



University of Windsor
Faculty of Nursing

PhD Nursing Student Handbook

2020-2021

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Welcome Greetings

September 2020

Dear Graduate Student,

I would like to extend a warm welcome as you join the University of Windsor and the Faculty of Nursing. Graduate education offers you opportunities to challenge your thinking and understanding in collaboration with new colleagues. In the next few years, enjoy and cherish your journey that will inspire and shape your relationships, careers and contributions within complex systems.

Graduate programs in nursing prepare you for advanced roles and provide a foundation for further study at the PhD level. Your professional career with graduate education opens up diverse possibilities that create your potential for local, national and global impact. You are studying at a time when the national nursing week theme “Nurses a Voice to Lead- Nursing the World to Health” is evident globally in health care systems through the profound nursing impact demonstrated daily. Embrace the differences you will make with UWindsor graduate preparation. The possibilities are endless.

Congratulations on your acceptance into your program of study. I wish you success as you achieve your graduate degree in nursing. Thank you for choosing to study at the University of Windsor. I look forward to meeting you virtually or in person.

Sincerely,

Debbie Sheppard- LeMoine RN, PhD
Dean, Professor
Room 336, Toldo Health Education Centre
519-253-3000 Ext. 2259



September 2020

Dear Graduate student,

Welcome to the University of Windsor and the Faculty of Nursing! We look forward to our partnership and your academic success.

Several masters graduate programs are offered through the Faculty of Nursing. The fourth cohort of students enrolled in our Doctor of Philosophy in Nursing degree program begins this fall. All of our graduate programs are approved by the Ontario Council on Graduate Studies (OCGS).

The objective of our graduate programs is to prepare nurses **for advanced professional nursing roles**. These roles may have a *clinical* or a *non-clinical* focus. Our program objective is important because of its implications for the nursing profession and health care system. For advanced clinical and non-clinical roles are equally essential to the success of our profession and the creation/sustainability of a safe, effective, efficient, equitable and patient/family centred health care system.

We hope this handbook will help to clarify your expectations about program of study structures and schedules, available services and supports, and your nursing faculty advisor. Also outlined are faculty expectations of graduate students. This year we also provide access to information concerning on-line learning supports. We anticipate this information will provide a solid foundation for guiding your successful journey to obtain your graduate degree or diploma. Please do not hesitate to contact myself, your Faculty Advisor, or Anne Dennahower with any questions that may arise.

Best wishes,

Lorna de Witt PhD, RN
Associate Professor and
Graduate Program Coordinator for Student Academic Affairs
Room 302, Toldo Health Education Centre
519-253-3000 Ext. 2286, ladewitt@uwindsor.ca



Anne Dennahower
Graduate Secretary
Room 336, Toldo Health Education Centre
519-253-3000 Ext. 2260, adenna@uwindsor.ca



September 2020

Dear PhD Student,

Welcome! I am so pleased that you have chosen the University of Windsor for the next step in your nursing career. We are here to support you as you acquire new knowledge and skills, both formally within courses and informally as you make meaningful connections with your faculty and peers. We strongly encourage you to take advantage of the research presentations, career development sessions, and networking opportunities.

As the Graduate Program Coordinator for Graduate Student and Faculty Research, my role within the Faculty of Nursing is to support student and faculty research. Please connect with me if you are interested in identifying sources of funding for conference presentations, your dissertation research, and scholarship activities. I can help you find funding from Nursing, the university, and external sources (foundations, nursing organizations, tri-agency funding).

Some students are intimidated by formulating a research study, coordinating a team, seeking research ethics board approval, creating a grant proposal, or writing a manuscript. We have numerous resources within Faculty of Nursing and the University of Windsor to support you in learning these research skills and applying to your future career.

I'm here to support you in your transition to becoming a nurse scholar and/or nurse scientist. Please contact me!

Jody L. Ralph, PhD, RN
Associate Professor
Faculty of Nursing, University of Windsor
Office 314, Toldo Health Education Centre
401 Sunset Ave, Windsor, ON, N9B 3P4
T: 519.253.3000 x2271
E: jody.ralph@uwindsor.ca



Research Priorities

Faculty of Nursing research focuses on “Health Outcomes” and “Health Services” as two primary pillars and strategic priorities. These two research priorities are well served by a rich mix of enthusiastic established and rising faculty scholars with expertise in qualitative and quantitative research approaches and methods.

