



University  
of Windsor  
Faculty of Nursing



PHCNP

Ontario Primary Health Care  
Nurse Practitioner Program

**Student Handbook**  
**Primary Health Care Nurse Practitioner Program**  
**2023-2024**

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## Welcome

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which included the Ojibwa, the Odawa, and the Potawatomi. We respect the long-standing relationships with First Nations people in the place in the 100-mile Windsor-Essex peninsula and the straits-les detroits- of Detroit. We gratefully acknowledge that all of us (students, faculty, staff) are privileged to gather on these traditional, ancestral, unceded territories.



The Faculty of Nursing recognizes that land acknowledgments are a step towards reconciliation but that more work is required in light of the past and ongoing harms inflicted through colonization of Indigenous people and lands. As a faculty, we are in the process of learning about Indigenous practices and pedagogies and unlearning colonial practices. In working towards reconciliation, we commit to enacting the recommendations of the Truth and Reconciliation Commission and upholding the Un Declaration on the Rights of Indigenous People. We aspire to achieve health equity for all Indigenous people living on Turtle Island.

September 2023

Dear Graduate Students,

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.

The University of Windsor master's programs in Nursing prepares you for advanced roles while building your professional career with diverse possibilities that have potential for local, national, and global impact. This 2023 national nursing week theme was "Our Nurses. Our Future." We celebrated the critical roles that nurses, nurse educators, and nursing students play in Canada's health care system. Let this recognition extend beyond nurses' week to the everyday and across borders. Embrace the differences you will make with a UWindsor, Faculty of Nursing PhD. The possibilities are endless.

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

Sincerely,

Dean Debbie

Debbie Sheppard-LeMoine RN, PhD  
Dean, Professor



September 2023

Welcome, Nurse Practitioner Students!

We are pleased that you have chosen the University of Windsor for the next step in your nursing career and thank you for choosing the Primary Health Care Nurse Practitioner (PHC-NP) Program at the University of Windsor. The PHC-NP Program is offered through a consortium of nine universities. This unique program provides online, and face-to-face classes taught by experienced NPs. Multiple clinical placements offer a variety of hands-on experiences. The application of theory and clinical experiences builds on your prior knowledge and experience as a

In addition to the PHC-NP program, The Faculty of Nursing offers several other masters graduate programs and a PhD degree. Our graduate programs are approved by the Ontario Council on Graduate Studies. They are designed to programs nurses as scholars who positively influence nursing practice, health care systems, and the health of persons, families, communities, and populations.

Our team is here to support in acquiring new knowledge and skills, both formally within courses and informally, making meaningful connections with your faculty and peers. We strongly encourage you to take advantage of the research presentations, career development sessions, and funding opportunities that are available through the Faculty of Nursing and the University. Please connect with us if you have academic concerns or just wish to chat. We can also assist you to find sources of funding for scholarship activities (e.g., presentations, conference travel, research projects). We have numerous resources to support you to learn these skills and apply them to your future career.

This handbook provides an overview of the master's program structures, schedules, services, and supports offered by Nursing, the Faculty of Graduate Studies, and the University. Also outlined are faculty advisor (i.e., what you can expect from your faculty advisor) and the expectations of graduate students (i.e., what we expect from you).

Please do not hesitate to contact us with any questions - we are here to support you.

**Kathy Pfaff, PhD, RN** (she/her)  
Associate Dean, Graduate Programs and Research  
Faculty of Nursing, University of Windsor  
Rm. 301, Toldo Health Education Centre  
519-253-3000 Ext. 4977  
[kpffaff@uwindsor.ca](mailto:kpffaff@uwindsor.ca)





Sherry Morrell NP, MCISc -wound healing, PhD  
Assistant Professor, NP Graduate Coordinator  
Faculty of Nursing  
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Room 306 Toldo HEC- (519) 253-3000 ext. 4389  
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Gina Pittman BN, MN-NP, PhD  
Assistant Professor, NP Clinical Placement Coordinator  
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University of Windsor  
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Suneeta Singh  
Graduate Secretary  
Room 336, Toldo Health Education Centre  
519-253-3000 Ex. 2260  
[ssingh@uwindsor.ca](mailto:ssingh@uwindsor.ca)

## Program and Research Priorities

### Program Update

Healthcare systems and the roles and responsibilities of registered nurses (RNs) who work within these systems are rapidly evolving. Working in direct and indirect roles, master's prepared RNs contribute their professional knowledge and scholarship to enhance and improve healthcare locally, provincially, nationally and internationally. The design and delivery of master's nursing programs must adapt to meet the current and future competencies required of RNs in current and future direct and indirect advanced nursing roles in this system (Canadian Association of Schools of Nursing [CASN], 2015).

