Daphne Cockwell School of Nursing

Graduate Programs Handbook

Master of Nursing

Primary Health Care Nurse Practitioner

PhD in Urban Health

2020-2021

Last Revised in 2021

The contents of this Handbook are subject to revision at any time. The University and the Daphne Cockwell School of Nursing's right to revise includes, but is not limited to, policies, programs, graduating guidelines, graduation requirement, courses, services, fees and personnel.

The information in this Handbook is specific to the Graduate Programs administered within the Daphne Cockwell School of Nursing. Students are also required to adhere to the policies and procedures of the Yeates School of Graduate Studies (YSGS) and the University. Information about these policies and procedures is available on the Yeates School of Graduate website and in the University Calendar.

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WELCOME TO THE DAPHNE COCKWELL SCHOOL OF NURSING

Welcome to the Daphne Cockwell School of Nursing as well as the Yeates School of Graduate Studies at Ryerson University!

We are pleased to offer graduate programs that are designed to provide you with leading-edge education focused on advancing your skills and knowledge in evidence-based practice, education, policy and leadership.

We take a high-touch, hands-on approach to advanced education. Together, our students, staff and faculty create a caring, committed community that is a hub for:

> Community Building. Intense, interactive classroom and practice settings that help students connect, build relationships, and expand their personal and professional networks.
>
> Community Collaboration. Connections with leading health care organizations and Toronto's vibrant, diverse neighbourhoods that offer our students rich, rewarding opportunities for practice, education and research.
>
> Community Leadership. Our programs are values-driven, emphasizing social justice, accountability, advocacy and partnership as core values in health care leadership.

This Handbook is designed to provide you with general information about some of the resources and services you may need during your graduate study in the School of Nursing. Students are held accountable for knowing and abiding by the contents of this handbook as well as all University graduate policies and procedures.

Please Note: Every effort has been made to ensure that the information in the Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest up-to-date information, please check the Yeates School of Graduate Studies web site at http://www.ryerson.ca/graduate/.

On behalf of the Daphne Cockwell School of Nursing faculty and staff, all the best as you embark on this new chapter in your professional career.

Sincerely,

Cristina Catallo

Cristina Catallo, PhD, RN
Associate Professor
Graduate Programs Director
Daphne Cockwell School of Nursing

POLICY REFERENCES AND GUIDELINES

This Nursing's Graduate Programs Handbook has been compiled for reference by faculty and students in Ryerson University's Daphne Cockwell School of Nursing. Policies within or referenced by this handbook apply to all graduate Master's degree, PHCNP certificate and PhD students within the School of Nursing (unless otherwise stated).

Policy References and Guidelines: In addition to this handbook, references which contain policies and guidelines relevant for graduate students at Ryerson University include the following:

Graduate Student Guide https://www.ryerson.ca/graduate/student-guide/academic-matters/procedures/

Graduate Academic Calendar https://www.ryerson.ca/graduate/calendar/programs-and-courses/

Graduate Significant Dates https://www.ryerson.ca/graduate/calendar/significant-dates/

Graduate Status, Enrolment, and Evaluation Policy
https://www.ryerson.ca/content/dam/senate/policies/pol164(b).pdf

Academic Consideration and Appeals Policy
https://www.ryerson.ca/content/dam/senate/policies/pol167.pdf

Grade Reassessment and Grade Recalculation Policy
https://www.ryerson.ca/content/dam/senate/policies/pol162.pdf

Grade and Standing Appeals Policy https://www.ryerson.ca/content/dam/senate/policies/pol168.pdf

Academic Integrity Policy https://www.ryerson.ca/senate/policies/pol60.pdf

Student Code of Non-Academic Conduct https://www.ryerson.ca/senate/policies/pol61.pdf

Graduate Supervisor Guidelines https://www.ryerson.ca/content/dam/graduate/current-students/policies/Graduate-Supervision-Guidelines-Aug18.pdf

Supervision and Advising https://www.ryerson.ca/graduate/student-guide/academic-matters/supervision-advising/

Dissertation, Thesis and Exams https://www.ryerson.ca/graduate/student-guide/academic-matters/dissertation-thesis-exams/

Thesis and Dissertation Submission Guidelines
https://www.ryerson.ca/content/dam/graduate/current-students/policies/Thesis_MRP_Dissertation_Guidelines.pdf

Form Downloads https://www.ryerson.ca/graduate/student-guide/academic-matters/form-downloads/

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- NP Clinical Placement Coordinator: Hasina Amanzai, RN, BScN, NP-Adult, MN
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- Nursing Faculty: Faculty names, areas of expertise and information are located on the Daphne Cockwell School of Nursing website which you can access by following this url:
  https://www.ryerson.ca/nursing/people/

- PhD in Urban Health Faculty: Faculty names, areas of expertise and information are located on the PhD in Urban Health website which you can access by following this url:
  https://www.ryerson.ca/urban-health-phd/people/

This Daphne Cockwell School of Nursing Graduate Programs Handbook contains 5 Programs, Requirements and Curriculums sections as well as a General Polices and Procedures section:

1. Course Work Stream
2. Thesis Work Stream
3. Concurrent Master of Nursing/Primary Health Care Nurse Practitioner Certificate
4. Primary Health Care Nurse Practitioner Certificate
5. PhD in Urban Health
6. General Policies and Procedures

Each program section provides a program overview, along with a description of the program components and Degree or Certificate requirements. There is also a General Policies and Procedures Section that contains Departmental, YSGS and University policies that are applicable to all graduate students enrolled in any of our 5 graduate programs.

SECTION I: COURSE STREAM

Field I & Field II Course of Study

The Course Work Stream curriculum for Fields I and II is designed for both full-time and part-time students. Courses are scheduled during all three semesters of the academic year. Full-time students are expected to complete the program in 16–20 months (4-5 semesters) and part-time students have a maximum time-to-completion of 3 academic years or 9 semesters.

To successfully complete the MN course work stream degree in either Field I or Field II, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 2 REQUIRED FIELD Courses and 3 Elective Courses (at least two of the electives must be in nursing).

Required Core Courses

Students must complete all 5 REQUIRED CORE Courses		Credits
MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8904*	Seminar in Professional Nursing Advancement	1
MN8905*	Practicum in Professional Nursing Advancement	1

As a requirement, Full-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fourth term of enrolment. Part-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fifth term of enrolment.

* The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over a 12-week term (192 hours). This practicum course is taken concurrently with the course entitled "MN 8904: Seminar in Professional Nursing Advancement" which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses, REQUIRED FIELD courses and at least 1 elective.

Required Field Courses

Students must complete 2 Required Courses from their Field of Study

Field I: Leadership in Health Care Policy and Education		Credits
MN8920	Health Policy: Comparative Analysis	1
MN8921	Leadership in Education	1
MN8934	Inter-Professional Health Education*	1

This course is cross listed as an elective and a Field course for Field I and students may choose to take it as either a required field course or an elective.

Field II: Health and Illness of Individuals and Communities		Credits
MN8910	Health & Illness: Theoretical Perspectives	1
MN8911	Population Health & Health Promotion	1
MN8931	Diversity & Globalization: Urban Health*	1

This course is cross listed as an elective and a Field course for Field II and students may choose to take it as either a required field course or an elective.

Elective Courses*

Students must complete 3 Elective Courses		Credits
MN8930	Advanced Nursing Ethics	1
MN8931	Diversity & Globalization: Urban Health	1
MN8932	Nursing Informatics	1
MN8933	Selected Topics in Nursing	1
MN8934	Inter-Professional Health Education	1
MN8935	Theory Practice of Program Planning and Evaluation	1
MN8950	Major Research Paper	1
MN8936	Advanced Therapeutic Communication	1

*There are a variety of options to fulfill the elective requirements of three (3) courses. Students may take a Field Course outside their field of study as an ELECTIVE course.

Time Limits

Normally, MN students will register for the first semester of their program in the Fall semester.

For students registered Full-Time in the Course Work Stream Fields I or II, 5 academic semesters are the maximum time from initial registration in the Program to completion of the Program. For MN students registered Part-Time in the Course Work Stream Fields I or II, 3 academic years or 9 semesters is the maximum time from initial registration in the Program to completion of the Program.

Categories of Students

Full-Time Student A full-time MN Course Work Stream student will register in two or more courses per term. Full-Time students are expected to complete the program in 16-20 months (4-5 semesters).

Concurrent enrolment in Required Core courses MN 8905 Practicum in Professional Nursing Advancement and MN 8904 Seminar in Professional Nursing Advancement is mandatory. Only subject to consultation with and the approval of the Program Director may a student change status from Full-Time to Part-Time. Any student enrolled in the Thesis Stream does not fall under this definition and is always considered full-time.

Part-Time Student Part-time MN Course Work Stream students are expected to complete the program in 3 academic years or 9 semesters. Since concurrent enrolment in Required Core courses MN 8905 Practicum in Advanced Practice Nursing and MN 8904 Seminar in Advanced Practice Nursing is mandatory, a part-time MN student will be required to register in two courses per term at least once over the 9 semesters.

Internal Transfer Student A student enrolled in the Master of Nursing Course Stream may apply to transfer to the combined MN/PHCNP or Thesis Stream within their first year of study. Information related to the internal transfer application process will be circulated via the MN listserve at the appropriate date. Note that this option to apply to transfer may not be available in all years.

PLEASE NOTE**:** Any transfer applicant that accepts an offer of admission is accepting a change to their Program of Study. Given that enrolment in the combined MN/PHCNP curriculum is limited, if a student transfers to the MN/PHCNP they are NOT ALLOWED, under any circumstances, to switch back to the MN Course Stream.

Program Requirements

The requirement for the Course Stream of the Master of Nursing program in Fields I and II is successful completion of ten courses (or equivalent) on a full-time or part-time basis. Courses are scheduled during all three semesters of the academic year. Full-time students have a maximum of 5 terms to complete the program requirements and part-time students have a maximum of 9 terms.

Our curriculum provides students with a program progressing through theoretical, research and practice courses. Your admission is into one of two fields: Field I – Leadership in Health Policy and Education; or Field II – Health and Illness of Individuals and Communities. The core program consists of five required courses that address theoretical issues and research skills that are common to both fields and two required courses that are specific to your field of study. Students must also complete three elective courses. Core courses MN8901, MN8902, and MN8903 must be completed within the first 3 terms of registration for full-time students and within the first 4 terms for part-time students.

All classroom course hours are for 36 hours per semester EXCEPT the Practicum in Professional Nursing Advancement. Methods of course delivery may vary by course and may include on-line, in-class, or modular formats. Course requirements, assignments and methods of evaluation also vary by course and may include scholarly papers, seminar presentations, examinations or evaluations by self, peers or others. Students receive letter grades for all courses except the Practicum in Professional Nursing Advancement course where students receive a pass/fail mark. The minimum passing grade for graded courses is B-.

All Required Core and Field Core courses must be successfully completed before you can enroll in MN8904 Seminar in Professional Nursing Advancement or MN 8905 Practicum in Professional Nursing Advancement. Please note that courses MN8904 and MN8905 must be taken concurrently. Please note that MN8905 Practicum in Professional Nursing Advancement is an intensive practice experience in which the student is in a practicum setting for 16 hours weekly so you need to plan accordingly.

Most courses are scheduled during the day in 3-hour blocks from 9 am - 12 noon and 1 pm - 4 pm. The program reserves the right to change these scheduling parameters due to unforeseeable circumstances.

All class schedules are centrally planned by the Registrar's Office. Confirmed class schedules will be posted on-line at www.my.ryerson.ca (RAMSS). Normally the Registrar's Office releases fall term schedules on-line by the end of August, winter term schedules by the end of December and spring term schedules by the end of April. Prior to the release of these confirmed schedules by the Registrar's Office on the Web, the Master of Nursing program makes available tentative schedule information to students.

Program Plans

Course Stream Full-time: Field I - Leadership in Health Care Policy and Education

TIME-TO-COMPLETION OPTIONS	TERMS				
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5
	YEAR 1			YEAR 2	
FULL-TIME 5 TERM OPTION A	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	ELECTIVE COURSE & EITHER FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM COURSES
OR					
FULL-TIME 5 TERM OPTION B	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	SEMINAR & PRACTICUM COURSES	ELECTIVE COURSE & ELECTIVE COURSE

REQUIRED TO COMPLETE 5 CORE COURSES	REQUIRED TO COMPLETE 2 FIELD ICOURSES	REQUIRED TO COMPLETE 3 ELECTIVE COURSES
MN 8901 QUANTITATIVE RESEARCH MN 8902 QUALITATIVE RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR IN PROFESSIONAL NURSING ADVANCEMENT MN 8905 PRACTICUM IN PROFESSIONAL NURSING ADVANCEMENT	MN 8920 HEALTH POLICY: A COMPARTATIVE ANALYSIS MN 8921 LEADERSHIP IN EDUCATION MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION*	MN 8911 POPULATION HEALTH & HEALTH PROMOTION MN 8930 ADVANCED NURSING ETHICS MN 8931 DIVERSITY & GLOBALIZATION: PROMOTING URBAN HEALTH MN 8932 ISSUES OF INFORMATICS MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION* MN 8935 THEORY AND PRACTICE OF PROGRAM PLANNING & EVALUATION MN 8936 ADVANCED THERAPEUTIC COMMUNICATION MN 8950 MAJOR RESEARCH PAPER – BY PERMISSION ONLY

*THIS COURSE IS CROSS-LISTED AND MAY BE TAKEN AS EITHER A FIELD COURSE OR AS AN ELECTIVE

Course Stream Full-time: Field II - Health and Illness of individuals, Families and Communities

TIME-TO-COMPLETION OPTIONS	TERMS				
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5
	YEAR 1			YEAR 2	
FULL-TIME 5 TERM OPTION A	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	ELECTIVE COURSE & EITHER FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM COURSES
OR					
FULL-TIME 5 TERM OPTION B	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	CORE COURSE & EITHER FIELD COURSE OR ELECTIVE COURSE	SEMINAR & PRACTICUM COURSES	ELECTIVE COURSE & ELECTIVE COURSE

REQUIRED TO COMPLETE 5 CORE COURSES	REQUIRED TO COMPLETE 2 FIELD I COURSES	REQUIRED TO COMPLETE 3 ELECTIVE COURSES
MN 8901 QUANTITATIV RESEARCH MN 8902 QUALITATIVE RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR IN PROFESSIONAL NURSING ADVANCEMENT MN 8905 PRACTICUM IN PROFESSIONAL NURSING ADVANCEMENT	MN 8910 HEALTH & ILLNESS MN 8911 POPULATION HEALTH & HEALTH PROMOTION MN 8931 DIVERSITY & GLOBALIZATION: PROMOTING URBAN HEALTH*	MN 8920 HEALTH POLICY ANALYSIS MN 8921 LEADERSHIP IN EDUCATION MN 8930 ADVANCED NURSING ETHICS MN 8931 DIVERSITY & GLOBALIZATION MN 8932 ISSUES OF INFORMATICS MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION MN 8935 THEORY AND PRACTICE OF PROGRAM PLANNING & EVALUATION MN 8936 ADVANCED THERAPEUTIC COMMUNICATION MN 8950 MAJOR RESEARCH PAPER – BY PERMISSION ONLY

*THIS COURSE IS CROSS-LISTED AND MAY BE TAKEN AS EITHER A FIELD COURSE OR AS AN ELECTIVE COURSE

Course Stream Part-time: Field I - Leadership in Health Care Policy and Education

TIME-TO-COMPLETION OPTIONS	TERMS								
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5	SPRING #6	FALL #7	WINTER #8	SPRING #9
	YEAR 1			YEAR 2			YEAR 3		
PART-TIME 9 TERM OPTION A	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM	ELECTIVE
OR									
PART-TIME 9 TERM OPTION B	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM	ELECTIVE	ELECTIVE

REQUIRED TO COMPLETE 5 CORE COURSES	REQUIRED TO COMPLETE 2 FIELD I COURSES	REQUIRED TO COMPLETE 3 ELECTIVE COURSES
MN 8901 QUANTITATIVE RESEARCH MN 8902 QUALITATIVE RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR IN PROFESSIONAL NURSING ADVANCEMENT MN 8905 PRACTICUM IN PROFESSIONAL NURSING ADVANCEMENT	MN 8920 HEALTH POLICY MN 8921 LEADERSHIP IN EDUCATION MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION*	MN 8910 HEALTH & ILLNESS MN 8911 POPULATION HEALTH & HEALTH PROMOTION MN 8930 ADVANCED NURSING ETHICS MN 8931 DIVERSITY & GLOBALIZATION MN 8932 ISSUES OF INFORMATICS MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION* MN 8935 THEORY AND PRACTICE OF PROGRAM PLANNING & EVALUATION MN 8936 ADVANCED THERAPEUTIC COMMUNICATION MN 8950 MAJOR RESEARCH PAPER – BY PERMISSION ONLY

*THIS COURSE IS CROSS-LISTED AND MAY BE TAKEN AS EITHER A FIELD COURSE OR AS AN ELECTIVE COURSE

Course Stream Part-time: Field II - Health and Illness of individuals, Families and Communities

TIME-TO-COMPLETION OPTIONS	TERMS								
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5	SPRING #6	FALL #7	WINTER #8	SPRING #9
	YEAR 1			YEAR 2			YEAR 3		
PART-TIME 9 TERM OPTION A	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM	ELECTIVE
	OR								
PART-TIME 9 TERM OPTION B	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	CORE COURSE OR FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	FIELD COURSE OR ELECTIVE	SEMINAR & PRACTICUM	ELECTIVE	ELECTIVE

REQUIRED TO COMPLETE 5 CORE COURSES	REQUIRED TO COMPLETE 2 FIELD I COURSES	REQUIRED TO COMPLETE 3 ELECTIVE COURSES
MN 8901 QUANTITATIVE RESEARCH MN 8902 QUALITATIVE RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR IN PROFESSIONAL NURSING ADVANCEMENT MN 8905 PRACTICUM IN PROFESSIONAL NURSING ADVANCEMENT	MN 8910 HEALTH & ILLNESS MN 8911 POPULATION HEALTH MN 8931 DIVERSITY & GLOBALIZATION: PROMOTING URBAN HEALTH*	MN 8920 HEALTH POLICY MN 8921 LEADERSHIP IN EDUCATION MN 8930 ADVANCED NURSING ETHICS MN 8931 DIVERSITY & GLOBALIZATION: PROMOTING URBAN HEALTH MN 8932 ISSUES OF INFORMATICS MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION MN 8935 THEORY AND PRACTICE OF PROGRAM PLANNING & EVALUATION MN 8936 ADVANCED THERAPEUTIC COMMUNICATION MN 8950 MAJOR RESEARCH PAPER – BY PERMISSION ONLY

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Practicum Placement

The MN curriculum is designed to prepare nurses for advanced nursing practice in a variety of roles and contexts that are needed in our contemporary health care system. The practice component of the program allows students to establish beginning level competencies in advanced practice as defined by the *Advanced Practice Nursing: A Pan-Canadian Framework* (2019) and/or other relevant frameworks.