Health Outcomes Research: This research priority encompasses research and scholarly activities that directly relates to the holistic psycho-social, spiritual, and physical health outcomes of individuals, families, and communities. The main objective of this research pillar is to inform direct nursing care. It also includes quality improvement and quality assurance focused projects. Collective research expertise under this priority includes, but is not limited to, primary care & disease prevention, patient safety, gerontology & vulnerable populations, oncology and chronic disease, and infection control.

Health Services Research: This research priority comprises research and scholarly activities that relate to the processes and regulations of health care delivery, health systems, and program evaluation. The main focus of this priority is research and scholarly activities that improve health care delivery and inform policy makers about the impact of health systems initiatives. Specific projects on this priority are often informed by need assessment of local partners and the ESC LHIN. Such projects include, but are not limited to, research on cross-border nursing, NP outreach programs, ED use, and other program evaluation projects.

Program Course Sequence

PhD Courses	PhD Courses
Milestone—Professional development activities NURS-9100 Philosophy of Science in Nursing (Fall) NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses (Fall) NURS-9300 Advanced Perspectives in Qualitative Research (Winter)	NURS-9410 Comprehensive Exam (Winter) NURS-9980 Dissertation (Spring/Summer, Fall and Winter) One graduate level course (Nursing or another faculty) (Spring/Summer)

	Fall	Winter	Spring/Summer
Year 1	NURS-9100 Philosophy of Science in Nursing Milestone—Professional development activities	NURS-9300 Advanced Perspectives in Qualitative Research Milestone—Professional development activities	Graduate level course (Nursing or another faculty)
Year 2	NURS-9200 Advanced Perspectives in Quantitative Research Methods and Analyses	NURS-9410 Comprehensive Exam	NURS-9980 Dissertation
Year 3	NURS-9980 Dissertation	NURS-9980 Dissertation	NURS-9980 Dissertation
Year 4	NURS-9980 Dissertation	NURS-9980 Dissertation	NURS-9980 Dissertation
	Convocation October or June session		

Course Descriptions

NURS-9100 Philosophy of Science in Nursing

This course introduces students to the philosophical assumptions concerning knowledge and knowledge development that inform the conduct of research in the discipline of nursing. Students will explore key concepts in relation to a variety of paradigm/perspectives within the philosophy of science, ranging from positivism to post-modernism and critical theory. Major topics to be debated will include the notion of nursing as a science and what constitutes nursing knowledge. Individual seminars will enable in-depth analysis of selected philosophers (as representative of such paradigms) in their respective socio-political and historical contexts. This course will enable students to articulate and defend their own philosophical assumptions of the paradigm that informs their dissertation topic.

NURS-9300 Advanced Perspectives in Qualitative Research

This course provides advanced philosophical and theoretical knowledge required to conduct qualitative research. Students are challenged to critically appraise the scholarship of published studies and to explore arising issues with qualitative inquiry. Issues may include, but are not limited to the importance and integration of philosophical underpinnings, researcher positioning, methodological congruence/consistency, ethical issues (anonymity, confidentiality of participation, privacy), challenges inherent in data collection and analysis, metasynthesis, rigour, and the usefulness of qualitative health research for nursing practice and healthcare policy. The relationship between qualitative and mixed methods health research will be examined. Students will defend their application of knowledge about these issues in relation to their own dissertation research interests. (Pre-requisite: NURS 9100)

NURS 9200 Advanced Perspectives in Quantitative Research Methods and Analyses

This advanced course is designed to enhance students' knowledge of the design and analysis of selected observational (prevalence, ecologic, cohort, and case-control) and experimental (controlled trials) quantitative research designs. The course will also address principles and issues pertaining to the development, evaluation, and use of psychometric measures. Emphasis will be focused on the understanding and decision making pertaining to (a) the selection of the right research design, (b) the identification of issues associated with various research methodologies, (c) the use of psychometric measurement, and (d) multivariate statistical procedure such as linear regression analysis, Binary and multinomial logistic regression analysis, and survival analysis. Approaches to evaluation of the quality of evidence in published research will also be addressed. (Pre-requisites: NURS 9100; NURS 9300; Grad level course)

NURS 9410 Comprehensive Exam

This course allows students to demonstrate, in writing and orally, their ability to complete an extensive review and critical analysis of the literature to synthesize current knowledge and theoretical underpinnings pertaining to their research area. The critical review will also examine potential methodological and analytical approaches that are relevant to their research. The examination includes a written paper and an oral defense of the work. (Pre-requisites:

NURS 9100; NURS 9200; NURS 9300, one Graduate Level course).