To address these needs, the Faculty of Nursing undertook a major redesign of our master's programs. The revised program outcomes and courses were approved by the University of Windsor Senate this past spring. Although the new program will not fully launch until Fall, 2024, several new and revised courses are being introduced.

We will ensure a smooth pathway for all students in the current program sequence. Successful students will graduate from the program they entered.

If you have questions, please ask us!

### Research

This is an exciting time for the Faculty of Nursing as we will soon begin a process of collectively re-defining the mission, vision, and pillars that drive our research and graduate programs.

Currently, our 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 mix of enthusiastic, established, and rising faculty scholars with expertise in qualitative and quantitative research approaches and methods.

1. **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 and 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 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 and regional partners. Such projects include, but are not limited to, research on cross-border nursing, NP outreach programs, emergency department use, shelter health mobile medical health, and other program evaluation projects.

Stay tuned for our strategic planning updates!

## Master's Programs

The Faculty of Nursing currently offers the following master's programs:

1. Master of Nursing Program (MN) – course-based
2. Master of Science in Nursing Program (MScN) – thesis based
3. Master of Nursing Nurse Practitioner (MN/NP) Program
4. Nurse Practitioner (NP) Graduate Diploma Primary Health Care Program
5. Master of Nursing Program (for those who have completed a Nurse Practitioner certificate)

The content in this handbook includes information regarding the MN/NP Program, the NP Graduate Diploma Primary Care Program and the Master of Nursing Program (for those who have completed an NP certificate).

Faculty of Nursing course descriptions for the courses listed in this section are available on-line at: <https://www.uwindsor.ca/secretariat/282/undergraduate-and-graduate-calendars>



## Primary Health Care Nurse Practitioner Programs

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The Master's in Nursing Primary Health Care Nurse Practitioner (MN/PHC-NP) program is a collaborative **course-based** consortium degree program. Students will be prepared to provide collaborative and autonomous primary health care to individuals, groups or communities, emphasizing health promotion and illness/ injury prevention. Students will develop advanced assessment, diagnostic and clinical reasoning skills in preparation for ordering and interpreting diagnostic tests, communicating diagnoses, prescribing pharmaceuticals, and performing other specific controlled procedures.

### Essential Academic Requirements

- Must have a Bachelor of Science in Nursing or equivalent nursing degree (eg. BN, etc.) with a minimum 70% average in the last two years of their undergraduate program.
- Must have current registration with the College of Nurses of Ontario with no practice restrictions.
- Equivalent of two years of direct nursing (RN) experience in the last five years (>3,640 hours) which must be completed by the application submission deadline.
- Preference will be given to Ontario residents.

**Program Intake:** Annually each September **Application Deadline:** February 1st

**Mode of Instruction:** In Class/online/clinical placements

**Placement Locations:** Must complete clinical placements within the following locations: Windsor and the greater Windsor area, which encompasses Essex County, Chatham-Kent County and Lambton County (Sarnia region) only (See map on page 10)

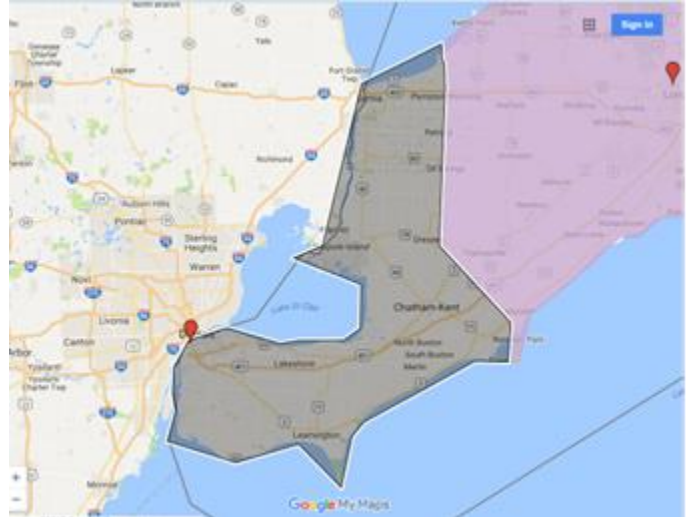
**Application:** [www.uwindsor.ca/graduate](http://www.uwindsor.ca/graduate)