The MN program bases the definition and description of advanced nursing practice on the work by the Canadian Nurses Association and other sources. Therefore, the MN program views advanced nursing practice in the broadest terms.

The Practicum provides students with an advanced practice experience. Ryerson's proximity to a wide range of health care facilities, community organizations, and professional and government agencies provides students with the opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, e.g., clinical, research, education, policy, quality improvement, administration.

The practicum is NOT a work study; students complete the practicum outside of their place of employment. A minimum of 192 hours (approximately 2 days per week) is required over 10 to 12 weeks of the MN8905 semester. The MN8904 Seminar in Professional Nursing Advancement must be taken concurrently with the Practicum.

Students' Program of Study forms are finalized by the first term of enrolment in the MN Program; therefore, students have ample time to prepare for the 192 hours plus seminar time requirements.

During the Seminar in Professional Nursing Advancement (MN 8904), taken concurrently with the practicum, students will examine linkages between theory, research, and advanced nursing practice. This Practicum Placement Package provides information and instructions on the 1) required supporting documents and 2) submission process. All placements are facilitated by the MN Placement Coordinator, in consultation with the student's Course Professor.

Placement assignment takes into consideration an appropriate match between the student's needs and the practicum site. Placement decisions are based on the following: curriculum requirements, placement and preceptor availability, student's past experience, interviews, and faculty consultations. Student flexibility is required, as the desired placement opportunity may not be available.

Students will be notified regarding the process and time to meet with the Course Professor during the Fall and/or Winter term prior to the academic year of their practicum. Students work with their MN8905 Course Professor and the MN Placement Coordinator to arrange and confirm a practicum placement and preceptor.

Students may identify a preceptor, with graduate education, with whom they want to be placed with for their practicum or may request assistance in arranging for a preceptor. If the student is

requesting assistance in finding a placement, they should contact the MN Placement Coordinator for a meeting.

Send an email to the Placement Coordinator to book a time to meet to discuss your interest for the best possible match to placement and experience. Please note that the Course Professor must approve the preceptor and placement.

Placement partners are multiple and each have their own way of doing things. Here are two placements that have special considerations for graduate students. Should there be any changes, you will be notified:

- Unity Health Toronto - St Michaels Hospital would like the request to go through the placement coordinator for the school to approach them. If you are considering doing a placement at St Michaels, go through the placement coordinator first before approaching anyone. A request will be made on your behalf.

- Sunnybrook Health Sciences Centre - Bayview Hospital has a "Graduate Nursing Student Placement Requests" process and a separate application form on their website.

Students are expected to meet weekly with their preceptors throughout the placement, during the preceptors' working hours. This weekly meeting facilitates discussion about learning needs, expectations, and feedback on student progress, as well as to further promote student socialization into the advanced practice role.

Please note, Ryerson requires that students send all electronic communications from the student's Ryerson e-mail address.

Practicum Placement Steps and Important Dates

STEP 1 Download the most recent version of the Practicum Placement Package from the Graduate Nursing Website.

STEP 2 Visit https://careeraction.blog.ryerson.ca. Watch the videos and complete the sections on It's Your Career: Opening, Introduction, Visioning and Assessment". Refer to the MN Section in the Resource Repository for an example of a graduate curriculum vitae (CV) and tips for developing a CV. Remember to include professional/work/class presentations, major papers, etc. in APA format, and if the student is in the thesis stream program – include the title of your thesis and your supervisor's name. Decide if the potential preceptor will require added details about your employment position responsibilities, particularly if it is a well- understood title and role.

Complete the Google form: Placement Request Form (PRF). If students do not have a preceptor in mind, please assist the Placement Coordinator by documenting on the form what organization you would like to work in including what type of experience you are seeking. Students should also make an appointment to see the Placement Coordinator for additional guidance. The PRF google form can be found on the Graduate Nursing web page https://www.ryerson.ca/nursing/student- resources/graduate/.

STEP 3 Before May 1 schedule a meeting with the Course Professor for MN 8904/5 to discuss placement opportunities, based on your career goal and types of opportunities that are available. Prior to meeting, send via email 1) the draft version of the PRF, 2) the updated cv/resume, and 3) a detailed written Career Vision and Self-Assessment via email to the Course Professor for MN 8904/5. (Save each file as firstname-lastname-PRF Draft and firstname-lastname-Resume Draft.)

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Students will be given access and will need to log on for important information regarding their placement. Almost all of the large hospitals are on HSPnet and post important onboarding information such as registration and orientation information.

STEP 5 Between July 1 and July 30, 2020, Apply for the Vulnerable Sector Screen (VSS) Police Check. Students who reside in Toronto must first visit the Central Placement Office (CPO), DCC 530 and complete the Vulnerable Sector Screen Police Check consent form. Students who reside outside the City of Toronto must visit their Police station. Police Checks may take up to 8 weeks to process. After this, continue to initiate completion of additional requirements for the Practice Requirements Record PRR) and present the completed package and supporting documentation to the CPO. Supporting documents are verified and immediately returned to the student. Faxed, scanned, or e-mailed versions cannot be accepted. The visit is used to collect the PRRs, WSIB Student Declaration of Understanding and to review your specific package submission and confirm that all required documentation is included.

STEP 6 Students who met with the Placement Coordinator to secure a placement will be notified via email regarding a potential opportunity. Students may need to attend an interview with the potential preceptor including other professional practice staff at the organization. In some organizations, this can be a competitive process as graduate students from other schools are also seeking out these opportunities.

STEP 7 The outcome of the interview should be communicated to the Course Professor for MN8904/5 and the MN Placement Coordinator by the student. The Course Professor for MN 8904/5 is responsible to approve the placement and will notify the student and the MN Placement Coordinator via email regarding the approval decision.

STEP 8 HSPnet is where students will find their placement information. All students will be given access to HSPnet with an email being sent to their Ryerson email account with a temporary password. After initially logging on, the student will be asked to change their password.

STEP 9 Be sure to check HSPnet regularly for important information as this can impact the start of the student placement. Most large hospitals have registration information posted or provide a link and this needs to be processed prior to the students initiating practicum. Additional forms and/or certificates may need to either be presented or completed, which is specific to each
organization. Examples of this may be: AODA, IPAC, WHMIS, Violence and Harassment in the Workplace, and Worker Health and Safety Awareness. It is the students' responsibility to access these modules and submit proof of completion to the MN Placement Coordinator for verification. The Placement Coordinator will communicate with the Receiving Agency to confirm that all preplacement requirements have been met. Failure to complete these may jeopardize the placement for the term.

STEP 10 Before the semester begins, the student should email the preceptor to re-confirm the placement. Collaborate to determine the start date at the placement, which will occur during the first week of the semester – be sure to avoid the scheduled seminar day. The student placement may begin prior to the first day of seminar; however, the placement cannot start before the first week of the semester.

SECTION II: THESIS STREAM

Field I & Field II Course of Study

The requirement for the Thesis Stream of the Master of Nursing program is successful completion of ten course credits (or equivalent) on a full-time basis only. Courses are scheduled during all three semesters of the academic year. Students enrolled in the Thesis Stream have a maximum of 6 terms to complete the program requirements.

When considering your program option, please note that students enrolled in the Thesis Stream are required to maintain their full-time status. As a program policy, we do not permit full-time students to change their status to part-time. All students must remain active in the program unless they are on an approved Leave of Absence.

The curriculum is planned to provide students in the Thesis Stream with a program that progresses through theoretical, research and practice courses. You have been admitted into one of two fields: Field I – Leadership in Health Policy and Education; or Field II – Health and Illness of Individuals and Communities. The core program consists of five required courses that address theoretical issues and research skills that are common to both fields, one required course that is specific to your field of study, plus a Thesis.

Students enrolled in the Thesis Stream are required to have completed (or be taking concurrently) the following three courses before enrolling for the MN8000A Thesis: MN8901 Quantitative Research Methods; MN8902 Qualitative Research Methods; and, MN8903 Nature and Development of Nursing Knowledge.

All Required Core courses and one Field course must be successfully completed before you can enroll in MN8904 Practicum in Professional Nursing Advancement and MN 8905 Seminar in Professional Nursing Advancement. Please note that courses MN8904 and MN8905 must be taken concurrently.
To successfully complete the MN thesis stream degree, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 1 REQUIRED Field Course AND a Thesis (equivalent to 4 course credits).

Required Core Courses

Learners must complete all 5 Required Courses AND a Thesis		Credits
MN8901*	Quantitative Research Methods	1
MN8902*	Qualitative Research Methods	1
MN8903*	Nature & Development of Nursing Knowledge	1
MN8904**	Seminar in Professional Nursing Advancement	1
MN8905**	Practicum in Professional Nursing Advancement	1
MN8000	Thesis	4

* Students taking the thesis stream are required to have completed (or be taking concurrently) the following three courses before enrolling in the thesis: MN8901 Quantitative Research Methods: Design and Critical Appraisal; MN8902 Qualitative Research Methods: Design and Critical Appraisal; and, MN8903 Nature and Development of Nursing Knowledge.

** The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over a 12-week term (192 hours). This practicum course is taken concurrently with the course entitled "MN 8904: Seminar in Professional Nursing Advancement" which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses and one REQUIRED FIELD course.

Required Field Courses

Thesis students must complete 1 REQUIRED FIELD Course from their Field of Study

Field I: Leadership in Health Care Policy and Education		Credits
MN8920	Health Policy: Comparative Analysis	1
	or	
MN8921	Leadership in Education	1
	or	
MN8934	Inter-Professional Health Education	1

Field II: Health and Illness of Individuals and Communities		Credits
MN8910	Health & Illness: Theoretical Perspectives	1
	or	
MN8911	Population Health & Health Promotion	1
	or	
MN8931	Diversity & Globalization: Urban Health	1

Time Limits

Normally, MN Thesis Stream students will register for the first semester of their program in the Fall term. For MN students registered in the Thesis Stream, 24 months or 6 terms is the maximum time from initial registration in the Program to completion of the Program.

Categories of Students

Full-Time Student A full-time MN Thesis Stream student will register in two or more courses per term. Full-Time students are expected to complete the program in 24 months or 6 terms.

Concurrent enrolment in Required Core courses MN 8905 Practicum in Professional Nursing Advancement and MN 8904 Seminar in Professional Nursing Advancement is mandatory. Only subject to consultation with and the approval of the Program Director may a student change status from Full-Time to Part-Time. Any student enrolled in the Thesis Stream does not fall under this definition and is always considered full-time.

Program Requirements

The requirement for the Thesis Stream of the Master of Nursing program is successful completion of ten course credits (or equivalent) on a full-time basis only. Courses are scheduled during all three terms of the academic year. Students enrolled in the Thesis Stream have a maximum of 6 terms to complete the program requirements.

When considering your program option, please note that students enrolled in the Thesis Stream are required to maintain their full-time status. As a program policy, we do not permit full-time students to change their status to part-time. All students must remain active in the program unless they are on an approved Leave of Absence.

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All Required Core courses and one Field course must be successfully completed before you can enroll in MN8904 Practicum in Professional Nursing Advancement and MN 8905 Seminar in Professional Nursing Advancement. Please note that courses MN8904 and MN8905 must be taken concurrently.

Thesis Stream Program Plans

Thesis Stream: Field I - Leadership in Health Care Policy and Education

TIME-TO-COMPLETION OPTIONS	TERMS								
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5	SPRING #6	FALL #7	WINTER #8	SPRING #9
	YEAR 1			YEAR 2			YEAR 3		
FULL-TIME 6 TERM OPTION A	CORE COURSE & CORE COURSE	THESIS & CORE COURSE & FIELD COURSE	THESIS	SEMINAR & PRACTICUM	THESIS	THESIS			
OR									
FULL-TIME 6 TERM OPTION B	CORE COURSE & FIELD COURSE	THESIS & CORE COURSE & CORE COURSE	THESIS	SEMINAR & PRACTICUM	THESIS	THESIS			
OR									
FULL-TIME 6 TERM OPTION C	CORE COURSE & CORE COURSE	THESIS & CORE COURSE	THESIS & FIELD COURSE	SEMINAR & PRACTICUM	THESIS	THESIS			

REQUIRED TO COMPLETE 5 CORE COURSES AND THESIS (4 CREDITS)	REQUIRED TO COMPLETE 1 FIELD I COURSE
MN 8901 QUANT. RESEARCH MN 8902 QUAL. RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR MN 8905 PRACTICUM MN 8000 THESIS	MN 8920 HEALTH POLICY MN 8921 LEADERSHIP IN EDUCATION MN 8934 INTER-PROFESSIONAL EDUCATION & COLLABORATION

TIME-TO-COMPLETION OPTIONS	TERMS								
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5	SPRING #6	FALL #7	WINTER #8	SPRING #9
	YEAR 1			YEAR 2			YEAR 3		
FULL-TIME 6 TERM OPTION A	CORE COURSE & CORE COURSE	THESIS & CORE COURSE & FIELD COURSE	THESIS	SEMINAR & PRACTICUM	THESIS	THESIS			
OR									
FULL-TIME 6 TERM OPTION B	CORE COURSE & FIELD COURSE	THESIS & CORE COURSE & CORE COURSE	THESIS	SEMINAR & PRACTICUM	THESIS	THESIS			
OR									
FULL-TIME 6 TERM OPTION C	CORE COURSE & CORE COURSE	THESIS & CORE COURSE	THESIS & FIELD COURSE	SEMINAR & PRACTICUM	THESIS	THESIS			

REQUIRED TO COMPLETE 5 CORE COURSES AND THESIS (4 CREDITS)	REQUIRED TO COMPLETE 1 FIELD II COURSE
MN 8901 QUANT. RESEARCH MN 8902 QUAL. RESEARCH MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE MN 8904 SEMINAR MN 8905 PRACTICUM MN 8000 THESIS	MN 8910 HEALTH & ILLNESS MN 8911 POPULATION HEALTH MN 8931 DIVERSITY & GLOBALIZATION

Practicum Placement

The MN curriculum is designed to prepare nurses for advanced nursing practice in a variety of roles and contexts that are needed in our contemporary health care system. The practice component of the program allows students to establish beginning level competencies in advanced practice as defined by the *Advanced Practice Nursing: A Pan-Canadian Framework* (2019) and/or other relevant frameworks.

The MN program bases the definition and description of advanced nursing practice on the work by the Canadian Nurses Association and other sources. Therefore, the MN program views advanced nursing practice in the broadest terms.

The Practicum provides students with an advanced practice experience. Ryerson's proximity to a wide range of health care facilities, community organizations, and professional and government agencies provides students with the opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, e.g., clinical, research, education, policy, quality improvement, administration.