NURS 9980 Dissertation

This course provides doctoral students with the opportunity to demonstrate their role as mature scholars through the development and implementation of a research dissertation project that will address an original question/hypothesis relevant to advancing nursing science. Students will integrate knowledge gained from previous courses to inform the literature review, conceptual framework, methodology and data analysis pertaining to this project. (Prerequisites: NURS 9100; NURS 9200; NURS 9300; NURS 9410; one graduate level course (Nursing or another faculty) (Offered on a Pass/Non-Pass basis.)

Faculty of Nursing course descriptions are available on-line at

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/cf0fd1d0f3476dd28525736800533a5d!OpenDocument>

**Guideline for PhD Dissertations
University of Windsor
Faculty of Nursing**

University of Windsor Faculty of Graduate Studies (FGS) recommends two formats for a dissertation they are as follows:

(1) Traditional format

This format organizes chapters around a central problem and is normally used when no part of the thesis has been published or submitted for publication. There are typically separate chapters for the introduction, review of the literature, methodology, results/findings, and discussion/conclusions. A reference list for the entire dissertation follows the discussion/conclusions chapter.

(2) Manuscript format (also referred to as a Sandwich format)

The manuscript format comprises the text of one or more papers/manuscripts that will be prepared or submitted for publication or published in peer reviewed journals. These texts must follow the guidelines for format given elsewhere with respect to font size, line spacing and margin sizes. The document must be more than a collection of manuscripts, however, in that all the components must be brought together into one cohesive unit, with logical progression from one chapter to the next and following one consistent style throughout the document in each chapter, e.g. chapter headings, sub-headings, heading levels, style for references, etc. Unlike the traditional format, the References must appear after each chapter within the dissertation body.

Dissertations completed in The Faculty of Nursing (FoN) may be completed in either format.

Regardless of which format is selected for the body of the dissertation, general FGS guidelines for content and formatting must be followed in preparing the dissertation for examination. Students are encouraged to consult the FGS formatting specifications (a copy may be downloaded from <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). These guidelines provide information about type-setting (e.g., font size, page numbering), as well as the content and sequencing of required material (e.g., title page, table of content, list of tables, use of copyrighted material, and coauthored material etc.).

In general, all dissertations in the FoN will be prepared in APA style (most current edition). Some of the APA guidelines are not appropriate for the preparation of dissertations (see FGS guidelines at <http://www.uwindsor.ca/graduate-studies/385/format-requirements>). Policies related to the content and format of the dissertation set by FGS override those described in the APA manual.

Guidelines for Manuscript Dissertation:

- I. *Introductory chapter*: sets the context for the entire dissertation, addressing the significance of the issue for Nursing and/or health care; where appropriate, this section may include an overview of methodology used in the study (typically 10-20 pages).
- II. *Review of Literature*: may be included either as chapter 2 or as one of the manuscripts described below (required for all dissertations; typically, 25-30 pages)
- III. *Articles/Manuscripts*: 3-5 manuscripts that will be prepared or submitted for publication/published in peer reviewed journals (i.e. manuscripts must be of "publication quality.") The manuscripts must have a common theme and may be of 5 types: Review of Literature; Methodological Paper; Philosophical/Theoretical Analysis; Research Report; Application of Research Findings (see descriptions below).
- IV. Each manuscript should not normally exceed 25 pages (excluding tables, figures and references). All dissertations must include at least 1 Research Report.
- V. *Final chapter*: general discussion and conclusion that relates the manuscripts to each other and to a relevant discipline or field of study (typically 10-20 pages)
- VI. *Appendices* – details of analysis, study measures or interview guide, letter of information and consent, ethics approval or other information that supports understanding of the work undertaken but is not essential to include in a manuscript.