**Program Length:** Two years full-time or three years part-time



## Nurse Practitioner Program Clinical Expectations

During your time in the MN/NP program here at the University of Windsor, you will have clinical placement within the **University of Windsor NP catchment area** (see map). It is your responsibility to ensure you have transportation to your clinical placements. Students at the University of Windsor **will not** contact nurse practitioner preceptors to find their own placements. The NP program placement coordinator will assign you to a clinical placement that best meets your needs to be successful in the program. This will ensure that you are as prepared as possible for this exciting new career as an NP in Canada or the United States.



During clinical placement students will follow their preceptors' clinical schedule to acquire the required clinical hours (see hours below). Every attempt will be made to ensure that all students get as many face-to-face clinical hours as possible.

Program continuation is contingent upon appropriate ethical behavior and personal suitability for clinical work according to criteria and procedures developed for program. Students are expected to take responsibility for meeting all Faculty of Nursing clinical placement policy requirements and for conforming to any additional agency-specific policies. Students will be denied access to a clinical placement site if they fail to be cleared for clinical placement including site specific orientation and vaccination requirements. The Faculty of Nursing is not responsible for providing an alternative clinical experience for students who do not meet the requirements. For additional information, please contact Dr. Gina Pittman [Gina.Pittman@uwindsor.ca](mailto:Gina.Pittman@uwindsor.ca)

The number of clinical hours for a PHCNP student per course are as follows:

Advanced Health Assessment & Diagnosis 1 - ~78 hours

Advanced Health Assessment & Diagnosis 2 - ~78 hours

Therapeutics 1 - ~78 hours

Therapeutics 2 - ~78 hours

Integrative Practicum - ~416 hours

**Total - ~728 clinical hours**

**Please Note: You are required to have Medical Clearance and Police (Vulnerable Sector) clearances before starting any clinical placement**

<https://www.uwindsor.ca/nursing/497/medicalnon-medical-clinical-practicum-entry-requirement>

## Master of Nursing Nurse Practitioner Program (MN/NP) Program Curriculum Structure

Core MN Courses	Nurse Practitioner Courses
NURS-8810 Theoretical Foundations in Nursing (Fall) NURS-8820 Advanced Statistics (Winter) NURS-8830 Research Methods in Nursing (Fall or Intersession/Summer)	NURS-8500 Pathophysiology for Nurse Practitioners (taken over 2 semesters - Fall and Winter) Online course NURS-8520 Roles and Responsibilities (taken over 2 semesters - Fall and Winter) Online course NURS-8570 Advanced Health Assessment and Diagnosis I (Fall) NURS-8580 Advanced Health Assessment and Diagnosis II (Winter) NURS-8610 Therapeutics in Primary Health Care I (Fall) NURS-8620 Therapeutics in Primary Health Care II (Winter) NURS-8870 Integrative Practicum (Summer-Intersession) full-time clinical

**Please note – Pathophysiology for Nurse Practitioners must be taken prior to or concurrent with Advanced Health Assessment and Diagnosis. Roles is a prerequisite or must be taken concurrently with Therapeutics.**

Sample: Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. **If the full-time student is not taking a course in the summer, they must submit an LOA.** It is recommended that full-time students complete the program within three consecutive calendar years after the student’s first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website and register for the courses at the University of Windsor through UWinsite student.