The practicum is NOT a work study; students complete the practicum outside of their place of employment. A minimum of 192 hours (approximately 2 days per week) is required over 10 to 12 weeks of the MN8905 semester. The MN8904 Seminar in Professional Nursing Advancement must be taken concurrently with the Practicum.

Students' Program of Study forms are finalized by the first term of enrolment in the MN Program; therefore, students have ample time to prepare for the 192 hours plus seminar time requirements.

During the Seminar in Professional Nursing Advancement (MN 8904), taken concurrently with the practicum, students will examine linkages between theory, research, and advanced nursing practice. This Practicum Placement Package provides information and instructions on the 1) required supporting documents and 2) submission process. All placements are facilitated by the MN Placement Coordinator, in consultation with the student's Course Professor.

Placement assignment takes into consideration an appropriate match between the student's needs and the practicum site. Placement decisions are based on the following: curriculum requirements, placement and preceptor availability, student's past experience, interviews, and faculty consultations. Student flexibility is required, as the desired placement opportunity may not be available.

Students will be notified regarding the process and time to meet with the Course Professor during the Fall and/or Winter term prior to the academic year of their practicum. Students work with their MN8905 Course Professor and the MN Placement Coordinator to arrange and confirm a practicum placement and preceptor.

Students may identify a preceptor, with graduate education, with whom they want to be placed with for their practicum or may request assistance in arranging for a preceptor. If the student is

requesting assistance in finding a placement, they should contact the MN Placement Coordinator for a meeting.

Send an email to the Placement Coordinator to book a time to meet to discuss your interest for the best possible match to placement and experience. Please note that the Course Professor must approve the preceptor and placement.

Placement partners are multiple and each have their own way of doing things. Here are two placements that have special considerations for graduate students. Should there be any changes, you will be notified:

- Unity Health Toronto - St Michaels Hospital would like the request to go through the placement coordinator for the school to approach them. If you are considering doing a placement at St Michaels, go through the placement coordinator first before approaching anyone. A request will be made on your behalf.

- Sunnybrook Health Sciences Centre - Bayview Hospital has a “Graduate Nursing Student Placement Requests” process and a separate application form on their website.

Students are expected to meet weekly with their preceptors throughout the placement, during the preceptors’ working hours. This weekly meeting facilitates discussion about learning needs, expectations, and feedback on student progress, as well as to further promote student socialization into the advanced practice role.

Please note, Ryerson requires that students send all electronic communications from the student's Ryerson e-mail address.

Practicum Placement Steps and Important Dates

STEP 1 Download the most recent version of the Practicum Placement Package from the Graduate Nursing Website.

STEP 2 Visit https://careeraction.blog.ryerson.ca. Watch the videos and complete the sections on It's Your Career: Opening, Introduction, Visioning and Assessment". Refer to the MN Section in the Resource Repository for an example of a graduate curriculum vitae (CV) and tips for developing a CV. Remember to include professional/work/class presentations, major papers, etc. in APA format, and if the student is in the thesis stream program – include the title of your thesis and your supervisor's name. Decide if the potential preceptor will require added details about your employment position responsibilities, particularly if it is a well- understood title and role.

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STEP 3 Before May 1 schedule a meeting with the Course Professor for MN 8904/5 to discuss placement opportunities, based on your career goal and types of opportunities that are available. Prior to meeting, send via email 1) the draft version of the PRF, 2) the updated cv/resume, and 3) a detailed written Career Vision and Self-Assessment via email to the Course Professor for MN 8904/5. (Save each file as firstname-lastname-PRF Draft and firstname-lastname-Resume Draft.)

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organization. Examples of this may be: AODA, IPAC, WHMIS, Violence and Harassment in the Workplace, and Worker Health and Safety Awareness. It is the students' responsibility to access these modules and submit proof of completion to the MN Placement Coordinator for verification. The Placement Coordinator will communicate with the Receiving Agency to confirm that all preplacement requirements have been met. Failure to complete these may jeopardize the placement for the term.

STEP 10 Before the semester begins, the student should email the preceptor to re-confirm the placement. Collaborate to determine the start date at the placement, which will occur during the first week of the semester – be sure to avoid the scheduled seminar day. The student placement may begin prior to the first day of seminar; however, the placement cannot start before the first week of the semester.

Supervisor and Supervisory Committee

Developing productive relationships with your research supervisor and supervisory committee is one of the most important and rewarding aspects of being a graduate student in the Master of Nursing Thesis Stream program. The Yeates School of Graduate Studies has produced a guide to help Ryerson's graduate community of students, supervisors, program directors and others involved in graduate supervision understand their roles and responsibilities.

Please use the following link to download the Graduate Supervision document
https://www.ryerson.ca/graduate/student-guide/academic-matters/supervision-advising/

Note that this document was developed by the Admissions and Studies Committee of the Yeates School of Graduate Studies to provide a guide to the roles and responsibilities of graduate students, supervisors, program directors, and others involved in graduate supervision at Ryerson University. It is modeled on policies and guidelines in use at many other Canadian universities, and draws in particular on the policies and procedures of other Ontario universities.

The underlying principle is one of mutual respect for students, faculty, and staff in a university environment governed by traditional standards of research and academic integrity, without prejudice or discrimination. Within this context, the graduate student, the supervisor, and members of the supervisor committee (where appropriate) assume certain responsibilities and obligations.
The policy is neither exhaustive nor exclusive and should be viewed in the context of normal circumstance in the Master of Nursing program.

These guidelines should be viewed as complementary to the policies that pertain to rights and responsibilities of members of the Ryerson community, including the Student code of Conduct, the Graduate Appeals Policy, the Discrimination and Harassment Prevention Policy, the Policy on Ownership in Student Work in Research and the Faculty and Staff Ownership of Research Results Policy.

The faculty who are eligible to supervise appear on the PhD in Urban Health website https://www.ryerson.ca/urban-health-phd/people/.

- In consultation with the student, the supervisor (and co-supervisor, if applicable) will recommend an initial Program of Study and submit this for approval to the Graduate Program Director normally within the first four weeks of the program. The role of the supervisor (and co-supervisor, if applicable) is to provide academic advising, monitor the student's progress toward the completion of the program, and ensure that a Progress Report is submitted to the Graduate Program Director at the end of each term.

- Each student will have a Supervisory Committee selected in conjunction with the supervisor (and co- supervisor, if applicable). The Thesis Supervisory Committee must be approved by the Graduate Program Director prior to its implementation, no later than the end of the first term of enrolment. This approval will require the completion of a Supervisory Committee Approval Form.

- The supervisory committee will include the supervisor (and co-supervisor, if applicable) and two other members, both of whom must be full, adjunct, or associate members of the Yeates School of Graduate Studies (YSGS). Where appropriate, a faculty member from outside YSGS, or an expert professional in the field of the dissertation may be recommended as a member of the Thesis Supervisory committee, subject to approval from the Vice Provost & Dean of YSGS.

- A structured schedule of supervisory committee meetings is to be implemented. The committee will help guide the student through their research by assessing the thesis proposal and the progress of the research.

- The Program Director shall forward to the Vice Provost & Dean of YSGS the recommendations for committee appointments not later than the third term of study. The supervisor will chair the Supervisory Committee.

- The Discussion Checklist document provides a guide for discussing mutual expectations between a student and supervisor. Students are expected to complete the checklist along with the first progress report, either in fall or winter. Please use the following link to download the Discussion Checklist document: https://www.ryerson.ca/graduate/student-guide/academic-matters/supervision-advising/

Role of the Thesis Supervisor and Supervisory Committee

The Supervisor (and co-supervisor, if applicable) together with the Supervisory Committee shall:

- Meet regularly with the student.

- Review the student's background preparedness, and set the dates for the Thesis defense.

- Review the student's progress on the thesis at least once a term. The progress must be reported on the Progress Report, which is to be written in consultation with the student. If the progress is deemed unsatisfactory (i.e. a UNS designation is given on the Progress Report), detailed reasons for this judgement should be included on the Progress report, as well as specific instructions on deliverables for the following term.

- The student's Academic Standing will become Provisional and the Progress Report in this case will act as the Provisional contract. A copy of the Progress Report should be given to the student, the Graduate Program Director, and the Director of Academic Administrative Services, Graduate Studies.

- Evaluate the readiness of the thesis to be examined, and make a recommendation to the Program Director regarding the formation of the Thesis Defense Committee.

- Ensure that a copy of the student's thesis is sent to the external examiner as far as possible in advance of a scheduled defense, but no less than six weeks prior to the date scheduled.

- Ensure that a copy of the student's thesis is sent to all other members of the student's Examining Committee as far as possible in advance of a scheduled defense, but no less than four weeks prior to the date scheduled.

Progress Reports

Students are expected to review their progress with their thesis supervisor (and co-supervisor, if applicable) regularly throughout the term. At the completion of each term, the student must complete a progress report which reviews the student's academic progress in that term.

The progress report relates to the successful completion of milestones related to each semester, as well as specific goals identified by the student and supervisor (and co-supervisor, if applicable) related to expected progress in a given term.

It is the responsibility of the student to have their Progress Reports reviewed and signed by their Thesis Supervisor (and co-supervisor, if applicable) each term they are enrolled.

The Progress Reports are to be submitted to the Graduate Program Director at least 2 weeks before the end of term, so that an in-term grade can be processed. In-term grade will reflect the successful completion of milestones identified each semester. The Graduate Program Director is responsible for submitting in-term grade for all dissertation students.

Recommended Progress Through Thesis Stream

Year I

Term 1

- Contact Supervisor at start of term to discuss Program of Study and preliminary thesis topic
- Not registered in Thesis course
- Periodic meetings with supervisor to further refine thesis topic (recommended to meet a least monthly)

Term 2

- First Term to be enrolled in Thesis Course MN8000A
- Complete Supervisor/Student Checklist and provide signed hard copy to Program Administrator
- In conjuction with supervisor, choose thesis committee and hold at least one committee meeting
- Refine research problem statement, complete background and literature review

Term 3

- Continue in thesis course (MN8000B)
- Complete proposal and approval of research by supervisor and committee
- Submission for Research Ethics Board(s) as required

Year 2

Term 4

- Continue in thesis course (MN8000B) or enroll in Seminar/Practicum courses
- If continuing with thesis, complete data collection and analysis

Term 5

- Continue in thesis course (MN8000B) or enroll in Seminar/Practicum courses
- If continuing with thesis, complete data collection and analysis
- Schedule date for final defense

Term 6

- Continue in thesis course (MN8000B)
- Complete report of thesis
- Thesis committee approves final version of thesis
- Supervisor/Committee Select External examiner
- Completed Defense
- Complete revisions and submit to final approved version to program adminstrator

Thesis Defense Timelines

It is critical to map out the timelines for a thesis defense. There are several matters to be considered in scheduling the defense date and the best planning start-point is at the beginning of the term PRIOR to the term in which the student anticipates completing all of the program requirements for graduation. The final date to apply to schedule an oral defense is a minimum of six weeks before the planned defense date.

Thesis Defense Timeline Requirements	**Planned Term of Oral Defense**		
	Fall Completion	**Winter Completion**	**Spring Completion**
1. Final date to apply to schedule an Oral defense (Approx. 6 weeks before planned defense date)	Apply within the last two weeks of June	Apply within the last two weeks of October	Apply within the last two weeks of March
2. Final date to defend (approx. 4 weeks before the end of term)	Must defend by the end of the first week of August	Must defend by the end of the last week of November	Must defend by the end of the first week of April
3. Final Date to submit a revised draft version in pdf. format to program administrator for review to ensure thesis meets minimum formatting requirements for acceptance by YSGS	You must allow a minimum time of two weeks prior to the final due date to clear outstanding graduation requirements so that the program administrator can review and approve formatting requirements. Please refer to the Significant Dates document found on the YSGS website to determine deadline – here is the link https://www.ryerson.ca/graduate/calendar/significant-dates/ For thesis formatting guidelines please refer to the YSGS Thesis, MRP and dissertation Submission Requirements document – here is the link https://www.ryerson.ca/content/dam/graduate/current-students/policies/Thesis_MRP_Dissertation_Guidelines.pdf		

4. Final Date to clear outstanding graduation requirements and submit approved version of thesis in .pdf format to the program administrator	Please refer to the Significant Dates document found on the YSGS website – here is the link https://www.ryerson.ca/graduate/calendar/significant-dates/
5. Final date to apply to graduate	Please refer to the Significant Dates document found on the YSGS website – here is the link https://www.ryerson.ca/graduate/calendar/significant-dates/
6. Convocation Dates	Please refer to the Convocation documents found on the Ryerson website – here is the link http://www.ryerson.ca/convocation/dates/index.html

Thesis and Examination

The thesis embodies the results of a research program and exposes students' work to scholarly criticism. It must represent a single body of work, with integrated material, and should not be solely a collection of published articles.

The thesis must be prepared and submitted in strict accordance with procedures outlined by the Yeats School of Graduate Studies and with the current regulations of the Library and Archives Canada. It is important to understand that the responsibility for formatting and submitting the correct format rests with the author.

Master of Nursing students must submit their thesis to the program administrator as an electronic PDF file. Please refer to Significant Dates for deadlines and times. Note the final date to clear outstanding graduation requirement. If you miss this date, you must register and pay fees for the term as you must be a current student when your thesis is submitted.

To help prepare and submit your thesis in accordance with proper procedures, YSGS has developed a guide for graduate student use. The Oral Examination will be assessed in terms of the candidates' ability to: 1) present their thesis work and 2) successfully defend all aspects of their study by providing clear and insightful answers to questions.

Thesis Defense Procedure

AT LEAST 4 WEEKS IN ADVANCE OF DEFENSE: Thesis supervisor: Submits the signed Thesis Approval Form (www.ryerson.ca/content/dam/graduate/programs/nursing/forms/Thesis_Guidelines.pdf) o Notifies the Graduate Program Director and Graduate Program Administrator of the student's

intent to defend, providing names of supervisory committee, external examiner, date of defense, room location, and title of thesis o Ensures the external examiner, who holds YSGS appointment, is secured NOTE: External examiner must have YSGS Appointment and be knowledgeable about the content and/or research area pertaining to the thesis.

AT LEAST 3 WEEKS IN ADVANCE OF DEFENSE: Student provides a copy of the thesis to all committee members, inclusive of chair and external examiner, in advance of defense (or mutually agreed upon date) 1. Thesis supervisor and/or student – arrange for projector, laptop, room, and/or teleconference phone to be booked 8 Version Date: December 2017 2. Examining committee (inclusive of the external examiner) is responsible for reading the thesis in its entirety, and coming prepared with examination questions developed in advance of the examination along with suggested edits to the thesis **If any substantive gaps exist, such that the thesis is not defensible, the thesis supervisor should be notified in writing at least 72 hours prior to the examination date.

ON THE DAY OF THE DEFENSE: Thesis supervisor and/or student – set up room with all equipment at least an hour before defense.

Responsibilities of the External Examiner, during the defense, include:

- Generate a list of exam examination questions in advance of the defense. Pose questions to student during defense

- Assessment of student's oral presentation

- Assessment of student's response to questions posed during the oral exam

- Active engagement in the deliberations following the oral exam

Role of the Chair of the Defense:

- The Chair is responsible for maintaining decorum during the examination, and ensuring that the student is given a fair and equitable assessment of their work. The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination. The Chair then presides over the deliberations of the Examining Committee but is a non-voting member, except in the case of a tie.
    - arrives at least 15 minutes before the oral exam
    - Starts exam on time
        - ✓ Begins by ensuring all committee members have received and read the thesis
        - ✓ Confirms that the student is ready for the oral exam
        - ✓ Requests student and audience leave room in order for process to be discussed with the Examining Committee
    - Process: 20-minute presentation, review order, number of questions (2-3/ per examiner; with the External Examiner being permitted to ask 2-3

additional questions), and number of rounds of questions (typically 2 rounds)
- Invites student and audience back into the room for the student's thesis presentation
- Informs audience they cannot participate in the question period (oral exam) and to remain silent throughout the entire process
- Initiates the question period (oral exam), starting with the External Examiner, and ending with the thesis supervisor
- Takes notes throughout the oral exam on changes to be considered by the student and changes that must be made to the thesis to meet requirements

ACTUAL DEFENSE PROCESS:

- Oral presentation:
  - The examination begins with an oral presentation by the student using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.
  - The Chair monitors the time for the presentation and, as needed, alerts the student to time remaining
- Oral exam (question period):
  - The Chair must ascertain that all of the questions from an absent Examination Committee member, should that be the case, are adequately presented by the delegate who may also pose any additional questions. If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

- Once oral exam is completed, only the Examining Committee is present during deliberations. The student and the audience are requested to leave the room prior to the deliberations

- The Chair facilitates deliberations:
  - Requests decision re: oral presentation – satisfactory or unsatisfactory
  - Requests decision re: oral exam – accept paper with minor revisions, refer paper for major revisions, fail
  - Obtain signatures on Report of the Oral Examining Committee found on MN website (http://www.ryerson.ca/content/dam/graduate/programs/nursing/forms/Report_of_the_Oral_Examining_Committee_Form.pdf)
    - One copy of this report should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible via the Graduate Program Administrator.
  - Reviews with the Examination Committee questions and areas for revisions o Decides if student meets criteria for Ryerson University's Blue and Gold award (to qualify, a student must have a minimum of an A-)

- Invites student back into the room and reveals decision (typically the thesis supervisor is provided the opportunity to reveal the decision…. if it is positive)
- Provides questions and areas for revision summary sheet to student and thesis supervisor
- Submits Report of the Oral Examining Committee to Graduate Program Administrator
- Ensures all copies of the written work, submitted for the examination, are returned to the student upon conclusion of the oral examination

NOTE:

- If an Examination Committee member does not appear for the defense, the Chair, in consultation with the thesis supervisor, can determine whether or not to proceed with the defense.