Sample Types of Dissertation Articles/Manuscripts (not limited to only these formats):

- I. **Review of Literature**: a critical analysis of current and classic theoretical and empirical literature that provides a foundation for the dissertation research.
- II. **Methodological Paper**: an analysis of one or more methodological issue(s) relevant to the study population and/or purpose, including approaches for responding to such issues. Examples of types of methodological manuscripts include:
 - a. revisions to an existing instrument(s), including results of subsequent testing, psychometrics, etc.
 - b. a critical analysis of existing measures of a specific variable (e.g., related to reliability, validity, sensitivity, specificity, format, prior use and/or fit with a particular population)
 - c. analysis of a critical methodological issue as it applies to the study population (e.g., safety; informed consent; risks of participation; issue of power and participation)
 - d. novel application of a new/existing quantitative or qualitative data collection or analytic approach

- III. **Philosophical/Theoretical Analysis:** an analysis of theoretical or philosophical issues or concepts that are central to the dissertation research; the analysis critiques, refines, and/or extends current knowledge or understanding about the issue/topic. Examples of philosophical/theoretical manuscripts include:
- a. concept analysis and/or refinement
 - b. critique, refinement and and/or expansion of existing philosophy/theory
 - c. philosophical analysis of an issue that is central to the dissertation topic or population

- IV. **Research Report:** an integrated presentation of the purpose, scientific rationale, methods, results/findings, and interpretation of these findings for a single study or part of that study.

When more than 1 Research Report is included, these reports may reflect:

- a) results/findings from a single study that address different aspects of the findings such as those that: a) address different questions or hypotheses, b) use different types of data (e.g., individual interviews versus policy analysis), or c) are analyzed in different ways
 - b) results/findings from 2 separate studies that address different aspects of the same issue or phenomenon
 - c) results/findings from 2 different phases of the same study (e.g., pilot work and full study)
- V. **Application of Research Results/Findings:** addresses the implications for practice, health service delivery and/or policy that arise from the study findings.

Decisions about the Composition and Mix of Dissertation Articles/Manuscripts

Decisions about the number, type and substance of dissertation manuscripts must be undertaken with the advisory committee, bearing in mind Faculty of Nursing requirements (i.e. a review of literature and at least 1 research report are required). Manuscripts should be ordered in a way that makes sense in the light of the scholarly work undertaken.

Publication, or acceptance for publication, of any of the chapters prior to the presentation of the dissertation does not supersede the evaluation of the work by the examination committee (i.e. that the dissertation will be found acceptable). Examiners may specify revisions regardless of the publication status.

This work was adapted from previous work produced by McMaster University, Western University and University of Manitoba.

Resources and Supports for Graduate Students

FACULTY OF NURSING

Toldo Health Education Centre
University of Windsor
Windsor, ON N9B 3P4

(519) 253-3000 ext. 2258
Fax: (519) 973-7084

<http://www.uwindsor.ca/nursing/>

Dr. Debbie Sheppard-Lemoine
Dean

Room 336A - ext. 2259

Debbie.sheppard-lemoine@uwindsor.ca

Dr. Lorna de Witt
Graduate Coordinator for Student Academic Affairs
ladewitt@uwindsor.ca

Room 302 - ext. 2286

Dr. Jody Ralph
Graduate Coordinator for Graduate Student & Faculty Research
jody.ralph@uwindsor.ca

Room 314 – ext. 2271

Dr. Laurie Freeman
Nurse Practitioner Graduate Coordinator
lfreeman@uwindsor.ca

Room 303 - ext. 2278

Ms. Anne Dennahower
Graduate Secretary
adenna@uwindsor.ca

Room 336 - ext. 2260

Faculty of Graduate Studies

Chrysler Hall Tower - Room 306
University of Windsor
gradst@uwindsor.ca

Dr. Patricia Weir, Dean

(519) 253-3000 ext. 2107

Ms. Alison Samson, Assistant to the Dean

ext. 2112

Ms. Christine Maitre, Secretary to the Dean

ext. 2107

Faculty of Graduate Studies for Current Students

Fall Term 2020 Resources for Graduate Students

The link below provides access to information about graduate courses, research, and general

help, as well as resources for GAs/TAs. A link to University of Windsor on-line learning resources is also accessible through the Fall Term 2020 URL. Check the links often for updates as the pandemic unfolds during your program years of study.

<https://www.uwindsor.ca/graduate-studies/1324/fall-term-2020-faqs-graduate-students>

Important Academic Dates

The link below provides information about important academic calendar dates, including but not limited to those concerning course registration, course voluntary course withdrawal, tuition refunds, and thesis defense.