	Fall	Winter	Spring/Summer
<b>Year 1</b>	NURS-8810 Theoretical Foundations of Nursing  NURS-8500 Pathophysiology for Nurse Practitioners	NURS-8820 Advanced Statistics  NURS-8500 Pathophysiology for Nurse Practitioners	Nurs-8830 Research Methods in Nursing
<b>Year 2</b>	NURS-8570 Advanced Health Assessment and Diagnosis I NURS-8610 Therapeutics in Primary Health Care I NURS-8520 Roles and Responsibilities	NURS-8580 Advanced Health Assessment and Diagnosis II NURS-8620 Therapeutics in Primary Health Care II NURS-8520 Roles and Responsibilities	NURS-8870 Integrative Practicum
	<b>Convocation October session</b>		

**Sample: Part-time Student Course Schedule (1<sup>st</sup> & 2<sup>nd</sup> year part-time, 3<sup>rd</sup> year full-time)** Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA), they must reapply and pay the application fee.

	Fall	Winter	Spring/Summer
<b>Year 1</b>	NURS-8810 Theoretical Foundations of Nursing	NURS-8820 Advanced Statistics	NURS-8830 Research Methods in Nursing
<b>Request change of status to full-time through NP Graduate Coordinator prior to year three</b>			
<b>Year 2</b>	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities	
<b>Year 3</b>	NURS-8570 Advanced Health Assessment and Diagnosis I NURS-8610 Therapeutics in Primary Health Care I	NURS-8580 Advanced Health Assessment and Diagnosis II NURS-8620 Therapeutics in Primary Health Care II	NURS-8870 Integrative Practicum
	<b>Convocation October session</b>		

**NOTE: Pathophysiology for Nurse Practitioners and Roles and Responsibilities can be taken concurrently and the student will still be part-time (each course goes over two terms)**

## Primary Care Nurse Practitioner Graduate Diploma Curriculum Structure

**NOTE: This program is for students who have a completed Master's Degree in a healthcare field (Nursing Preferred)**

Nurse Practitioner Courses		Nurse Practitioner Courses
NURS-8500	Pathophysiology for Nurse Practitioners (taken over 2 semesters - Fall and Winter ) Online course	NURS-8610 Therapeutics in Primary Health Care I (Fall)
NURS-8520	Roles and Responsibilities (taken over 2 semesters - Fall and Winter) Online course	NURS-8620 Therapeutics in Primary Health Care II (Winter)
NURS-8570	Advanced Health Assessment and Diagnosis I (Fall)	NURS-8870 Integrative Practicum (Summer-Intersession) full-time clinical
NURS-8580	Advanced Health Assessment and Diagnosis II (Winter)	

**Please note – Pathophysiology for Nurse Practitioners must be taken prior to or concurrent with Advanced Health Assessment and Diagnosis. Roles is a prerequisite or must be taken concurrently with Therapeutics.**

### Sample: One Year Full-time Student Course Schedule Grad Diploma

Full-time students must be registered in every term i.e. fall, winter, spring/summer. **If the full-time student is not taking a course in the summer, they must submit an LOA.** Full-time students must complete the program within three consecutive calendar years after the student's first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website and register for the courses at the University of Windsor through UWinsite Student.

	Fall	Winter	Spring/Summer
<b>Year 1</b>	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities NURS-8570 Advanced Health Assessment and Diagnosis I NURS-8610 Therapeutics in Primary Health Care I	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities NURS-8580 Advanced Health Assessment and Diagnosis II NURS-8620 Therapeutics in Primary Health Care II	NURS-8870 Integrative Practicum
	<b>Convocation October session</b>		

### Sample: Two years Part-time Student Course Schedule Grad Diploma

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA) form, they must reapply and pay the application fee. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website and register for the courses at the University of Windsor through UWinsite Student.