- If the External Examiner and/or Chair does not appear for the defense, the oral exam needs to be rescheduled. 10 Version Date: December 2017

- In either circumstance, the Graduate Program Director and/or Graduate Program Administrator must be notified so an immediate follow-up can occur

SECTION III: COMBINED MASTER OF NURSING/PRIMARY HEALTH CARE NURSE PRACTITIONER (PHCNP) CERTIFICATE

The Concurrent MN/PHCNP program is designed for both full-time and part-time students. Courses are typically scheduled during all three semesters of the academic year. To successfully complete the combined Master of Nursing degree and certificate in PHCNP, the requirements that must be fulfilled are four one-term MN courses and seven PHCNP courses.

Five of the seven PHCNP courses are one semester courses and two are taken over two terms. The 4 Master of Nursing courses address theoretical issues and research skills. All of the MN courses meet for 36 hours per semester, except the Major Research Paper. Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all eleven courses.

Required Core MN Courses

Students must complete all 4 REQUIRED CORE MN Courses		Credits
MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8950	Major Research Paper	1

Required Core PHCNP Courses

Students must complete all 7 REQUIRED CORE PHCNP Courses	Credits

MN8955	Pathophysiology for PHCNP	1
MN8956	PHCNP roles and responsibilities	1
MN8957	Advanced Health Assessment and Diagnosis I	1
MN8958	Advanced Health Assessment and Diagnosis II	1
MN8959	PHCNP Therapeutics I	1
MN8960	PHCNP Therapeutics II	1
MN8951	Integrative Practicum	1

Please note: Students in the concurrent MN/PHCNP program are expected to be familiar with and adhere to all policies and procedures outlined both in this Handbook and the Council of Ontario University Programs in Nursing (COUPN) NP consortium available at: www.np-education.ca

Time Limits

Normally, MN students will register for the first semester of their program in the Fall semester. For MN students registered concurrently in the Primary Health Care Nurse Practitioner Certificate, 4 academic years or 12 semesters is the maximum time from initial registration in the Program to completion of the Program. Please note that students admitted into the PHCNP curriculum for 2019 have a maximum of two years to complete all program requirements.

Program Requirements

The requirement for the combined MN degree and PHCNP Certificate is successful completion of four one-term MN courses and seven PHCNP Certificate courses. The 4 Master of Nursing courses address theoretical issues and research skills. Full-time students have a maximum of 2 Years or 6 terms to complete the program requirements.

All of the MN courses meet for 36 hours per semester, except the Major Research Paper. Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all eleven courses.

Guidance from expert faculty will enhance the nurse practitioner student's capacity to contribute to knowledge development through the identification of critical questions. Evidence based practice principles are incorporated throughout each course to assess, diagnose, and manage health issues appropriate to the population served.

The Master of Nursing courses are taught by instructors from the Daphne Cockwell School of Nursing. The 7 PHCNP courses are taught by instructors in the COUPN consortium who possess the expert knowledge to teach the courses relevant to the Primary Health Care Nurse Practitioner professional area.

Students will have the opportunity to share their different experiences and backgrounds, as well as the diverse client situations they encounter in the clinical settings. The students will

apply legislative regulations and ethical models to a variety of simulated and actual practice situations through assignments, seminar discussions, and clinical practice situations. These include, but are not limited to consultation, prescriptive authority, the ordering of laboratory and diagnostic tests and the certification of death. Effective strategies to influence health and social policy are incorporated into discussion and assignments throughout the program.

For the fall 2020 term, Advanced Health Assessment & Diagnosis I and Advanced Therapeutic Communication I courses are each scheduled **online** over a 13-week term in 3-hour seminar blocks in addition to the 6 hours clinical per week or 78 hours per course per semester.

For the winter 2021 term Advanced Health Assessment & Diagnosis II and Advanced Therapeutic Communication II courses are each scheduled **onsite** over a 13-week term in 3-hour seminar blocks in addition to the 6 hours clinical per week or 78 hours per course per semester.

Pathophysiology is a 13-week course scheduled over two terms and uses a distance method for course delivery. On-line chats are scheduled every other week. There are no clinical requirements for this course.

Fall and winter terms delivery of Roles and Responsibilities is a 13-week course scheduled over two terms and uses a distance method for course delivery. On-line chats are scheduled every other week. There are no clinical requirements for this course.

Integrative Practicum is scheduled on-site with a seminar every other week over a 13-week period (May-August) in addition to the 455 clinical hours.

The clinical practicum component of the PHCNP courses provides opportunities for the application of advanced nursing practice, and related theories and research to varied health issues and client needs.

Throughout the program, students use a variety of learning modalities that strongly promote the integration of theory, practice, and self-direction as essential elements in the professional role of the nurse practitioner.

All class schedules are centrally planned by the Registrar's Office (RO). Confirmed class schedules will be posted on-line at http://www.my.ryerson.ca (RAMSS). Normally the RO releases Fall Term schedules on-line by the end of August, Winter Term schedules by the end of December and Spring Term schedules by early May. Prior to the release of these confirmed schedules by the RO on the Web, the Master of Nursing program will made available TENTATIVE schedule information to students through the Combined Master of Nursing/PHCNP Certificate Schedule forms found on the News Students section of the MN Website.

Variations to the Ryerson YSGS Significant Calendar Dates

For the PHCNP courses, the exam period falls out of step with the YSHS examination period. It is extremely important that students review their course syllabus, as well as the

academic calendared posted on the Ontario Primary Health Care Nurse Practitioner Program website.

The Format for both Pathophysiology and Roles & Responsibilities courses is distance delivery using on-line chats. These chats will take on alternating weeks. Due to this alternating schedule, there is a variation to the Ryerson YSGS significant calendar dates. The final date to drop either course and to receive a 50% refund must occur in week 5 of the course. The final date to drop either course with no refund but in good academic standing must occur in week 8 of the course. Please check with the GPA for the exact calendar date.

Program Plans: Combined MN PHCNP 2 Year Full-time

TIME-TO-COMPLETION OPTIONS	TERMS/SEMESTERS					
	FALL #1	WINTER #2	SPRING #3	FALL #4	WINTER #5	SPRING #6
	YEAR 1			YEAR 2		
FULL-TIME 6 TERM OPTION A	CORE COURSE & MN 8955A & MN 8956A	CORE COURSE & MN 8955B & MN 8956B	CORE COURSE & MN 8950	MN 8957 & MN 8959	MN 8958 & MN 8960	MN 8951
OR						
FULL-TIME 6 TERM OPTION A	CORE COURSE & MN 8955A	CORE COURSE & MN 8955B	CORE COURSE & MN 8950	MN 8956A & MN 8957 & MN 8959	MN 8956B & MN 8958 & MN 8960	MN 8951
OR						
FULL-TIME 6 TERM OPTION A	CORE COURSE & MN 8955A	CORE COURSE & MN 8955B	CORE COURSE & MN 8950 & MN 8956	MN 8957 & MN 8959	MN 8958 & MN 8960	MN 8951

ALL 4 CORE MN COURSES AND 7 PHCNP COURSES ARE CONSDIERED REQUIRED

CORE MN COURSES	PHCNP COURSES
MN 8901 QUANTITATIVE RESEARCH	MN 8951 INTEGRATIVE PRACTICUM
MN 8902 QUALITATIVE RESEARCH	MN 8955A/B PATHOPHYSIOLOGY FOR PHCNP'S
MN 8903 NATURE & DEVELOPMENT OF NURSING KNOWLEDGE	MN 8956A/B PHCNP ROLES & RESPONSIBILITIES
MN 8950 MAJOR RESEARCH PAPER	MN 8956 PHCNP ROLES & RESPONSIBILITIES
	MN 8957 ADVANCED HEALTH ASSESSMENT & DIAGNOSIS I
	MN 8958 ADVANCED HEALTH ASSESSMENT &DIAGNOSIS II
	MN 8959 PHCNP THERAPEUTICS I
	MN 8960 PHCNP THERAPEUTICS II

Clinical Placement

All clinical placements are determined by the Clinical Placement Coordinator in consultation with the Site Coordinator. Clinical placement assignments will endeavor to match a student's learning goals, career interests and course objectives with an appropriate clinical setting.

To be eligible for a clinical placement assignment, students will participate in the following three-step process:

STEP I

Download and print a copy of the 2019/2020 Clinical Placement Package - Student Handbook from the NP Database online.
Complete the package forms and provide supporting clearance documentation as required.

STEP II

a. Schedule an in-person appointment with the Clinical Placement Coordinator for review and submission of your Clinical Placement Package. Faxed, scanned or emailed versions will not be accepted.

The deadline for all Clinical Placement Package submissions is the **August 9 by 4:00pm**.

STEP III

Students will be notified of their clinical placement assignments by the Clinical Placement Coordinator via email at the start of each semester; the exact date is TBD.

Students may not proceed with clinical placement until they have met all of the pre-requisite practice requirements. Failure to submit the required forms and supporting documentation by the given deadline may jeopardize a student's clinical placement and/or result in a delayed start.

Students are advised to begin the process early to ensure enough time to complete the required processes.

Clinical Placement Terms & Conditions

Please review the following terms and conditions as they pertain to each clinical placement assignment, noting that all rules are without exception unless otherwise specified by the Site Coordinator and/or Program Director. A signature will be required on the last page (pp. 24) of this package in acknowledgement of these terms and conditions.

Most, if not all, clinical placements will be located within the geographical boundaries of the central region allocated to Ryerson University. (A map of this central region catchment area can

be viewed at http://np-education.ca/). For this reason, students residing outside of the GTA cannot be guaranteed a placement outside these boundaries.

- All students are expected to travel to both seminars and clinical placements. A student's location or where he/she resides is not a considering factor when assigning clinical placements.

- It is the student's responsibility to adapt their personal schedules (i.e. work, family, social life, etc.,) to accommodate the requirements of the clinical placement including the preceptor's schedule.

- Each student will be precepted by at least one NP during the duration of the program.

- A student's own workplace is not a suitable choice for clinical placements and will not be considered.

- Placements are not subject to student approval. If a student "refuses" or chooses "not to accept" their assigned placement, the student will forfeit his/her clinical placement. This action will jeopardize the student's progress in the program by preventing continued enrollment in the clinical courses.

- Clinical placement assignments are non-negotiable, meaning that once a student is assigned a clinical placement there can be no changes made to accommodate a student preference of any sort. Exceptions are subject to approval by the Site Coordinator and/or Program Director and can only be made under rare and extenuating circumstances.

- Students are not permitted to directly contact agencies listed on the Central Registry Database regarding placement opportunities. Prospective agencies and preceptors that have not first been cleared by the Clinical Placement Coordinator will not be eligible for placement consideration. If you have already contacted or made placement arrangements with a potential preceptor or agency, please cancel these plans and redirect this contact to the Clinical Placement Coordinator.

- Note that not all of a student's learning needs/goals will be met in one particular clinical setting. There will be multiple opportunities throughout the program for individual learning needs to be addressed.

- Once a clinical placement is confirmed, and only when contact information is forwarded to the student by the Clinical Placement Coordinator via email, may the student contact the preceptor to arrange an interview or placement start date.

- Should a student choose to withdraw from a course with a clinical component or from the program itself, he/she will be responsible for communicating this decision with his/her preceptor, faculty and PHCNP administration staff.

- The program reserves the right to remove any student from his/her clinical placement

whose performance does not meet the expected standards of practice for a student at that level of the course at that point in time; and/or where patterns of behavior fail to demonstrate progression towards meeting the course objectives. This situation is not considered to be unsafe practice unless it refers to patterns of behavior or an incident that puts self, patient/client and/or others at a risk that is both imminent and of a substantive nature. The program is under no obligation, in these cases, to find an alternative placement.

- If, after discussions between student, Preceptor and Site Coordinator, it is determined that a student's patterns of behavior have resulted in the clinical practice agency terminating the placement, the student may be advised to withdraw the course. If the student is deemed to have jeopardized her/his opportunity to complete the objectives of the course he/she will receive a failing grade. The agency is not obligated to meet with the student to appeal such decisions.

Clinical Placement Assignments

- Placements are arranged with various agencies within the geographical boundaries of the central region allocated to Ryerson University (see map on NP Network).
- A student's residential area is not a considering factor when assigning clinical placements.
- Students are expected to travel to clinical placements; access to a vehicle is advisable.
- Placements assignments are determined by a number of factors and considerations (e.g. student learning goals, primary health care objectives, availability of preceptors, etc.,).
- Students may offer suggestions for potential placements/preceptors, but are not permitted to negotiate their own placement arrangements.
- Student workplaces are not suitable for placements and will not be considered.
- Placements are arranged with various agencies within the geographical boundaries of the central region allocated to Ryerson University (see map on NP Network).
- Clinical placement assignments are non-negotiable, meaning that once a student is assigned a clinical placement, there can be no changes made to accommodate student preference of any sort. Exceptions are subject to approval by the Site Coordinator and/or Program Director and can only be made under rare and extenuating circumstances.
- Placements are not subject to student approval. Any student choosing to "refuse" or "not accept" their assignment may be choosing to forfeit his/her clinical placement.
- Students must attend any and all orientations required by their placement agencies.

- Placement hours can only begin on or after the official semester/course start date and must be completed prior to the official semester/course end date.

- Students choosing to withdraw from a course with a clinical component or from the program itself are responsible for communicating this decision with their preceptor, faculty and PHCNP administration staff.

Clinical Placement Package Submission Process

To be eligible for a clinical placement assignment, students will participate in the following three-step process:

STEP I
Download and print a copy of the 2019/2020 Clinical Placement Package - Student Handbook from the NP Database online.
Complete the package forms and provide supporting clearance documentation as required.

STEP II
Schedule an in-person appointment with the Clinical Placement Coordinator for review and submission of your Clinical Placement Package. Faxed, scanned or emailed versions will not be accepted.
The deadline for all Clinical Placement Package submissions is Friday August 9, 2019 by 4:00pm.

STEP III
Students will be notified of their clinical placement assignments by the Clinical Placement Coordinator via email at the start of each semester; the exact date is TBD.

Students may not proceed with clinical placement until they have met all of the pre-requisite practice requirements. Failure to submit the required forms and supporting documentation by the deadline may jeopardize a student's clinical placement and/or result in a delayed start.

Students are advised to begin the process early to ensure enough time to complete the required processes.

Clinical Placement Package Requirements

An acceptable Clinical Placement Package submission will include the following completed, signed and dated forms (found in your Clinical Placement Student Handbook) https://www.ryerson.ca/content/dam/nursing/documents/student-resources/phcnp-clinical-placement-package.pdf:

- ✓ PHCNP Practice Information on Record Form

- ✓ PHCNP Practice Requirement Record Form
- ✓ WSIB Student Declaration of Understanding Form
- ✓ PHCNP Clinical Placement Package Documents Checklist

As well as original copies of the following supporting documentation:

- ✓ Vulnerable Sector Screening (VSS) Police Reference Check
- ✓ CPR Certification Card
- ✓ Mask Fit Card
- ✓ Vaccination records and recent bloodwork
- ✓ Up-to-date CV/Resume (preferably saved as a PDF file) emailed to the Clinical Placement Coordinator

All submissions are to be received in person by Friday August 9 by 4:00pm.

Vulnerable Sector Screening (VSS) Police Reference Check

Students residing in the city of Toronto with a postal code starting with the letter 'M", must come to the PHCNP Administration Office to complete a consent form. Students will require a Ryerson student card, valid government ID and proof of mailing address to obtain this form.

The completed consent form can be mailed to or hand-delivered to the Toronto Police Headquarters.

Please be aware that the Toronto Police Services can take *up to 8 weeks or longer* to process a VSS request, therefore, it is recommended that you apply well in advance.

If you live in other municipalities (e.g. York Region, Peel Region), please go directly to your local police headquarters. If you require a letter of reference to obtain a VSS, please inform the Clinical Placement Coordinator.

Note that some clinical agencies require students to have a VSS issued within the last six months in order to be eligible for placement at their facility. In these cases, students will be notified by the Clinical Placement Coordinator and will be responsible for obtaining a new VSS should their date of issue exceed six months.