<http://www.uwindsor.ca/graduate-studies/356/important-dates>

Frequently Asked Questions for Graduate Students – Faculty of Graduate Studies

An online resource containing frequently asked questions and responses that is available at:

<http://www.uwindsor.ca/graduate-studies/363/current-students-faq>

For example, you may find that you have questions linked to the following topics:

Registration

Leave of Absence from your program of study

Grade Appeals

Graduate Assistantship (GA) Applications

Requesting to take courses outside those offered in the Faculty of Nursing

We recommend that you check this resource first when you have questions, as this resource is updated frequently.

Graduate Student Society

www.uwindsor.ca/gss

ext. 3915

Faculty of Education Building,

Student Health Services

Centre, ext. 7002

CAW

Personal Counselling Services

The Student Counselling Centre staff offer personal counselling to currently registered students in the form of crisis intervention, brief therapy, groups, case management, and workshops. Ms. Shannon Mercer is the Clinical Therapist for the Faculty of Nursing. Appointments can be made through the Student Counselling Center 519-253-3000 ext. 4616. Further information can be found at: <http://www.uwindsor.ca/studentcounselling/>

Ms. Shannon Mercer, Clinical Therapist

Shannon.Mercer@uwindsor.ca

Room 201A – ext. 4388

[Wellness Outreach Office](#)

Here you can find everything you need to live well on campus and access the resources available to you to support you in maintaining your wellbeing, mental health and balance during your university career and to set you up for success in life.

[Ask.uwindsor.ca](#)

Search “knowledge articles” for information on common questions.

Information Technology (IT Services)

Information Technology (IT) Services Computer Help Desk (ITS)
ext. 4440

Information Technology Services Help and Support available at:

<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceCatalog>

Computer/Technology Requirements for On-Line Learning

http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet

[UWinsite](#)

Certain graduate student requests are approved through UWinsite Student as Service Requests that are initiated by the graduate student.

Students who wish to request the following need to submit a Service Request to obtain approval:

- apply for a leave of absence
- apply for a course substitution
- submit a thesis/dissertation committee form
- request an PhD external examiner
- apply for a time limit extension

Instructions for students:

1. Visit the Faculty of Graduate Studies website at <http://www.uwindsor.ca/graduate-studies/>
2. Click **Current Students**
3. On the left-side of the page, click **Student Forms**
4. Select the appropriate form
5. Complete and save the form
6. The completed form gets submitted as a Service Request

Software Distribution

IT Services uses the Software Depot for Software Distribution. By logging into the Software Depot with your UWin ID and password, all software that is available to you can be ordered. After ordering the desired software, there are multiple options for delivery, including

downloads, when appropriate, pick up at the Operations Desk in the University Computer Centre, free delivery on campus via inter-campus mail, or mailed off campus for a nominal fee.

Quiet spaces to work while on campus when the university re-opens -

<https://www.uwindsor.ca/returntocampus/>

- Graduate Lounge and Computer Resources Room 107 Toldo Health Education Centre
- The lounge access code can be obtained from the Faculty of Nursing Graduate Secretary

Leddy Library Graduate Study Carrels

- Only for full-time graduate students
- Those interested must have their name put on the waiting list at the Leddy Library

Circulation Desk

Leddy Library Services for Graduate Students

<http://leddy.uwindsor.ca/services-graduate-students>

Writing Support Desk

<http://www.uwindsor.ca/success/writingsupportdesk>

Nursing Librarian

Mr. Adam Mulcaster, Nursing Librarian, Information Services

- Email: Adam.Mulcaster@uwindsor.ca Office: Room 1107B Leddy Library; Telephone: (519) 253-3000 Ext. 3205. Book a virtual appointment - <https://outlook.office365.com/owa/calendar/LeddyLibraryBookings@uwindsor.ca/bookings/s/CWXkNfpzV06zSOvcwoEO9A2>

Awards and Scholarships

Please review the awards and scholarships. Some require applications; others are awarded.

<http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards>

<http://www.uwindsor.ca/nursing/342/graduate-student-awards>

PhD Faculty Advisor: Role and Responsibility

All PhD students will have a faculty academic advisor assigned in the fall of their first year, by the Admissions Committee/Graduate Committee.

The faculty advisor's responsibilities will include:

- i. Guiding the student with course selection and plan for degree completion
- ii. Counselling the student on changes to the course plan
- iii. Providing student with appraisal of progress
- iv. Preliminary discussion on plan for the choice of a graduate level course, comprehensive exam and dissertation. The Faculty Advisor may transition to become supervisor or support student in finding an appropriate supervisor.