	Fall	Winter	Spring/Summer
<b>Year 1</b>	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities	NURS-8500 Pathophysiology for Nurse Practitioners NURS-8520 Roles and Responsibilities	
<b>Request change of status to Full-time through NP Graduate Coordinator</b>			
<b>Year 2</b>	NURS-8570 Advanced Health Assessment and Diagnosis I NURS-8610 Therapeutics in Primary Health Care I	NURS-8580 Advanced Health Assessment and Diagnosis II NURS-8620 Therapeutics in Primary Health Care II	NURS-8870 Integrative Practicum
	<b>Convocation October session</b>		

**NOTE: Pathophysiology for Nurse Practitioners and Roles and Responsibilities can be taken concurrently and the student will still be part-time (each course goes over two terms)**

## Resources and Supports for Graduate Students

### Faculty of Nursing

Toldo Health Education Centre

University of Windsor

(519) 253-3000 ext. 2258

Fax: (519) 973-7084

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

Dr. Kathy Pfaff

Associate Professor & Associate Dean, Graduate Programs and Research

Room 314

(519) 253-3000 ext. 4977 [kpffaff@uwindsor.ca](mailto:kpffaff@uwindsor.ca)

Dr. Sherry Morrell

Assistant Professor & Graduate Coordinator, Nurse Practitioner Program

Room 303

(519) 253-3000 ext. 2278 [morrells@uwindsor.ca](mailto:morrells@uwindsor.ca)

Ms. Suneeta Singh

Graduate Secretary

Room 336

(519) 253-3000 ext. 2260 [ssingh@uwindsor.ca](mailto:ssingh@uwindsor.ca)

### Faculty of Graduate Studies

Room 306 Chrysler Hall Tower [gradst@uwindsor.ca](mailto:gradst@uwindsor.ca)

Dr. Debbie Kane, Acting Dean (519)

253-3000 ext. 2107

Ms. Marie Hawkins, Director of Graduate Academic Services

(519) 253-3000 ext. 2112

Ms. Christine Maitre, Secretary to the Dean

(519) 253-3000 ext. 2107

### Academic Resources for Graduate Students

The links below provides access to information about graduate courses, research, and general help, as well as resources for GAs/TAs.

<https://www.uwindsor.ca/graduate-studies/> <https://www.uwindsor.ca/graduate-studies/1486/resources-graduate-students>

## Frequently Asked Questions

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

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

We recommend that you check this resource first when you have questions, as this resource is updated frequently. You may find that you have questions linked to the following topics, and more:

- 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

[Ask.uwindsor.ca](http://www.uwindsor.ca/ask) – Search “knowledge articles” for information on common questions.

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

## 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](mailto:Adam.Mulcaster@uwindsor.ca)

Office: Room 1107B Leddy Library; Telephone:(519) 253-3000 Ext. 3205.

Graduate study carrels are offered for full-time graduate students. If interested, please reserve a space by contacting the Information Desk: <https://leddy.uwindsor.ca/findspace/information-desk-circulation>

## 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>

## Other Resources for Graduate Students

### UWinsite Student

The UWinsite is accessible at: <https://www.uwindsor.ca/registrar/uwinsite-student> 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:

Visit the Faculty of Graduate Studies website at <http://www.uwindsor.ca/graduate-studies/>

1. Click Current Students
2. On the left-side of the page, click Student Forms
3. Select the appropriate form
4. Complete and save the form
5. The completed form gets submitted as a Service Request

## Information and Computer Technology Supports

Computer Help Desk (ITS)

(519) 253-3000 ext. 4440

Information Technology Services Help and Support available at:

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

Computer/Technology Requirements for Online Learning  
[http://ask.uwindsor.ca/app/answers/detail/a\\_id/688/kw/internet](http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet)

Computer/Technology Requirements for Online Learning  
[http://ask.uwindsor.ca/app/answers/detail/a\\_id/688/kw/internet](http://ask.uwindsor.ca/app/answers/detail/a_id/688/kw/internet)

### 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.

**Graduate Student Society** [www.uwindsorgss.ca](http://www.uwindsorgss.ca)

Faculty of Education Building

(519) 253-3000 ext. 3915

Instagram - @uwindsorgss

Student Health Services CAW Centre (519) 253-3000 ext. 7002

**Psychological and Mental Health 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.

Appointments can be made through the Student Counselling Center 519-2533000 ext. 4616 for the Clinical Therapist for the Faculty of Nursing. Further information can be found at:

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

Laura Little, Nursing Clinical Therapist

Room 201A

(519) 253-3000 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.

## Faculty Advisors and Reporting

### Faculty Advisor

All master's students will have a faculty academic advisor assigned in the fall of their first year.