Clinical Placement Package Documentation

The original copy of the completed Clinical Placement Package will remain with the PCHNP Administration Office. Each student must keep a copy of these records and be prepared to present it along with other supporting documentation at the request of their placement agencies.

Original copies of immunization records, bloodwork reports, CPR certification, Mask Fit Cards and VSS Police Reference Checks are to be kept by the student as the PHCNP Administration Office will not retain nor store copies of these supporting documents for privacy reasons.
Please be advised that your VSS Police Reference Check, CPR certification, and Mask Fit test all have expiration dates. In addition, TB screening may require annual testing. You may be required to renew these items at some point during your clinical placement (depending on when you got them done). It is each student's responsibility to ensure that they are covered for the duration of their Clinical placement and to provide the PHCNP Administration Office with the documentation on for each subsequent renewal.

Important Reminders

- Besure to review the 'Student Handbook' regularly
- Observe for updates/documents on the Ryerson NP website
- Check your np.university Forum on the NP Network every 3-4 days for important updates
- Remember to use professional language/etiquette when communicating with all faculty and staff as per University policies
- Students must always use their Ryerson email when communicating with staff and faculty; emails received from personal and workplace accounts will not receive a response.
- Given the complexity of the placement process and the limited number of preceptors/placement sites available, we greatly appreciate the patience and understanding of all students!

SECTION IV: POST-MASTER'S PRIMARY HEALTH CARE NURSE PRACTITIONER (PHCNP) CERTIFICATE

The Post-Master's PHCNP Certificate program is designed for full-time students only. Courses are typically scheduled during all three semesters of the academic year. To successfully complete the certificate in PHCNP, the requirements that must be fulfilled are the seven PHCNP program courses.

Five of the seven PHCNP courses are one semester courses and two are taken over two terms. Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all eleven courses.

Required Core PHCNP Courses
Students must complete all 7 REQUIRED PHCNP Courses Credits

MN8955	Pathophysiology for PHCNP	1
MN8956	PHCNP roles and responsibilities	1
MN8957	Advanced Health Assessment and Diagnosis I	1
MN8958	Advanced Health Assessment and Diagnosis II	1
MN8959	PHCNP Therapeutics I	1
MN8960	PHCNP Therapeutics II	1
MN8951	Integrative Practicum	1

Please note: Students in the Post-Master's PHCNP Certificate program are expected to be familiar with and adhere to all policies and procedures outlined both in this Handbook as well as the Council of Ontario University Programs in Nursing (COUPN) NP consortium available at: www.np-education.ca

Normally, PHCNP Certificate students will register for the first semester of their program in the Fall semester.

Time Limits

Normally, PHCNP Certificate students will register for the first semester of their program in the Fall semester. Students admitted into the PHCNP curriculum for 2020 have a maximum of two years to complete all program requirements.

Program Requirements

The requirement for the PHCNP Certificate is successful completion of seven PHCNP Certificate courses. Five of the seven PHCNP courses are one-semester courses and two are over two terms. Students have a maximum of 2 Years or 6 terms to complete the program requirements. Students wanting to complete the program in 1 year must first seek permission from the PHCNP Coordinator.

Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all seven courses.

Guidance from expert faculty will enhance the nurse practitioner student's capacity to contribute to knowledge development through the identification of critical questions. Evidence based practice principles are incorporated throughout each course to assess, diagnose, and manage health issues appropriate to the population served. The PHCNP courses are taught by faculty in the COUPN consortium who possess the expert knowledge to teach the courses relevant to the Nurse Practitioner – Primary Health Care professional area.

Students will have the opportunity to share their different experiences and backgrounds, as well as the diverse client situations they encounter in the clinical settings. The students will apply legislative regulations and ethical models to a variety of simulated and actual practice situations through assignments, seminar discussions, and clinical practice situations. These include, but are not limited to consultation, prescriptive authority, the ordering of laboratory and diagnostic tests

and the certification of death. Effective strategies to influence health and social policy will be incorporated into discussion and assignments throughout the program.

Advanced Health Assessment & Diagnosis I and Advanced Therapeutic Communication I courses are each scheduled over a 13-week term in 3-hour seminar blocks in addition to the 6 hours clinical per week or 78 hours per course per semester.

Advanced Health Assessment & Diagnosis II and Advanced Therapeutic Communication II courses are each scheduled over a 13-week term in 3-hour seminar blocks in addition to the 6 hours clinical per week or 78 hours per course per semester.

Pathophysiology is a 13-week course scheduled over two terms and uses a distance method for course delivery. On-line chats are scheduled every other week. There are no clinical requirements for this course.

Roles and Responsibilities is a 13-week course scheduled over two terms and uses a distance method for course delivery. On-line chats are scheduled every other week. There are no clinical requirements for this course.

Integrative Practicum is scheduled with a seminar every other week over a 13-week period (May-August) in addition to the 455 clinical hours. The clinical practicum component of the PHCNP courses provides opportunities for the application of advanced nursing practice, and related theories and research to varied health issues and client needs.

Throughout the program, students use a variety of learning modalities that strongly promote the integration of theory, practice, and self-direction as essential elements in the professional role of the nurse practitioner.

All class schedules are centrally planned by the Registrar's Office (RO). Confirmed class schedules will be posted on-line at http://www.my.ryerson.ca (RAMSS). Normally the RO releases Fall Term schedules on-line by the end of August, Winter Term schedules by the end of December and Spring Term schedules by early May. Prior to the release of these confirmed schedules by the RO on the Web, the Master of Nursing program will made available TENTATIVE schedule information to students through the Combined Master of Nursing/PHCNP Certificate Schedule forms found on the News Students section of the MN Website.

Variations to the Ryerson YSGS Significant Calendar Dates

For the PHCNP courses, the exam period falls out of step with the YSHS examination period. It is extremely important that students review their course syllabus, as well as the academic calendared posted on the Ontario Primary Health Care Nurse Practitioner Program website.

The Format for both Pathophysiology and Roles & Responsibilities courses is distance delivery using on-line chats. These chats will take on alternating weeks. Due to this alternating schedule, there is a variation to the Ryerson YSGS significant calendar dates. The

final date to drop either course and to receive a 50% refund must occur in week 5 of the course. The final date to drop either course with no refund but in good academic standing must occur in week 8 of the course. Please check with the GPA for the exact calendar date.

Program Plans: 1 and 2-year time-to-completion maximums

TIME-TO-COMPLETION OPTIONS	TERMS					
	Fall Term 1	Winter Term 2	Spring Term 3	Fall Term 4	Winter Term 5	Spring Term 6
	YEAR 1			YEAR 2		
1 YEAR FULL-TIME OPTION A	MN8955A MN8956A MN8957 MN8959	MN8955B MN8956B MN8958 MN8960	MN8951			
2 YEAR FULL-TIME OPTION B	MN8955A MN8956A	MN8955 MN8956B	MN8956	MN8957 MN8958	MN8959 MN8960	MN8951
ALL 7 PHCNP COURSES ARE CONSDIERED REQUIRED						
MN 8951 INTEGRATIVE PRACTICUM MN 8955A/B PATHOPHYSIOLOGY FOR PHCNP'S MN 8956A/B PHCNP ROLES & RESPONSIBILITIES MN 8956 PHCNP ROLES & RESPONSIBILITIES MN 8957 ADVANCED HEALTH ASSESSMENT & DIAGNOSIS I MN 8958 ADVANCED HEALTH ASSESSMENT &DIAGNOSIS II MN 8959 PHCNP THERAPEUTICS I MN 8960 PHCNP THERAPEUTICS II						

Clinical Placement

All clinical placements are determined by the Clinical Placement Coordinator in consultation with the Site Coordinator. Clinical placement assignments will endeavor to match a student's learning goals, career interests and course objectives with an appropriate clinical setting.

To be eligible for a clinical placement assignment, students will participate in the following three-step process:

STEP I

Download and print a copy of the 2019/2020 Clinical Placement Package - Student Handbook from the NP Database online.
Complete the package forms and provide supporting clearance documentation as required.

STEP II

a. Schedule an in-person appointment with the Clinical Placement Coordinator for review and submission of your Clinical Placement Package. Faxed, scanned or emailed versions will not be accepted.

The deadline for all Clinical Placement Package submissions is the **August 9 by 4:00pm**.

STEP III

Students will be notified of their clinical placement assignments by the Clinical Placement Coordinator via email at the start of each semester; the exact date is TBD.

Students may not proceed with clinical placement until they have met all of the pre-requisite practice requirements. Failure to submit the required forms and supporting documentation by the given deadline may jeopardize a student's clinical placement and/or result in a delayed start.

Students are advised to begin the process early to ensure enough time to complete the required processes.

Clinical Placement Terms & Conditions

Please review the following terms and conditions as they pertain to each clinical placement assignment, noting that all rules are without exception unless otherwise specified by the Site Coordinator and/or Program Director. A signature will be required on the last page (pp. 24) of this package in acknowledgement of these terms and conditions.

Most, if not all, clinical placements will be located within the geographical boundaries of the central region allocated to Ryerson University. (A map of this central region catchment area can

be viewed at http://np-education.ca/). For this reason, students residing outside of the GTA cannot be guaranteed a placement outside these boundaries.

- All students are expected to travel to both seminars and clinical placements. A student's location or where he/she resides is not a considering factor when assigning clinical placements.

- It is the student's responsibility to adapt their personal schedules (i.e. work, family, social life, etc.,) to accommodate the requirements of the clinical placement including the preceptor's schedule.

- Each student will be precepted by at least one NP during the duration of the program.

- A student's own workplace is not a suitable choice for clinical placements and will not be considered.

- Placements are not subject to student approval. If a student "refuses" or chooses "not to accept" their assigned placement, the student will forfeit his/her clinical placement. This action will jeopardize the student's progress in the program by preventing continued enrollment in the clinical courses.

- Clinical placement assignments are non-negotiable, meaning that once a student is assigned a clinical placement there can be no changes made to accommodate a student preference of any sort. Exceptions are subject to approval by the Site Coordinator and/or Program Director and can only be made under rare and extenuating circumstances.

- Students are not permitted to directly contact agencies listed on the Central Registry Database regarding placement opportunities. Prospective agencies and preceptors that have not first been cleared by the Clinical Placement Coordinator will not be eligible for placement consideration. If you have already contacted or made placement arrangements with a potential preceptor or agency, please cancel these plans and redirect this contact to the Clinical Placement Coordinator.

- Note that not all of a student's learning needs/goals will be met in one particular clinical setting. There will be multiple opportunities throughout the program for individual learning needs to be addressed.

- Once a clinical placement is confirmed, and only when contact information is forwarded to the student by the Clinical Placement Coordinator via email, may the student contact the preceptor to arrange an interview or placement start date.

- Should a student choose to withdraw from a course with a clinical component or from the program itself, he/she will be responsible for communicating this decision with his/her preceptor, faculty and PHCNP administration staff.

- The program reserves the right to remove any student from his/her clinical placement

whose performance does not meet the expected standards of practice for a student at that level of the course at that point in time; and/or where patterns of behavior fail to demonstrate progression towards meeting the course objectives. This situation is not considered to be unsafe practice unless it refers to patterns of behavior or an incident that puts self, patient/client and/or others at a risk that is both imminent and of a substantive nature. The program is under no obligation, in these cases, to find an alternative placement.

- If, after discussions between student, Preceptor and Site Coordinator, it is determined that a student's patterns of behavior have resulted in the clinical practice agency terminating the placement, the student may be advised to withdraw the course. If the student is deemed to have jeopardized her/his opportunity to complete the objectives of the course he/she will receive a failing grade. The agency is not obligated to meet with the student to appeal such decisions.

Clinical Placement Assignments

- Placements are arranged with various agencies within the geographical boundaries of the central region allocated to Ryerson University (see map on NP Network).
- A student's residential area is not a considering factor when assigning clinical placements.
- Students are expected to travel to clinical placements; access to a vehicle is advisable.
- Placements assignments are determined by a number of factors and considerations (e.g. student learning goals, primary health care objectives, availability of preceptors, etc.,).
- Students may offer suggestions for potential placements/preceptors, but are not permitted to negotiate their own placement arrangements.
- Student workplaces are not suitable for placements and will not be considered.
- Placements are arranged with various agencies within the geographical boundaries of the central region allocated to Ryerson University (see map on NP Network).
- Clinical placement assignments are non-negotiable, meaning that once a student is assigned a clinical placement, there can be no changes made to accommodate student preference of any sort. Exceptions are subject to approval by the Site Coordinator and/or Program Director and can only be made under rare and extenuating circumstances.
- Placements are not subject to student approval. Any student choosing to "refuse" or "not accept" their assignment may be choosing to forfeit his/her clinical placement.
- Students must attend any and all orientations required by their placement agencies.

- Placement hours can only begin on or after the official semester/course start date and must be completed prior to the official semester/course end date.

- Students choosing to withdraw from a course with a clinical component or from the program itself are responsible for communicating this decision with their preceptor, faculty and PHCNP administration staff.

Clinical Placement Package Submission Process

To be eligible for a clinical placement assignment, students will participate in the following three-step process:

STEP I
Download and print a copy of the 2019/2020 Clinical Placement Package - Student Handbook from the NP Database online.
Complete the package forms and provide supporting clearance documentation as required.

STEP II
Schedule an in-person appointment with the Clinical Placement Coordinator for review and submission of your Clinical Placement Package. Faxed, scanned or emailed versions will not be accepted.
The deadline for all Clinical Placement Package submissions is Friday August 9, 2019 by 4:00pm.

STEP III
Students will be notified of their clinical placement assignments by the Clinical Placement Coordinator via email at the start of each semester; the exact date is TBD.

Students may not proceed with clinical placement until they have met all of the pre-requisite practice requirements. Failure to submit the required forms and supporting documentation by the deadline may jeopardize a student's clinical placement and/or result in a delayed start.

Students are advised to begin the process early to ensure enough time to complete the required processes.

Clinical Placement Package Requirements

An acceptable Clinical Placement Package submission will include the following completed, signed and dated forms (found in your Clinical Placement Student Handbook) https://www.ryerson.ca/content/dam/nursing/documents/student-resources/phcnp-clinical-placement-package.pdf:

- ✓ PHCNP Practice Information on Record Form
- ✓ PHCNP Practice Requirement Record Form
- ✓ WSIB Student Declaration of Understanding Form

- ✓ PHCNP Clinical Placement Package Documents Checklist

As well as original copies of the following supporting documentation:

- ✓ Vulnerable Sector Screening (VSS) Police Reference Check
- ✓ CPR Certification Card
- ✓ Mask Fit Card
- ✓ Vaccination records and recent bloodwork
- ✓ Up-to-date CV/Resume (preferably saved as a PDF file) emailed to the Clinical Placement Coordinator

All submissions are to be received in person by Friday August 9 by 4:00pm.

Vulnerable Sector Screening (VSS) Police Reference Check

Students residing in the city of Toronto with a postal code starting with the letter 'M", must come to the PHCNP Administration Office to complete a consent form. Students will require a Ryerson student card, valid government ID and proof of mailing address to obtain this form.

The completed consent form can be mailed to or hand-delivered to the Toronto Police Headquarters.

Please be aware that the Toronto Police Services can take *up to 8 weeks or longer* to process a VSS request, therefore, it is recommended that you apply well in advance.

If you live in other municipalities (e.g. York Region, Peel Region), please go directly to your local police headquarters. If you require a letter of reference to obtain a VSS, please inform the Clinical Placement Coordinator.

Note that some clinical agencies require students to have a VSS issued within the last six months in order to be eligible for placement at their facility. In these cases, students will be notified by the Clinical Placement Coordinator and will be responsible for obtaining a new VSS should their date of issue exceed six months.

Clinical Placement Package Documentation

The original copy of the completed Clinical Placement Package will remain with the PCHNP Administration Office. Each student must keep a copy of these records and be prepared to present it along with other supporting documentation at the request of their placement agencies.

Original copies of immunization records, bloodwork reports, CPR certification, Mask Fit Cards and VSS Police Reference Checks are to be kept by the student as the PHCNP Administration Office will not retain nor store copies of these supporting documents for privacy reasons.

Please be advised that your VSS Police Reference Check, CPR certification, and Mask Fit test all have expiration dates. In addition, TB screening may require annual testing. You may be required to renew these items at some point during your clinical placement (depending on when you got them done). It is each student's responsibility to ensure that they are covered for the duration of their Clinical placement and to provide the PHCNP Administration Office with the documentation on for each subsequent renewal.

Important Reminders

- Besure to review the 'Student Handbook' regularly
- Observe for updates/documents on the Ryerson NP website
- Check your np.university Forum on the NP Network every 3-4 days for important updates
- Remember to use professional language/etiquette when communicating with all faculty and staff as per University policies
- Students must always use their Ryerson email when communicating with staff and faculty; emails received from personal and workplace accounts will not receive a response.
- Given the complexity of the placement process and the limited number of preceptors/placement sites available, we greatly appreciate the patience and understanding of all students!

