and time.

Students may use editors for their papers. Editing of student work by others is limited to assistance with grammar, punctuation, and style only; the substance of the paper must be the student's original work. If an editor is used, the student must provide the course professor may require the draft of the paper at the point it is given to the editor when the final paper is submitted.

PLAGIARISM

NO PLAGIARISM* IS ACCEPTED as scholastic work and may result in a zero for submitted work. Refer to current APA Manual to identify guidelines for accurate citing of resources.

Students are responsible for adhering to the policies and procedures in the School of Nursing Graduate Program Student Handbook and the NMSU Graduate Catalog and NMSU Student Handbook. For further information you may refer to the *NMSU Graduate Student Handbook* and (1997) Guidelines for Nurse Authors and Editors. *IMAGE: Journal of Nursing Scholarship*, 25(4), 358-359.

¹
*Plagiarism¹ is defined as the intentional use of someone else's words (e.g., direct quotes), thoughts (e.g., paraphrased quotes), ideas (e.g., charts, data), or internet materials in your own writings/presentations as if you had come up with them on your own. Plagiarism is the theft of intellectual property and is not unlike stealing from a commercial business. A special case of plagiarism is the unacceptable practice of "self plagiarism" in which an author will use segments of his/her own published material (e.g., methods section of a scientific paper) in a new publication without reference.

ETHICS

All students within the School of Nursing have a special concern with ethical standards because of the unique demands of nursing practice. To guide the student along the path of ethical nursing practice, the American Nurses Association Code for Nurses² follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the

patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

¹ Office of Research Education & Training, University of Miami School of Medicine, Definition: Plagiarism, online: Retrieved on 7/6/2005 from <http://researchedu.med.miami.edu>.

² American Nurses Association, *Code of Ethics* – 2001

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Pi Omega Chapter

To be eligible for membership in *Sigma Theta Tau International*, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership are graduate students in a master or post-master program who have achieved a grade point average of at least 3.5 on a 4.0 scale and have completed one fourth (1/4) of the Graduate program requirements. Eligible students are recommended by nursing faculty. The student then must apply and be selected for membership in the Honor Society. New members are selected and inducted annually.

PROGRAM EVALUATION

Students are included in the ongoing process through school committees and semester course/faculty evaluations. Students are expected to participate in this evaluation and the process toward improvement on an ongoing basis. Students are expected to provide feedback on all courses through the final course evaluation available via Blackboard.

Graduates of the program are encouraged to participate in Alumni Surveys and to keep the nursing department informed of certification status.

STUDENT REPRESENTATION

Student representatives to the School of Nursing committees afford students the opportunity to influence School and Program policies. The faculty strongly encourages any student presented with the opportunity to serve on a committee to accept the position.

Student members of a school committee must be in good academic standing. Student members may vote but may not serve as a Committee Chair or Secretary. The committees on which student members may serve are the Graduate Program Committee and the Student Affairs Committee.

GRADUATE STUDENT FACILITIES

You may check your e-mail and gain network access on the computers in the Media Center in CHSS Building Room 219. Students are encouraged to frequently check their E-mail or virtual bulletin boards available via Blackboard on the PhD Student Support Site for important information. Information concerning e-mail and Blackboard problems can be addressed by calling the “Help Desk” at Computing and Networking at 646-4433 or 646-1840.

PHONE CALLS AND MESSAGES

Only emergency calls and messages will be accepted for students in the School of Nursing Administrative office: 575-646-3812.

CHILDREN IN THE ACADEMIC WORKPLACE

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

- A. Children visiting campus must be closely supervised by an adult at all times.
- B. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
- C. Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
- D. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
- E. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

WRITING CENTER

Students are encouraged to use the Writing Center to improve their writing skills and the quality of their papers (located in Room 102, English Building; phone 575 646-5297. Please note this is an on-campus resource although a limited amount of service is given to those in web-based learning environments.

STUDENT SERVICES:

NMSU offers a variety of support and services for students. A listing of services is available online at: <http://success.nmsu.edu/>.

PhD GRADING FORMAT

RECOMMENDED SCHOOL OF NURSING GRADING SCALE:

A --Excellent = 90 - 100

B --Above Average = 80 -89

C --Average = 70 -79

D --Below Average = 60 -69

F --Failing = below 60

Each course syllabus contains specific information about how course grades are computed. The student must earn a grade of B (3.0) or higher in all courses. Any one course with a grade of C may be repeated one time only.