The faculty advisor will:

- Guide the student with course selection and plan for degree completion.
- Counsel the student on changes to the course plan.
- Provide the student with an appraisal of progress.
- Engage in preliminary discussions with the student about a thesis topic.

The Faculty Advisor may transition to become the student's thesis supervisor or support the student in finding an appropriate supervisor. The student will include the Associate Dean and Faculty Advisor (if appropriate) in discussions related to supervisor selection/change.



**FACULTY OF NURSING  
MASTER'S PROGRAM ADVISING AND PROGRESS REPORT**

This annual report is a continuous record of your progress in the master's program. It must be updated annually report (at minimum) and submitted to the Associate Dean or NP Graduate Coordinator (for NP students) by May 30 of each year. The supervisor/advisor may determine more frequent reporting.

**LAST NAME:**

**FIRST NAME:**

**ID NUMBER:**

**Program:**  NP Diploma  NP/MN  MN Leadership  MN Advanced Practice  MScN Leadership  MScN Advanced Practice

**Year of Entry into Program:**

**PART I: PROGRAM PLAN (to be completed by faculty advisor in collaboration with student)**

**Plan for completion of coursework:**

Course number or name	Term (e.g., Fall 2023; Winter 2024)	Course number or name	Term (e.g., Fall 2023; Winter 2024)

Note: If elective unknown, just write *elective* and term you plan to take it. Include courses both completed and yet *to be completed*.

**Anticipated graduation date (month/year):**

**Graduate students are expected to be actively engaged in scholarly activities.**

Identify your **scholarly activities and accomplishments** (e.g., scholarships, research stipends, GA, publications, conference presentations, poster presentations, classes taught, attendance at thesis defences, attendance at U of W continuing education events such as Dr. Sheila Cameron Research Forums, Lunch & Learns, and IHI Open School events) for the last year:

Expand box to add information annually.

**THESIS STREAM: This section to be completed by students in the thesis stream.**

Title of thesis:

Summarize your *projected and/or current plan* for completion of your thesis. Include: timelines and graduation date:

Thesis	Projected Date (month/year)	Updates to Plan
Chapter 1		
Chapter 2		
Chapter 3 and defence of proposal		
Ethics approval (REB)		
Chapter 4		
Chapter 5; thesis defence; final thesis approval		
Graduation		

**PART II: PROGRESS ASSESSMENT (to be completed by faculty advisor in collaboration with student)**

Copy and paste box below for each advising session.



After discussion with student, comment on whether you are both satisfied with the progress made.

PROGRAM PROGRESS: Initial the appropriate box. V G = Very Good S = Satisfactory M = Marginal U = Unsatisfactory				
	<b>VG</b>	<b>S</b>	<b>M</b>	<b>U</b>
Advisor's initials				

Signature of Advisor (if applicable): \_\_\_\_\_ (Date) \_\_\_\_\_ Student's signature: \_\_\_\_\_ (Date)

Date of meeting: \_\_\_\_\_

## Graduate Student Professionalism Expectations

Students of the Faculty of Nursing are expected to adhere to all College of Nurses of Ontario practice standards, with emphasis on the revised CNO Code of Conduct (2023), 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.

Orientation will be held in person over two days (September 6 and 7, 2023) and your attendance and participation are required. You are responsible for arranging your own accommodations if you are travelling and plan to stay overnight.

To complement your professional development, a variety of scholarly activities are held each year. Dates, times, and links to attend other scholarly activities will be posted on Brightspace.

Only your UWindsor email address may be used when corresponding with faculty and staff.

## 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 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](#)

## Instructional and Evaluation Methods

During your graduate studies you can expect to engage in a variety of different instructional and evaluation methods to meet the 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 typically 2 to 3 hours per credit hour for both online and in person classes. 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. Refer to:

[http://ask.uwindsor.ca/app/answers/detail/a\\_id/628](http://ask.uwindsor.ca/app/answers/detail/a_id/628).

### **Other Graduate Student Coursework Expectations**

- 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.
- Course assignments may be submitted to a plagiarism detection software program (e.g., Turnitin).
- No supplemental examination or assignments will be offered
  
- Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 percent deduction per day).
- 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](#)

Please participate in course evaluations during the final two weeks of class in accordance with [Senate policy](#).