SECTION VI: PHD IN URBAN HEALTH

The PhD in Urban Health program provides innovative learning opportunities aimed at empowering graduates to work collaboratively across a range of disciplines to generate high quality evidence related to the concerns of individuals and communities and to generate solutions to improve the health and well-being of diverse populations living in urban centres.

Domains are the Substantive Foci of the Urban Health program and the three domains associated with this program are:

1. Health and Wellbeing
2. Safety and Security
3. Migration, Immigration and Settlement

The curriculum facilitates completion in four calendar years (48 months) of full-time study with a significant emphasis on the dissertation research, collaborative learning, and experiential learning opportunities across all years. All students must remain active in the program unless they are on an approved Leave of Absence.

Students are required to successfully complete five graduate courses. Four of the five courses are considered core one-term courses, while the remaining course is a one-term elective. The elective course can be selected from the approved list of existing graduate courses that have a clear link to the theoretical/substantive and methodological component of the dissertation. The electives selected will need to be approved by the dissertation committee prior to enrolment.

Students are required to complete all courses with a grade of B (73%) or higher. Grades less than a B are an F. Students are also required to pass a Candidacy Examination that includes the completion and successful oral examination of the dissertation proposal during their second year or fifth term of enrolment in the program. Once the student has passed the Candidacy Exam, they are required to undertake an original study. This research will culminate in the student writing a dissertation and defending it through a final PhD Oral Examination no later than at the end of their fourth year or twelfth term of enrolment in the program.

The required candidacy exam, final dissertation exam, and dissertation are three significant methods of assessment within this program. The formulation of the written dissertation and the candidacy and dissertation oral examinations requires students to demonstrate their proficiencies in terms of their communication skills, depth and breadth of knowledge, and awareness of limits. Their ability to produce original research is necessary for students to demonstrate their research and scholarship capabilities, level of application of knowledge and professional capacity and autonomy.

Program Curriculum

Required Core PhD Courses

Students must complete all 4 REQUIRED PhD courses		Credits
	Comprehensive Exam	Milestone
	Dissertation	Milestone
UH9010	Theories and Concepts in Urban Health	1
UH9011	Research in Urban Health Settings	1
UH9012	Seminar – Pathways to Becoming a Successful Scientist	1
UH9013	Data Analysis in Urban Health Research	1
	One Elective	1

Elective PhD Courses

Students Must complete 1 elective courses		Credits
MN8910	Individuals and Families Experience with Health and Illness	1
MN8911	Population Health and Health Promotion	1
MN8920	Health Policy: A Comparative Analysis	1
MN8921	Leadership in Education	1
MN8931	Diversity and Globalization: Promoting Urban Health	1
MN8934	Interprofessional Health Education	1
MN8935	Theory and Practice of Program Planning and Evaluation	1
MN8936	Advanced Therapeutic Communication	1
PL8304	Housing & Redevelopment	1

PL8305	Contemporary Urban Design	1
PL8314	Parks in the Contemporary City	1
PL8317	Environmental Planning	1
Pl8315	Transportation Planning	1
CY8004	Management and Policy Development in Child & Youth Care	1
NC8101	Epidemiology for Nutrition Research and Interpretation	1
NC8102	Nutrition and Health Behaviour	1
NC8103	Nutrition Communication Strategies	1
NC8201	Food and Nutrition Policy	1
NC8209	Knowledge Translation	1
NC8212	Critical Perspectives on Mental Health	1

Time-to-Completion Table

Winter 2021 Admission Time-to-Completion Table			
Year	Fall Term	Winter Term	Spring/Summer Term
One		Required: ➢ UH9010 ➢ UH9012 ➢ Dissertation Work Optional: Elective Course	Required: ➢ UH9011 ➢ UH9012 ➢ Dissertation Work Optional: Elective Course
Two	Required: ➢ Dissertation Work Optional: Elective Course	Required: ➢ Dissertation Work ➢ Candidacy Exam Preparation	Required: ➢ Candidacy Exam

Three	Required: ➢ Dissertation Work	Required: ➢ Dissertation Work	Required: ➢ UH9013 ➢ Dissertation Work
Four	Required: ➢ UH9013 ➢ Dissertation Work	Required: ➢ Dissertation Work ➢ Final Dissertation Exam Preparation	Required: ➢ Dissertation Work ➢ Final Dissertation Exam Preparation
Five	Required: ➢ Final Dissertation Exam		

Milestones Table

The following milestones will be used to facilitate the completion of the dissertation within 4 academic years (12 terms).

Winter 2021 Admission Milestone Guidelines			
Year 1	Fall Term	Winter Term 1	Spring/Summer Term 2

One	N/A	➢ Supervisory committee formed and approved by GPD	➢ Complete research background, research problem and purpose of study
Year 2	Fall Term 3	Winter Term 4	Spring/Summer Term 5
Two	➢ Complete literature review and theoretical/conceptual framework	➢ Complete methods chapter and preparing for candidacy exam ➢ selection of candidacy exam committee members	➢ Candidacy Exam ➢ REB submitted
Year 3	Fall Term 6	Winter Term 7	Spring/Summer Term 8
Three	➢ REB approved ➢ Data collection (and simultaneous date entry) begins	➢ Data collection and data entry continues	➢ Data collection and data entry continues, data analysis begins
Year 4	Fall Term 9	Winter Term 10	Spring/Summer Term 11
Four	➢ Data collection, entry, and analysis finishes ➢ Completion of results chapter	➢ Implications and Conclusion chapter completed ➢ preparing for final dissertation exam	➢ preparing for final dissertation exam ➢ selection of final dissertation examination committee members
Year 5	Fall Term 12	Winter Term 13	Spring/Summer Term 14

Five	➢ Final Dissertation Exam		

Supervisor and Supervisory Committee

The faculty who are eligible to supervise appear on the PhD in Urban Health website https://www.ryerson.ca/urban-health-phd/people/.

- In consultation with the student, the supervisor (and co-supervisor, if applicable) will recommend an initial Program of Study and submit this for approval to the Graduate Program Director normally within the first four weeks of the program. The role of the supervisor (and co-supervisor, if applicable) is to provide academic advising, monitor the student's progress toward the completion of the program, and ensure that a Progress Report is submitted to the Graduate Program Director at the end of each term.

- Each student will have a Supervisory Committee selected in conjunction with the supervisor (and co- supervisor, if applicable). The PhD Supervisory Committee must be approved by the Graduate Program Director prior to its implementation, no later than the end of the first term of enrolment. This approval will require the completion of a Supervisory Committee Approval Form.

- The supervisory committee will include the supervisor (and co-supervisor, if applicable) and two other members, both of whom must be full, adjunct, or associate members of the Yeates School of Graduate Studies (YSGS). Where appropriate, a faculty member from outside YSGS, or an expert professional in the field of the dissertation may be recommended as a member of the Dissertation Supervisory committee, subject to approval from the Vice Provost & Dean of YSGS.

- A structured schedule of supervisory committee meetings is to be implemented. The committee will help guide the student through their research by assessing the dissertation proposal, the progress of the research, the student's mastery of their field and the scientific method and the readiness of the student to achieve each identified milestone; the committee will also mentor the student in other professional/research activities including publication and presentation.

- The Program Director shall forward to the Vice Provost & Dean of YSGS the recommendations for committee appointments not later than the third term of study. The supervisor will chair the Supervisory Committee.

- The Discussion Checklist document provides a guide for discussing mutual expectations between a student and supervisor. Students are expected to complete the checklist along with the first progress report, either in fall or winter. Please use the following link to download the Discussion Checklist document: https://www.ryerson.ca/graduate/student-guide/academic-matters/supervision-advising/

Role of the Supervisor and Supervisory Committee

The Supervisor (and co-supervisor, if applicable) together with the Supervisory Committee shall:

- Meet regularly with the student.
- Review the student's background preparedness, and set the dates for the Candidacy Examination.
- Upon successful completion of the Candidacy Examination, the Supervisory Committee shall forward the recommendation to proceed with the research to the Program Director for approval. Upon unsuccessful completion of the comprehensive exam, detailed reasons for the decision will be supplied in writing by the Supervisor to the Vice Provost & Dean of YSGS, the Graduate Program Director and the student within two weeks.
- Formally approve the dissertation proposal.
- Review the student's progress on the dissertation at least once a term. The progress must be reported on the Progress Report, which is to be written in consultation with the student. If the progress is deemed unsatisfactory (i.e. a UNS designation is given on the Progress Report), detailed reasons for this judgement should be included on the Progress report, as well as specific instructions on deliverables for the following term.
- The student's Academic Standing will become Provisional and the Progress Report in this case will act as the Provisional contract. A copy of the Progress Report should be given to the student, the Graduate Program Director, and the Director of Academic Administrative Services, Graduate Studies.
- Evaluate the readiness of the dissertation to be examined, and make a recommendation to the Program Director regarding the formation of the Dissertation Examining Committee.
- Ensure that a copy of the student's dissertation is sent to the external examiner as far as possible in advance of a scheduled oral examination, but no less than six weeks prior to the date scheduled.
- Ensure that a copy of the student's dissertation is sent to all other members of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than four weeks prior to the date scheduled.

Developing productive relationships with the dissertation supervisor (and co-supervisor, if applicable) and supervisory committee is one of the most important and rewarding aspects of being a graduate student in the PhD in Urban Health program. The Yeates School of Graduate Studies has produced a guide to help Ryerson's graduate community of students, supervisors, program directors and others involved in graduate supervision to further understand their roles and responsibilities.

Please use the following link to download the Graduate Supervision document https://www.ryerson.ca/content/dam/graduate/current-students/policies/Graduate-Supervision-Guidelines-Aug18.pdf

Note that this document was developed by the Admissions and Studies Committee of the Yeates School of Graduate Studies to provide a guide to the roles and responsibilities of graduate students, supervisors, program directors, and others involved in graduate supervision at Ryerson University. It is modeled on policies and guidelines in use at many other Canadian universities, and draws in particular on the policies and procedures of other Ontario universities.

The underlying principle is one of mutual respect for students, faculty, and staff in a university environment governed by traditional standards of research and academic integrity, without prejudice or discrimination. Within this context, the graduate student, the supervisor, and members of the supervisor committee (where appropriate) assume certain responsibilities and obligations.

The policy is neither exhaustive nor exclusive and should be viewed in the context of normal circumstance in the PhD in Urban Health program. These guidelines should be viewed as complementary to the policies that pertain to rights and responsibilities of members of the Ryerson community, including the Student Code of Conduct, the Graduate Appeals Policy, the Discrimination and Harassment Prevention Policy, the Policy on Ownership in Student Work in Research and the Faculty and Staff Ownership of Research Results Policy.

Progress Reports

Students are expected to review their progress with their supervisor (and co-supervisor, if applicable) regularly throughout the term. At the completion of each term, the student must complete a progress report which reviews the student's academic progress in that term.

The progress report relates to the successful completion of milestones related to each semester, as well as specific goals identified by the student and supervisor (and co-supervisor, if applicable) related to expected progress in a given term.

It is the responsibility of the student to have their Progress Reports reviewed and signed by their Dissertation Supervisor (and co-supervisor, if applicable) each term they are enrolled.

The Progress Reports are to be submitted to the Graduate Program Director at least 2 weeks before the end of term, so that an in-term grade can be processed. In-term grade will reflect the successful completion of milestones identified each semester. The Graduate Program Director is responsible for submitting in-term grade for all dissertation students.

Candidacy Examination

In addition to the four new required doctoral level courses and one graduate elective course, students must take a pass/fail Candidacy Examination no later than 2 years after registration in the PhD Program and completion of the following required courses: 1) UH9010 Theories and Concepts in Urban Health, 2) UH9011 Research Methods in Urban Health Settings, 3) UH9012 Pathways to Becoming a Successful Scientist – Seminar Course, in addition to completion of one elective course.

The candidacy examination requires the following:

I. Completion of the written dissertation proposal, including chapters that introduce the research problem related to health needs or challenges experienced by urban populations, situate the problem within relevant theoretical and empirical literature and plan for the research study by selecting most appropriate methods;

II. Successful oral exam of the dissertation proposal, including presentation of the proposal and defense of the research proposal. Students will be required to pass this candidacy exam, which will evaluate their ability to present and defend their research proposal, the feasibility of the dissertation project, and their knowledge in the proposed research and related areas. Once the student has passed the Candidacy Examination, they will be required to complete UH9013 Data Analysis in Urban Health Research course during their third year; and carry out the proposed research with the aim of completing it prior to the end of their fourth year of enrollment.

Oral Candidacy Examination Procedures

A. Candidacy Examination Committee

The Candidacy Examination Committee will be formed no later than the fourth term and will consist of:

- all members of the student's supervisory committee;
- an examiner from one of the Schools within the Faculty of Community Services and who is a member of the Yeates School of Graduate Studies
- a committee chair, who may be the Graduate Program Director or a faculty member from the Faculty of Community Services who has a YSGS appointment.

B. Candidacy Examination

At least four-to six weeks prior to the Oral Candidacy Examination, a Candidacy Examination Scheduling Request Form must be submitted to the Graduate Program Director for Approval. The members of the Candidacy Examination Committee will consist of the program director (or designate), who serves as the chair of this committee, and the members of the Supervisory Committee.

At least two weeks prior to the date of the scheduled oral candidacy examination, the candidate **must** submit to all members of the Candidacy Examination Committee for a comprehensive PhD research proposal, in a mutually agreed upon reference format, which may typically include: background, problem statement, research purpose; literature review; theoretical/conceptual framework, and proposed methodology.

The intent of the oral examination is to determine both the scope of the candidate's conceptual, methodological, and technical knowledge of his/her area of specialization and his/her ability to communicate this knowledge in writing.

On the day of the candidacy exam, the committee chair, who is usually the Graduate Program Director, or designate, will determine the readiness of the committee to proceed with the exam. The Chair will confirm that all examination committee members received the research proposal, in a timely manner, if all members read the entire proposal, and if any members have concerns with proceeding with the exam. If concerns are raised, they will be discussed by the committee. If there is a need to reschedule the exam, the Chair will work with the student and their supervisor (and co-supervisor, if applicable) to reschedule the examination. The Chair will invigilate the examination on the scheduled date.

C. Process for the oral component of the PhD Candidacy Examination

1. The candidate will be asked to present their research proposal within a period of 15-20 minutes. The oral presentation includes a discussion of the phenomenon or research problem to be investigated, which is situated (briefly) in the context of recent methodological and theoretical developments in the field. The nature and availability of resources required will be outlined, and the ways in which the research should provide both advances in the field and real or possible applications to Urban Health should be discussed.

2. This oral presentation will be followed by the candidate being questioned by each member of the examination committee; beginning with the external examiner and ending with the supervisor (co- supervisor, if applicable). The oral questions from the Examination Committee will relate to the candidate's comprehension and critical understanding of his/her selected field of expertise. A basic premise of the examination is the research must result in work of relevance to the field of Urban Health and of a publishable quality (in a recognized peer reviewed journal). The questions posed by the committee members must be related to the research proposal

3. The Chair may question the candidate even if not an official examiner.

4. There is no specified time limit for the oral component of the examination. Similar to other candidacy examination in other PhD program at Ryerson University or other universities in Ontario, the PhD Candidacy exam will average approximately 2 hours, with the oral presentation, and *question and answer* period being open to the larger Ryerson community. The period of deliberation by the examination

committee following the oral examination will be in camera.

5. The oral exam and the written proposal, will be pass/fail and decided through a ***majority*** vote by the committee members. The Committee Chair will vote only in the case of a tie.

    a. A student may be granted a "pass" even though a few weaknesses are identified, if it is considered that these may be remedied quickly and are feasible within the context of the planned research study. In such cases, a detailed plan, inclusive of timelines will be recorded on the Report of the Candidacy Exam (Sub-Appendix C5) that will be posted on the PhD in *Urban Health* website. One copy of this report will be immediately given to the student, and a copy will be delivered to the Yeates School of Graduate Studies as soon as possible via the Graduate Program Administrator.

    b. A student who receives a failing grade on the oral exam will be given an opportunity to attempt the oral exam a second time within 3 months of the failed oral exam date.

    c. A second unsatisfactory grade for the oral exam will result in withdrawal from the program.

6. Once the student has passed the Candidacy Examination, he/she must carry out the proposed research with the aim of completing it within the following two years.

Dissertation Examination Procedures

All PhD students are required to pass the final defense examination of their dissertation. The dissertation embodies the results of a student's research study and exposes their work to scholarly criticism. It must represent a single body of work, with integrated material, and should not be solely a collection of published articles.

1. The student's Supervisory Committee will complete the Dissertation Examination Scheduling Request Form (Sub-Appendix C6) and submit to the Graduate Program Director.

2. After consultation with the student, the student's Supervisor (and co-supervisor, if applicable) will recommend to the Program Director the appointment of an Examining Committee.