LIABILITY INSURANCE (only if student will participate in clinical as part of the dissertation research)

Nursing students are covered by the Risk Management Division of the State of New Mexico with comprehensive liability insurance in their normal scope of duties. This has been defined as anything required, requested, or authorized by the University. Students are not covered by the University when they are not within their normal scope of duties. Thus, there is no liability coverage when performing duties in a non-student role. As required by individual clinical affiliations, students may be required to obtain additional liability insurance at their own expense. The School of Nursing requires all students to carry personal liability insurance and proof needs to be shown on admission to the program.

CONFIDENTIALITY

It is the responsibility of every student to safeguard the patient's or client's right to confidentiality in all aspects of care. It is the patient's or client's right to determine the degree of self-disclosure and to whom. Revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

Elements of patient or client information are to be discussed only within the realm of the appropriate clinical/educational setting; e.g., planning conferences, post-clinical conferences, classroom seminars. It is a serious breach of confidentiality to discuss information outside of clinical conferences, seminars, client-centered conferences with agency staff, and appropriate classes. A nursing student who breaches confidentiality is subject to clinical probation or dismissal from the program. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives. A breach of confidentiality is grounds for dismissal.

Students *may not* photocopy/duplicate any patient/client record from any clinical agency utilized by NMSU. Several of the clinical agencies where students are assigned require each student to sign a confidentiality statement prior to participating in agency activities.

PATIENT/CLIENT SAFETY

The safety and well-being of the patients and clients with whom students work while in the graduate program are of utmost importance and concern to faculty, the program, and the department. The following are guidelines to assist students in ensuring the safety and well-being of patients/clients. Violation of these guidelines may be grounds for corrective action or dismissal from the program. Please note that this includes all data collection activities. You Academic Advisor or Dissertation Chair can help you identify the appropriate steps to take to apply for IRB (Institutional Review Board) approval **prior to** data collection.

Unsafe and/or inappropriate clinical and/or research practice includes, but is not limited to, situations where the student:

- 1 Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client.
- 2 Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance.
- 3 Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
- 4 Fails to interact effectively with other members of the health care team.
- 5 Fails to function in a legal manner as defined by the nurse practice act of the state or territory in which the student is licensed as a registered nurse.
- 6 Fails to function in an ethical manner as identified in the ANA Code of Ethics.

APPENDIX A

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING

GRADUATE PROGRAM

**INDEPENDENT STUDY/READINGS AGREEMENT COLLEGE OF HEALTH AND
SOCIAL SERVICES**

Student's Name Course/No. Student's Social Security No. Phone No.

Semester & Year in which course is to be completed: Please list your cumulative Grade Point Average (if known):

Academic Major: No. Course Credits Applied For:

Reason for Requesting to Complete an Independent Study:

Note: Independent studies are not to be used as a substitute for a required course without approval of a course substitution/waiver form signed by your advisor, department head, and with the approval of the CHSS Dean's Office. This must be documented on the student's Application for Admission to Candidacy Form.

Requirements to be fulfilled: Sample List of Readings* Specific Requirements, Projects, etc.*
Not necessarily inclusive

METHOD OF EVALUATION (be as specific as possible):

1.

Student Instructor Advisor
Academic Department Head Distribution:
Instructor

Date
Date
Date

Student's Departmental File
5/25/04

CHSS Dean's Office Copy

APPENDIX B

**NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING – GRADUATE
PROGRAM**

CHECKLIST FOR GRADUATION

Time table and check list for development of oral presentation and other graduation requirements and activities to be turned in to the PhD Coordinator the first week of the student’s final semester.

Projected Date / Date Complete

- Review the School of Nursing PhD Dissertation Defense Guidelines
- Schedule date for dissertation completion & oral presentation
- Meet with Dissertation Chair to discuss time-line,
- Complete Dissertation Defense & Final Document

CRITICAL DATES AND DEADLINES FOR GRADUATION

Requirements Date/Deadline Date Complete

- Filing of degree application
- Submit Committee for Dissertation Final Examination form to Graduate School
- Last day for Dissertation Defense
- Date for your oral examination

The following must be completed before grades released:

- Completed accepted dissertation by Graduate School with _____ copies to Library & School of Nursing _____
- Complete PhD Graduate Program Evaluation form _____

Student’s Signature Exam Chair Date

Dissertation Chair Signature Date

Last day of class Commencement _____

APPENDIX C
New Mexico State University

School of Nursing

DISSERTATION PROPOSAL APPROVAL FORM

Student Principal Investigator: _____

Title of Study: _____

This research proposal has been reviewed and approved by the Principal Investigator's Dissertation Committee.

Committee Chair: _____

Date:

Committee Members:

_____ Date:

_____ Date:

_____ Date:

Dissertation Committee Recommendation:

Approval _____

Approval with Reservations _____

Disapproval _____

Original to Associate Director for Graduate Studies; Copy to Chair, Committee members, and IRB(s)

Form approved: 01/31/2008