PhD Supervisor: Role and Responsibility

All PhD students will have a supervisor identified as soon as possible in the first year of study, preferably before the beginning of the Summer academic semester.

The supervisor will:

- i. Guide the student with course selection and plan for degree completion
- ii. Counsel the student on changes to the course plan
- iii. Provide the student with appraisal of progress
- iv. Guide the student in the choice of a graduate level course, comprehensive exam and dissertation.

An annual report (at a minimum) must be submitted to the Graduate Coordinator by May 15 of each year. The frequency of reporting will be determined by the supervisor/advisor.

Students are responsible for downloading, partially completing, and either bringing the Faculty of Nursing Doctoral Program Progress Report Form to each faculty advisor or supervisor meeting or sending it by e-mail to the Faculty Advisor or Supervisor in advance of an on-line meeting. The form may be downloaded through the following link:

<https://www.uwindsor.ca/nursing/345/resources-current-students>

Faculty of Nursing Doctoral Program Progress Report Form

An annual report (at a minimum) must be submitted to the Graduate Coordinator by May 15. The frequency of reporting will be determined by the supervisor/advisor.

Student	Name:	Number:
Year of entry to program		
Supervisor/Advisor		
Committee members 1		

Progress Summary (to be completed by student and supervisor/advisor): Students will confirm Dissertation Supervisor within the first year of study.

Year	Term	Course/Program Requirement	Not started (indicate term/year of expected completion)	In progress	Completed (indicate term/year of completion)
One	Fall	Philosophy of Science in Nursing NURS-9100			
		Milestone – Professional development activities			
	Winter	Advanced Perspectives in Qualitative Research NURS-9300			
		Milestone – Professional development activities			
	Intersession/ summer	Graduate Level Elective Manuscript/ conference presentation			
Two	Fall	Advanced Perspectives in Quantitative			

1 Completion of NURS 9410 offers a timely opportunity to review/revise dissertation committee membership and submit for internal approval.

		Research Methods and Analyses NURS-9200			
	Winter	Comprehensive Exam NURS-9410 ¹			
	Spring/ Summer	Dissertation NURS-9980		*	
Three	Fall	Dissertation NURS-9980		*	
	Winter	Dissertation NURS-9980		*	
	Spring/ Summer	Dissertation NURS-9980		*	
Four	Fall	Dissertation NURS-9980		*	
	Winter	Dissertation NURS-9980		*	
	Spring/ Summer	Dissertation NURS-9980		*	

LOA: Semester/Year (e.g Fall/2000) _____

*Report process steps (dissertation proposal development, including any decisions to revise the original approved dissertation proposal, supportive rationale and date of approval reached by all dissertation committee members, chapters written/ revised, defense date)

A. To be Completed by the Student:

1. Reflect on accomplishments in the program over the past year (publications, presentations, grant applications, conference attendance etc.). Use supplementary paper if necessary.

2. List goals for the upcoming _____ months.

B. To be Completed by the Supervisor/Advisor:

3. Supervisor/Advisor comments regarding student progress toward academic goals.

Progressing without concern: Yes No

C. Graduate Coordinator Notes:

Signature of Student: _____ Date: _____

Signature of Supervisor/Advisor: _____ Date: _____

Signature of Graduate Coordinator: _____ Date: _____

Version 002 May 7, 2020

Expectations of Graduate Students

Graduate Student Professionalism Expectations

1. Students of the Faculty of Nursing are expected to adhere to all College of Nurses of Ontario practice standards including but not limited to the *Code of Conduct, Ethics, and Professional Standards, Revised 2002* in all interactions with peers, community partners, faculty, and staff. Failure of any nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs at the University of Windsor.
2. To compliment your professional development, a variety of scholarly activities are held each year. Your attendance and participation is considered integral to both the program and your preparation for advanced nursing practice. The dates, times, and links to attend these scholarly activities will be emailed to you from the nursing office given the pandemic restrictions.
3. Only your Uwinsor email address must be used when corresponding with faculty and staff.
4. You may wish to indicate that you are studying toward a Masters degree in an e-mail signature. The permitted Masters student designation following your name is either (MN student) or (MScN student). The designation (c) [for candidate] is **not** used for MN or MScN students.