3. The Examining Committee will be composed of the supervisory committee; one faculty member from within the university, who is a member of the School of Graduate Studies; one member external to the University who is an expert in the research topic addressed in the dissertation, experienced with PhD level graduate studies, and at arm's length from the dissertation; and the Graduate Program Director or designate, who shall serve as the non-voting Chair of the committee.

Doctoral Examining Committee		
	Number of members	Number of votes
Supervisor(s)	1 or more	1
Supervisory committee	2 or more	1 per member
YSGS Faculty - Within Ryerson	1	1
External Examiner	1	1
GPD or designate	Chair	0 unless a tie

4. The Program Director shall forward his/her recommendation regarding the composition of the Dissertation Examining Committee to the Dean of Graduate Studies for approval and appointment. When the committee is appointed, the Supervisor will set the examination date (Note: External examiner must be at the Associate or Full Professor level and be knowledgeable with the content and/or research area pertaining to the dissertation).

5. Supervisor (co-supervisor, if applicable) and/or student – arrange for projector, laptop, room, and/or teleconference phone to be booked.

6. The candidate will provide to the supervisor (co-supervisor, if applicable) and all examination committee members; sufficient printed copies, if agreed upon by the committee, or access to an electronic version of the dissertation. The dissertation will be made available to committee members within 6 weeks prior to the examination date.

7. A response will be sent to the Graduate Program Director within four weeks from the receipt of the dissertation. The external examiner's report shall be given to the supervisor (so-supervisor, if applicable) and the student one week in advance of the examination.

8. On the day of the Examination, the Supervisor (co-supervisor, if applicable) and/or student – set up room with all equipment at least an hour before examination

9. The Chair is responsible for maintaining decorum during the examination, and ensuring that the candidate is given a fair and equitable assessment of his/her work. The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination. The Chair then presides over the deliberations of the Examining Committee but is a non-voting member, except in the case of a tie.
   a. Arrive at least 15 mins before exam
   b. Start exam on time
      - Begin by ensuring all committee members have received and read the dissertation
      - Confirm that the student is ready for the exam
      - Request student and audience leave room in order to discuss the examination process – 15-20- minute presentation, review order, time allotted for each committee member's questioning (about 10 minutes per member), and number of rounds of questions (typically 2 rounds)
      - Invite student and audience back into room and begin questions (start with external, end with supervisor) and inform audience that they cannot participate in exam and are silent throughout procedure
   c. Take notes throughout exam on changes to be considered by the student and changes that must be made to the dissertation to meet requirements

Actual Examination Process

Oral presentation:

- The examination begins with an oral presentation by the candidate using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.

- The Chair shall monitor the time for the presentation and, as needed, alert the student to time remaining

- The Chair gives priority to questions from members of the committee. Usually the questions by the supervisor are last. The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary. If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

- Once oral exam is finished, only the Examining Committee will be present during deliberations. The student and audience will be requested to leave room for deliberations to occur

Chair Facilitated Deliberations

- Request evaluation of the oral presentation as satisfactory or unsatisfactory
- Request decision regarding the oral exam, with possible options to: accept paper with minor revisions, refer paper for major revisions, fail
- Obtain signatures on **Report of the Oral Examining Committee**
    - One copy of this report should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible via the Graduate Program Administrator.
- Review with the committee questions and areas for revisions to reach consensus on the changes to be made by the student and/or supervisor / supervisory committee
- Decide if student meets criteria for Ryerson Blue and Gold award (to qualify, a student must have a minimum of an A- GPA; and the dissertation must be innovative and be of potentially significant impact)
- Invite student back into room and reveal decision

- Provide questions and areas for revision summary sheet to student and supervisor
- Submit **Report of the Oral Examining Committee** to GPA
- All copies of the written work must be returned to the student upon conclusion of the oral examination

Notes

- If a committee member does not appear for the examination, the chair, in consultation with the supervisor (and co-supervisor, if applicable), can determine whether or not to proceed with the examination.
- If the external examiner and/or chair does not appear for the examination, the exam will need to be rescheduled.
- In either circumstance, the Graduate Program Director will need to be notified, so an immediate follow- up can occur.

Dissertation and Examination Decisions

The evaluation will include two components:

1. The Oral Examination will be assessed in terms of the candidates' ability to: 1) present their dissertation work and 2) successfully **defend** all aspects of their study by providing clear and insightful answers to questions. The examination will be evaluated as either:

    - satisfactory
    - unsatisfactory

2. The written dissertation can be evaluated as follows:

    - **Accept the Paper**: Any minor revisions ranging from typographical errors to specified insertions or deletions that do not radically modify the development/ argument of the paper shall be clearly specified in writing, and the student's Supervisor shall ensure that they are made. Written specifications regarding revisions should be given directly to the student; please do not attach revisions to this form. When the Supervisor confirms that the changes have been made (via email to gradthesis@ryerson.ca), the examination requirement has been met.
    - **Refer the Paper for Major Revision**: Detailed reasons for referring the paper for major revision ranging from re-writing a large part of a chapter to including additional work will be supplied in writing by the Chair of the examining committee to the Dean, the Program Director and the candidate within one week following the oral examination. The examining committee must give final

approval to the major revisions by reconvening the examination or by consultation.

- **Fail the Paper**: Detailed reasons for the decision will be supplied in writing by the Chair of the examining committee to the Dean, the Program Director, and the candidate within one week following the oral examination.

Copies of the Dissertation

All copies of the dissertation will be returned to the student.

Recommendation for Governor-General's Gold Medal for Academic Excellence

The Chair of the Examining Committee must determine whether the Committee wishes to recommend the candidate for the Governor-General's Gold Medal for Academic Excellence.

Submission and Deposit of Dissertation

Following the successful examination and completion of all corrections or revisions, the candidate will submit the final copy of the approved dissertation, along with verification by the candidate's supervisor and the Program Director, that all required corrections or revisions have been made, in accordance with the submission procedures of the Yeates School of Graduate Studies.

If, at the time of final submission, the candidate wishes to protect any rights to publication or to obtain a patent that may arise from the candidate's research, or to delay circulation of the document for any other legitimate academic reason, the candidate may apply in writing to the Dean of Graduate Studies to withhold the dissertation from circulation or copying for a period of no more than twelve months from the date of successful final examination.

As a condition of engaging in a graduate program of the University, the author of a dissertation grants certain licenses and waivers with respect to the circulation and copying of the dissertation. These licenses and waivers take effect upon the submission of the copies listed above, except in the case defined in the previous paragraph, where they will take effect following the period of withholding. They are as follows:

- The University Library will be permitted to allow consultation of the dissertation as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and
- Submission to the Library and Archives Canada will be made as agreed to by the candidate on the Library and Archives Canada Non-exclusive License to Reproduce Theses form.

The dissertation must be prepared and submitted in strict accordance with procedures outlined by the Yeates School of Graduate Studies and with the current regulations of the

Library and Archives Canada. It is important to understand that the responsibility for formatting and submitting the correct format rests with the author. PhD in Urban Health students must submit their dissertation to the GPA.

SECTION VI: GENERAL POLICIES, PROCEDURES AND GUIDELINES

Students in the Daphne Cockwell School of Nursing Graduate Program are required to maintain continuous registration in every semester until all requirements of the Program have been met, unless they have been granted Inactive Status.

Time to Completion

All graduate students are expected to complete their programs in the timeline outlined by their program. In some circumstances, students may require more time than specified by their program to complete the program requirements. In these circumstances, students must still meet all requirements within the maximum allowable time to completion.

If students cannot complete program requirements before the maximum time to completion as stipulated, they must apply for an extension. Under extenuating circumstances, the GPD, in consultation with the student's supervisor, can grant a one term extension to the time to completion. An application for an extension of more than one term or a second petition must be granted final approval from the Vice-Provost and Dean, YSGS.

Students who do not apply for extension by the last date to add a course for the term, or if the petition is not approved, will be withdrawn from the program. Students who are withdrawn from their program must reapply to re-enter the program and apply for an extension

Inactive Status/Leaves of Absences

Normally, all graduate students must maintain continuous registration until the completion of the degree/certificate program. However, in cases such as severe illness, maternity/paternity leave or extreme financial difficulty, a student may petition the Dean, Graduate Studies for one or two terms of Inactive Status. Students who have unsatisfactory or incomplete grades on their record are not eligible for Inactive Status. For LOA details please see below:

- Parental LOA Students will be granted a LOA at any time during their pregnancy or within twelve months of the date of birth or custody to provide fulltime care. Parental leave must commence within twelve months of the date of birth or custody. Approval of a parental LOA will only be granted with the application that outlines their plan for a successful return to their program and appropriate supporting documentation. The GPD can grant a student's parental LOA for a maximum of five terms.

- Health, Financial or Compassionate LOA In rare circumstances, where students are unable to meet the requirement of continuous enrolment, a LOA may be granted. A student may apply for a LOA where there are serious or significant health, financial or compassionate situations. 9.2.3 Approval of a LOA will only be granted with the application that outlines their plan, with appropriate supporting documentation, for a successful return to their program. The GPD can grant a student's first LOA for a maximum of one term. The Vice-Provost and Dean, YSGS must grant

final approval for LOAs of more than one term, but the LOAs cannot exceed three terms.

- Students will not normally be granted more than one LOA during their graduate program. Under extraordinary circumstances, an extended LOA or a second LOA may be approved by the Vice-Provost and Dean, YSGS.

- Students who are granted a LOA will not be required to pay fees during the leave; have that term of the leave included in the calculation of time to completion for the degree; be entitled to use the services of the University or the program during the leave; have access to supervisors or supervision; have access to labs or research facilities; and be working towards the completion of diploma or degree requirements while on leave.

- A LOA will not be granted for students in the first term of enrollment.

- Students who are granted a LOA will have their funding packages evaluated for eligibility while on the leave.

- Students who are returning from a LOA must have a plan for completion of program requirements upon their return that has been approved by their faculty advisor/supervisor, GPD, and Vice-Provost and Dean, YSGS, where appropriate; and register for a minimum of one term before completion of the program.

- Students who fail to return from a LOA on the expected date will be withdrawn from their program.

For complete details please see YSGS Policy 164, section 9 or go to https://www.ryerson.ca/content/dam/senate/policies/pol164(b).pdf

Program Withdrawal

A student who for more than two consecutive terms is unable to participate in a program of study, or who finds it necessary to discontinue in the Program, should officially withdraw from the Program.

If a student who has withdrawn from the Program wishes to return to the Program, that student must reapply for admission through the normal admission procedures for the Program, and may be required, as a condition of re-acceptance, to complete additional course work or other requirements by the Program.

Academic Policies and procedures

The following policies and guidelines address the expectations of both students and faculty in the Master of Nursing Program at Ryerson University. Students are also responsible for being aware

of Yeates School of Graduate Studies and Ryerson University policies. Please read the additional policies that are outlined in the Yeates School of Graduate Studies https://www.ryerson.ca/graduate/student-guide/academic-matters/

Students are responsible for knowing the Yeates School of Graduate studies dates, policies and procedures, so please take a moment to look through them. Before you contact the Program Office, consult the School's dates, policies and procedures.
A list of significant academic dates for Fall 2020, Winter 2021 and Spring/Summer 2021 terms are available from the Yeates School of Graduate Studies (SGS) web site:
https://www.ryerson.ca/graduate/calendar/significant-dates/

Ryerson University is committed to supporting students in all aspects of their academic experience, and provides a broad network of advising, counseling and support services to assist students in fulfilling their personal and academic goals. Among the most important aims of these services, and of the University as a whole, is to promote academic success, to protect academic integrity, and to ensure that a student's transcript will ultimately reflect his/her academic abilities and accomplishments. Please go to the following website of "Student Learning Support Department" for a wide range of support services
http://www.ryerson.ca/studentlearningsupport/graduate-student-support/index.html

Students who need academic accommodation support based on disability should register with Academic Accommodation Support (AAS). Once registered, the student must activate the sending of an accommodation letter via the online system used by AAS to each of their instructors outlining their approved accommodation(s) for each course. This should be done as early as possible, prior to a graded assignment, test or exam.
Students are not required to provide their personal health information or seek accommodation directly from their professors, course instructors or teaching assistants as it pertains to academic accommodation for disabilities. Information about accessing academic accommodation for students with disabilities go to http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html

These support systems notwithstanding, situations or events beyond a student's control may affect academic performance. The University recognizes this through the granting of academic consideration, where appropriate, in order to support students facing personal difficulties or unforeseen events.

Academic consideration is administered under the auspices of Senate. Pertinent documents and procedural information are available from the Yeates School of Graduate Studies website. Students are responsible for reviewing all such information prior to the submission of a formal request for academic consideration or an appeal. Policy 162 Grade Reassessment and Grade Recalculation describes the specific definitions related to academic consideration/appeals and the process for requesting academic consideration or submitting an appeal or requesting a grade reassessment. Please go the Ryerson Yeates School of Graduate Studies website at https://www.ryerson.ca/senate/course-outline-policies/grade-reassessment-and-grade-recalculation-policy-162/ .

Course Assignments and Grading

Master of Nursing APA Guidelines for Written Work

To support clear and consistent communication within a discipline, each profession selects a writing style that meets the needs of its members. Writing style involves form and format. Form refers to syntax, grammar, spelling, and punctuation. Format covers the typographic arrangement, expression of ideas, readability, citations, and reference sources. The Daphne Cockwell School of Nursing has adopted as its standard the Publication Manual of the American Psychological Association. The text referenced below is a Required Reading in all of your courses and therefore should be obtained:

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Assignment Policy

All assignments are due on the date noted in the course materials – date includes calendar date and time of day by which assignments must be submitted. Specific instructions for how/where students should submit the assignments and the preferred method of how to contact professors about assignment deadlines is provided by the course instructor/professor.

Penalty for Late Submissions of Assignments

Any assignment that is not submitted by the due date/time AND any assignment for which an extension is granted that is not handed in by the negotiated date/time following penalties will be imposed:

For each day late (any time up to 24 hours after date/time due) - 5% reduction for each day late (e.g. assignment mark of 75% would be reduced to 70%).

Over 2 weeks late - the assignment will **not be** accepted by the course instructor/professor and a grade of "0" (zero) is applied

Requests for Academic Consideration

Students are expected to be familiar with the relevant University policies related to assignments and requests for academic consideration https://www.ryerson.ca/senate/course-outline-policies/grade-reassessment-and-grade-recalculation-policy-162/

As of September 1, 2020, all graduate students must submit their requests for academic consideration online. You must submit the online request in advance of the missed work (e.g., test, assignment deadline, etc.) When circumstances do not permit this, you must submit the request as soon as reasonably possible within three working days. Your instructor(s) will be notified automatically and you will have an electronic record to verify when your requests were submitted and approved. The entire system is link to RAMSS. Please familiarize yourself with

the Academic Consideration Policy 167
https://www.ryerson.ca/content/dam/senate/policies/pol167.pdf to determine if you will be required to include documentation in your submission through this system.

Online request form and instructions can be found using this link
https://prod.apps.ccs.ryerson.ca/senateapps/

Exam/Test Policy

Students are expected to and are responsible for writing tests/examinations on the date and time specified in the course outline and/or academic calendar. The student will receive a grade of '0' on any missed test/exam.

If a student is unable to write a test/exam as scheduled for medical or compassionate reasons, he/she must contact the course instructor/professor no less than 24 hours prior to the due date to request consideration. When circumstances do not permit this, the student must inform the instructor/professor as soon as reasonably possible.

Students are required to present a completed Ryerson Medical Certificate for medically-related requests. The Medical Certificate form and guidelines can be found on the Yeates School of Graduate Studies and the Senate web sites. Requests based on compassionate grounds require the submission of supporting documentation. Granting of a request is determined by the course instructor/-professor in consideration of University policy.

Students are expected to be familiar with the relevant University policies related to assignments and requests for academic consideration
(http://www.ryerson.ca/content/dam/senate/policies/pol152.pdf, IB).

If a student is unable to write a test/exam as scheduled due to religious, Aboriginal and/or spiritual observance, that student MUST have filed the necessary forms for accommodation of religious observance at the beginning of the term (See Policy 150 for Accommodation of Student Religious Observance Obligations and related form.). In this event, an alternate date/time for writing the test/exam must be negotiated with the instructor/professor at the beginning of the term. In the event that a further accommodation is requested, the student must follow the procedure for a request for accommodation, as outlined above.

The University may seek verification of documents submitted in support of requests for academic consideration. A record of requests will be kept in the student's file.

PLEASE NOTE: Employment commitments do not constitute grounds for academic consideration and/or extensions for tests/exams.