Graduate Student Academic Integrity Expectations

Definition of Plagiarism: “the act of copying, reproducing or paraphrasing portions of someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement. Plagiarism applies to all intellectual endeavours: creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works. In the case of oral presentations, the use of material that is not one’s own, without proper acknowledgment or attribution, constitutes plagiarism and, hence, academic dishonesty. (Students have the responsibility to learn and use the conventions of documentation as accepted in their area of study.)” ([Student Code of Conduct](#))

The University of Windsor Faculty of Nursing highly values student demonstration of intellectual honesty that is integral to academic integrity (Senate Bylaw 31 Academic Integrity, n.d.; Graduate Studies Policy on Plagiarism ([GSSP], n.d.). Academic integrity links to the Faculty of Nursing Mission and Vision (through emphasis on scholarship) and embodies faculty values (professionalism and respect). All students enrolled in all University of Windsor Faculty of Nursing graduate programs are expected to review and adhere to [Bylaw 31: Academic Integrity](#), the [Graduate Studies Policy on Plagiarism](#) and [Senate Policy on Authorship](#). Academic integrity learning resources are available through the [Office of Academic Integrity](#) .

Further, “It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course” (GSPP, para 5, n.d.).

Use of Plagiarism-Detection Software

The University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all students will be evaluated and graded on their own individual work; it recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, assignments, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism. This is important because anyone demonstrating dishonesty, cheating, or plagiarism in relation to any aspect of courses offered in the Faculty of Nursing graduate programs will receive a failing grade. The University, through the availability of plagiarism-detection software, desires to encourage responsible student behaviour, prevent plagiarism, improve student learning, and ensure greater accountability ([Senate Policy on Plagiarism Detection Software, Appendix A](#))

References

[Bylaw 31: Academic Integrity](#)

[Graduate Studies Policy on Plagiarism](#)

[Senate Policy on Authorship](#)

[Senate Policy on Plagiarism Detection Software, Appendix A](#)

[Student Code of Conduct](#)

Graduate Student Coursework Expectations

Fall 2020 classes will be delivered on-line. The course of the pandemic may shape course delivery beyond the Fall 2020 semester in ways that we cannot yet predict. Below are some links to University of Windsor supports for your Fall 2020 on-line learning. You are strongly encouraged to check your University of Windsor e-mail often for announcements concerning the fluid and unfolding pandemic restrictions.

Faculty of Graduate Studies COVID-19 Updates

<https://www.uwindsor.ca/graduate-studies/1200/covid-19-update-graduate-students>

Readiness for on-line learning self-assessment

https://pennstate.qualtrics.com/jfe/form/SV_7QCNUPsyH9f012B

Computer/Technology Requirements for On-Line Learning

http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet

Tips for On-line Learning**Typical workload for an on-line course**

http://ask.uwindsor.ca/app/answers/detail/a_id/628

Instructional and Evaluation Methods

During your graduate studies you can expect to engage in a variety of different instructional and evaluation methods in order to meet the particular learning outcomes of courses in which you are registered. Some examples of diverse instructional methods include but are not limited to individual work, work in pairs and/or teams, synchronous and/or asynchronous online class work, face-to-face class work, work outside of class, in-class work, readings assigned in advance of class, student presentations, student seminar facilitation, and boot camps held outside of regular class hours. These instructional methods often include activities requiring active class participation. Some examples of diverse evaluation methods include but are not limited to instructor graded written assignments (paper, annotated bibliography, professional quality assurance report), take home assignments, in-class tests, take home exams, graded presentations, and graded seminar facilitation. Some evaluation methods also include a peer evaluation component.

The outlined instructional methods are likely significantly different than those you have experienced in your previous university education. You are responsible for your own learning. Specifically, graduate students in the Faculty of Nursing are expected to thoroughly prepare in advance of classes and actively participate during classes. Workload for graduate courses has historically been estimated at 2 to 3 hours per credit hour. ***This equates to 6 to 9 hours per week for a 3 credit course that you can expect to devote to advance class preparation and course assignments.***

Other Graduate Student Coursework Expectations

1. Course class attendance is the expectation. Out of respect for your professor and classmates, please notify your professor in advance if there is a class that you are unable to attend.
2. Course assignments may be submitted to a plagiarism detection software program (e.g. SafeAssign).
3. No supplemental examination or assignments will be offered.

4. Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 percent deduction per day).
5. The minimum grade for successful completion of all graduate courses is 70%. Please see **Bylaw 55: Graduate Academic Evaluation Procedures** located at: [Senate Bylaw 55](#)
6. Please participate in course evaluations during the final two weeks of class in accordance with [Senate policy](#).