Letter Grade %	**DESCRIPTION**
90 - 100 A+	The extent to which the assignment demonstrates superior performance as evidenced by: ♦ Exceptional grasp of the subject matter ♦ Exceptional capacity for originality, creativity, and critical thinking ♦ Exceptional review of literature and integration of relevant concepts ♦ Superior ability to organize and present ideas logically and fluently ♦ Superior ability to analyze, synthesize, and express ideas logically and fluently ♦ Exceptional ability to make critical and insightful evaluation of relevant materials ♦ Exceptional level of scholarly writing ability and correct use of APA guidelines
80 – 89 A to A-	The degree to which the assignment demonstrates excellent performance as evidenced by: ♦ Comprehensive grasp of the subject matter ♦ Excellent capacity for originality, creativity, and critical thinking ♦ Comprehensive review of literature and integration of relevant concepts ♦ Excellent ability to present ideas logically and fluently ♦ Excellent ability to analyze, synthesize, and express ideas logically and fluently ♦ Excellent ability to make critical and insightful evaluation of relevant materials ♦ Excellent level of scholarly writing style and use of APA guidelines. Form and APA format are essentially correct.
73 –79 B to B+	The degree to which the assignment demonstrates good performance as evidenced by: ♦ Good grasp of the subject matter ♦ Good capacity for originality, creativity and critical thinking ♦ Good review of literature and integration of relevant concepts. One or more key concepts/research areas may not be addressed ♦ Good ability to organize and present ideas logically and fluently ♦ Good ability to analyze, synthesize concepts ♦ Good ability to make critical and insightful evaluation of relevant materials ♦ Good level of scholarly writing and use of APA guidelines. Occasional minor errors in form and format.
70 to 72 B-	The degree to which the assignment demonstrates adequate performance as evidenced by: ♦ Satisfactory grasp of the subject matter ♦ Satisfactory review of literature and integration of relevant concepts. One or more key concepts/research areas are not addressed ♦ Satisfactory ability to analyze and synthesize concepts ♦ Satisfactory ability in expressing ideas logically and fluently

	♦ Satisfactory ability to make critical and insightful evaluations of relevant materials ♦ Satisfactory level of scholarly writing and use of APA guidelines. Errors in form and format throughout.
	ANY GRADE BELOW B- IS CONSIDERED A FAILING GRADE ON THE ASSIGNMENT
63 to 69 C – C +	The degree to which the assignment demonstrates unacceptable performance, as evidenced by: ♦ Limited grasp of the subject matter ♦ Limited review of appropriate literature ♦ Limited ability to analyze and synthesize key concepts ♦ Limited ability in expressing ideas logically and fluently ♦ Limited presentation of arguments ♦ Limited ability to make critical and insightful evaluations of relevant materials ♦ Limited level of scholarly writing and use of APA guidelines. Errors in form and format throughout
50 to 62 C – to D –	The degree to which the assignment demonstrates unacceptable performance, as evidenced by: Minimal familiarity with the subject matter Absence of originality, creativity and critical thinking Poor review of appropriate literature Poor ability to analyze and synthesize key concepts Poor organization or lack of focus in the presentation of ideas Poor ability to make critical and insightful evaluation of relevant materials Poor or inconsistent ability in demonstrating scholarly writing and use of APA guidelines. Major errors in APA form and format.

Grading Grid

GRADE	10%	15%	20%	25%	30%	35%	40%	45%	50%
A+ 90-100	9.5	14.3	19	23.8	28.5	33.3	38	42.8	47.5
A 85-89	8.7	13.1	17.4	21.8	26.1	30.5	34.8	39.2	43.5
A- 80-84	8.2	12.3	16.4	20.5	24.6	28.7	32.8	36.9	41
B+ 77-79	7.8	11.7	15.6	19.5	23.4	27.3	31.2	35.1	39
B 73-76	7.5	11.2	14.9	18.6	22.4	26.1	29.8	33.5	37.3
B- 70-72	7.1	10.7	14.2	17.8	21.3	24.9	28.4	32	35.5
C+ 67-69	6.8	10.2	13.6	17	20.4	23.8	27.2	30.6	34
C 63-66	6.5	9.7	12.9	16.1	19.4	22.6	25.8	29	32.3
C- 60-62	6.1	9.2	12.2	15.3	18.3	21.4	24.4	27.5	30.5
D+ 57-59	5.8	8.7	11.6	14.5	17.4	20.3	23.2	26.1	29
D 53-56	5.5	8.2	10.9	13.6	16.4	19.1	21.8	24.5	27.3
D- 50-52	5.1	7.7	10.2	12.8	15.3	17.9	20.4	23	25.5
F1 40-49	4.5	6.7	8.9	11.1	13.4	15.6	17.8	20	22.3
F2 30-39	3.5	5.2	6.9	8.6	10.4	12.1	13.8	15.5	17.3
F3 1-29	1.5	2.3	3.0	3.8	4.5	5.3	6.0	6.8	7.5
F4 0	0	0	0	0	0	0	0	0	0

Graduate Programs Course Assessment Standards

Satisfactory performance in the Master of Nursing Course Stream program requires completion of all courses taken for credit in the graduate program with a grade of at least B- each course or Satisfactory (Pass) in each non-graded course. Any grade below B- will be deemed Unsatisfactory.

Satisfactory performance in the Concurrent Master of Nursing/PHCNP program requires completion of all 11 courses taken for credit in the graduate program with a grade of at least B- in each course. Any grade below B- will be deemed Unsatisfactory.

Graded Course Performance Designations

Grading System: Grades will be awarded for every course in which a student is enrolled in accordance with the following system:

Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations defined below.

Thesis Performance Assessment

The Thesis is deemed to be a course, and when completed, shall be assigned a grade or designated Pass/Fail. A student with satisfactory performance (as recorded on the Progress Report) will continue in these courses with "IP" (in progress) on the grade report in every term until completion. A student with unsatisfactory performance during a term will be assigned a grade of "UNS". A second unsatisfactory term during\enrolment in any of these courses will result in a performance designation of "F" and the student will be withdrawn from the program.

Other Course Performance

AEG: Where a student has achieved satisfactory performance in course work during scheduled classes but has not been able to write the final paper for acceptable reasons including documented illness, family emergency or any other serious problem, the student may petition the Director of the Program for an Aegrotat standing in the course. The course will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "AEG" in lieu of a grade.

AUD: As a candidate for a graduate degree, a student may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fee. A graduate student who wishes to audit more than this number of courses will be assessed an additional fee per course.

Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

To audit a course, a student must obtain the Program Director's written approval and the permission of the professor teaching the course, and then submit with a registration form which indicates the course number and designation "Audit". An auditor will neither write the final examination nor receive a grade for the course, but will be expected to participate actively in some portions of the course. The nature of participation will be defined in writing by the instructor at the time permission to audit is given, and a student who does not participate to this extent may be officially withdrawn from the course. Registration is predicated upon space being available in the course.

CNC: Course not for credit in the current program; this description is recorded on the transcript as information supplementary to the grade earned in the course.

CRT: Transfer Credit. A transfer credit may be achieved through an acceptable grade in a graduate course which has been completed at Ryerson or at another post-secondary institution and which is deemed equivalent to a course in the student's graduate program. To request transfer credit assessment, students must submit a formal petition to the Program Director. Equivalency is determined by the Program Director and/or by the faculty member who is responsible for teaching the specific course in the student's graduate program. The student must be registered in the Program and credit will normally require a prior Letter of Permission from the student's graduate Program Director.

Courses accepted as transfer credits will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "CRT" in lieu of a grade.

A student must complete at least 50% of the Program's degree course requirements, and a thesis or other major project where applicable, while registered as a graduate student at Ryerson.

FNA: Failure Non Attendance; a grade awarded by the Professor when the student is absent from a significant portion of the class meetings, including all course evaluations. It means Unsatisfactory Performance, and is equivalent to a grade of "F".

INC: Incomplete: most work completed is of Satisfactory performance, but some work remains to be completed by a specified date not later than the end of the following academic term. Where this work is not completed by that date and a final grade is not assigned by the Professor in the course, the INC grade will become an F grade.

INP: "INP" means that the course is in progress with Satisfactory performance, but that at least one more term of formal course registration and study is required for completion.

PSD: Acceptable performance in a course graded only pass/fail, as predefined in the Calendar.

UNS: "UNS" means that the course is in progress with Unsatisfactory performance and that at least one more term of formal courses registration and study is required for completion.

Academic Standing

At the end of each semester, a grade report will be produced for each student, indicating his/her academic standing.

CLEAR:

Master of Nursing students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any pre-requisite courses.

PROVISIONAL:

A Master of Nursing student has a grade of less than B- (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by the Program Director, signed by the Faculty Advisor and the student, and recorded with the Office of the Registrar. As part of a provisional plan of study, the Program Director

may require a student to repeat a failed or unsatisfactory course or substitute an alternative course within a maximum of one year.

Students who fail to have a provisional plan of study approved prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

WITHDRAWN:

The Master of Nursing student has unsatisfactory performance in more than one course (i.e. less than B- or F), OR has failed to meet the requirements of a provisional plan of study, OR has failed to complete the Master of Nursing Program within the maximum time limit.

A student who has been withdrawn from the Program is not eligible for readmission into the Program.

OPEN:

An academic standing has not been assigned and the student may continue in the Program.

Student Code of Conduct

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. The Ryerson Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance. Instructors and staff members have a responsibility to take action if they suspect the Code has been violated. The procedures described in this Code have been designed to provide a fair process in such matters. It is imperative that all members of the community abide by the Code in order to maintain an environment that is consistent with the values and behaviour we espouse.

Academic Misconduct

Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable. As academic misconduct can take many forms the following examples are provided for descriptive purposes and are not intended to constitute an exhaustive list.

A1. Academic Dishonesty: Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or the University administration. Academic dishonesty includes but is not limited to the following offences:

a. Plagiarism - claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes:

i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;

ii. presenting someone else's work, opinions or theories as if they are your own;

iii. presenting another's substantial compositional changes to an assignment as your own;

iv. working collaboratively without permission of the instructor on an assignment, and then submitting it as if it was created solely by you; or

v. submitting the same work, for credit in two or more courses without the prior written permission of the instructor(s).

b. Cheating

c. Misrepresentation of personal identity or performance

d. Submission of false information

Please Note: For the policy on (Academic more examples of Academic Misconduct and the penalties and consequences associated with) Academic Misconduct please go to The Student Code of Academic Conduct on the Ryerson website at:

http://www.ryerson.ca/senate/policies/pol60.pdf

For more information on Academic Integrity that discusses group work, plagiarism, and how to avoid Academic misconduct that is specific for Graduate students, go to the Ryerson University Academic Integrity website at

http://www.ryerson.ca/academicintegrity/

Non-Academic Misconduct

The Ryerson Student Code of Non-Academic Conduct ("the Code") reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published University regulations and policies. At the heart of accepted standards is respect for other members of the Ryerson community. The Code in its entirety is intended to identify behaviour, which the University considers to be inappropriate, to outline the procedures the University will use to respond to such behaviour, and to indicate the possible consequences of such behaviour. In addition to requiring the highest standards of academic integrity, Ryerson expects its students to conduct themselves appropriately in other ways (e.g. their interaction with other students, staff and faculty). The University is concerned that inappropriate student behaviour may impair its capacity to carry out effectively its educational responsibilities and to fairly serve all students. Accordingly, the Code concerns itself with student behaviour both inside and outside of classroom settings. The Code will also be enforced if a breach of the Code has occurred off-campus, which affects the right of the members of the University community to use and enjoy the University's learning and working environments.

For the purpose of this policy, a "student" is defined as a person registered in an undergraduate or graduate program proceeding toward a degree, a diploma or a certificate at Ryerson University, or otherwise taking credit or non-credit courses offered by the University.

Students retain their RIGHTS as a citizen when they become members of the University community. They have the RESPONSIBILITY to abide by federal, provincial and municipal statutes in addition to the University's own regulations. The University's interest may cause it to initiate a process pursuant to this policy, whether or not non-University authorities have taken action. The guiding principle is that Ryerson will institute disciplinary proceedings only when Ryerson's interests are affected.

For the definitions, regulations and penalties regarding Non-Academic Misconduct please go to the Student Code of Non-Academic Conduct please go to the SGS website at: http://www.ryerson.ca/senate/policies/pol61.pdf.

Master of Nursing Professional Conduct Guidelines

In accordance with the Professional Misconduct Regulation (Ontario Regulation 799/93) under the Nursing Act, 1991, it is an act of professional misconduct to fail to report an incident of unethical conduct of a health care provider. Faculty and students who are registered with College of Nurses of Ontario are required to abide by this legislation.

Verbal or written information that is deemed to be an act of Professional Misconduct disclosed by a member of the College of Nurses of Ontario while a student in a nursing course/program will be reported.

A. Preamble

These guidelines address issues of responsibility and accountability for all students in the Master of Nursing Program and are intended to identify expected behaviours, outline procedures to respond to inappropriate behaviour, and indicate the possible consequences of such behaviour.

Guidelines are important for the public, in that they ensure that the student has criteria to follow with respect to professional conduct. Guidelines are important for the student, in that they provide direction regarding acceptable and expected professional behaviour.

Nursing students are required to:

- adhere to Ryerson's Student Code of Academic (Policy 60) and Non-Academic Conduct (Policy 61) on YSGS website
- refer to Student Religious Observances: see University calendar
- refer to the Professional Standards as defined by the College of Nurses of Ontario (CNO) http://www.cno.org/docs/prac/41006_ProfStds.pdf.
- follow the Guidelines for Specific Clinical Practice Situations (section 2 of the Guidelines for Professional Behaviour, College of Nurses of Ontario (CNO), (February 1995).
- be familiar with the CNO document on Legislation & Regulation: Professional Misconduct (2009).

The following conduct guidelines will also be enforced if a breach has occurred off-campus that affects the rights of members of the university communities to use and enjoy the university's learning and working environments. For the purpose of these guidelines, a student is a person registered in Master of Nursing program.

B. Student Responsibilities

Over the course of the program, students are expected to demonstrate the attributes of a professional nurse. The following are expectations with respect to the student's professional conduct within the Master of Nursing Program and Practicum settings:

- uses effective time management skills to organize workload (prioritizes, sets time frames, and evaluates own work patterns);
- accepts accountability for own actions and decisions;
- seeks assistance appropriately;
- provides constructive feedback to colleagues;

- demonstrates honesty, integrity, and respect (for self and others) in relationships with colleagues, faculty and staff;
- promotes team problem-solving and decision making in collaboration with colleagues and faculty;
- uses conflict resolution skills directly and in a timely manner to facilitate interpersonal relationships;
- identifies the effect of personal values and assumptions on interactions with colleagues and faculty;
- maintains a distinction between social interaction and professional communication;
- uses established communication protocols within the School of Nursing, the Yeates School of Graduate Studies and the university;
- recognizes and reports situations involving colleagues and/or faculty which are potentially unsafe;
- assumes responsibility for knowing all student-related school policies and nursing practice site policy relevant to the student Practicum;
- maintains client confidentiality;
- demonstrates sensitivity to diversity;
- respects others by turning off cell phones and maintaining a scent free environment.

C. Procedures

Failure to demonstrate consistent achievement in the development of the above behaviour will jeopardize the successful completion of a course and/or the program. Allegations of unprofessional behaviour and/or professional misconduct may be made by any faculty member, nursing practice agency representative, or peer. Once inappropriate behaviour/conduct has been brought to the attention of the Master of Nursing Program Director, the student will be notified and involved parties will be invited to meet with the MN Program Director or designate. If the allegation is substantiated, the issue, student response, and recommendations/ penalties/ disciplinary action will be documented, a copy given to the student, and a copy placed in the student file.

If the inappropriate behaviour contributes to interfering with the safety of others, and/or crosses the boundaries of legal* nursing practice:

- the student will be immediately removed from the nursing practice area and/or the school;
- a meeting of the student and involved persons will be convened within 5 working days to determine further penalties/disciplinary action.

- In matters of legal/professional misconduct, the College of Nurses of Ontario and/or legal authorities may be informed.

* legal refers to protocols for nursing practice as stated in the Regulated Health Professions Act (RHPA)

For unprofessional behaviour other than the above:

- a discussion will take place between the person identifying the behaviour and only the student exhibiting it.

If this discussion fails to resolve the behaviour:

- the MN Program Director or designate will be notified in writing of the behaviours and discussion to date;
- within 5 days of receipt of the written notification, a meeting will be convened including the MN Program Director or designate, the student, and other appropriate parties to determine other recommendations, penalties/disciplinary actions. These actions may range from remedial counselling to failure of the course or expulsion from the program. Documentation of this meeting shall be placed in the student file and remain as a permanent record in the file.
- if a prior record exists of professional misconduct/unprofessional conduct, a more severe penalty may be imposed.

The following persons will be informed of any penalty imposed at this stage: student, faculty member, Program Director, Dean of Graduate Studies. Follow-up will be dependent upon the recommendations and/or disciplinary action determined by the Master of Nursing Program. Records in the student's file will be made available to faculty only for the purpose of determining whether there is a repeated pattern of offences. No record of any penalty other than expulsion will appear on the student transcript.