



UNIVERSITY OF CENTRAL FLORIDA

Nursing MSN Graduate Program Handbook

Last updated August 21, 2018

Table of Contents

Introduction	1
Requirements for RNs with Non-Nursing Baccalaureate Degrees	2
Graduation Requirements for the MSN	2
Requirements for MSN prepared student and licensed as an advanced registered nurse practitioner seeking Post MSN Certificate preparation in another advanced practice specialty	2
Degree Plan of Study.....	2
Progression.....	3
Procedure for Proctoring of Major Examinations in Graduate Courses	3
Independent Study.....	4
Preceptor Planning	4
Dress Code for Nurse Practitioner Students	6
Drug Screening Policy	6
Expected Behaviors.....	6
Social Networks	7
Curriculum	7
Timeline for Completion.....	7
Other	8
Project Evidence-Based Practice	8
Project Requirement for All MSN Students	8
Graduate Research	8
College of Nursing Research.....	8
Financial Support.....	9
Financial Aid/Scholarships.....	9
Graduate Assistantship Positions	9
Graduate Teaching/Research Assistant Responsibilities.....	9
GTA Responsibilities	10
GRA/Research and Scholarly Work Activities.....	10
Graduate Assistants: General Information	10
Graduate Student Associations	11
Professional Development.....	11
University Funding for Student Presentations	11
The Faculty Center for Teaching and Learning (FCTL)	12
Pathways to Success Workshops	12
Graduate Research Forum.....	12
Graduate Excellence Awards	12

Other 13
Job Search..... 13
Forms..... 13
Useful Links 14
Grad Faculty 14
Contact Info 20

Program Handbook Template

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

Students admitted to the ARNP certificate programs take courses with those enrolled in the MSN level coursework and meet the same outcome criteria for initial preparation as a FNP, AGPCNP, AGACNP or CNS A/G. All certificate students must abide by the same policies and progression requirements as degree seeking students. For the MSN degree, students must complete a minimum of 30-46 credit hours of graduate-level course work, depending on the track. A research based scholarly work and public presentation of research based scholarly work are required to graduate with an MSN degree.

- Leadership and Management (NLM)—36 Credit Hours
- Nurse Educator (NEd)—35 Credit Hours
- Nursing and Healthcare Simulation - 31 Credit Hours
- Adult/Gerontology Primary Care Nurse Practitioner (AGPCNP)—42 Credit Hours
- Adult/Gerontology Acute Care Nurse Practitioner (AGACNP) - 46 Credit Hours
- Family Nurse Practitioner (FNP)—46 Credit Hours
- Clinical Nurse Specialist Adult/Gerontology (CNS A/G)—45 Credit Hours

The College of Nursing will implement a student information database and repository, LEAP*RN. This database will house information regarding student course work, plans of study, clinical placements, clinical hours, logs, and all evaluation data. The database will assist us in maintaining standards required for CCNE accreditation, facilitate course planning and student progression, and enhance clinical tracking. Upon graduation, students will continue to have no-cost subscription access to their records, including their logged hours. The College of Nursing will continue to contact you through this system for follow-up employment surveys and to forward you information pertaining to Alumni events and opportunities. All students will be responsible for an annual subscription rate of less than \$100, depending on the program. Subscription access will be payable directly to LEAP*RN at the following link: secure.projectconcert.com/ucf. This URL will guide students through the payment process and activates their account for use. Subscriptions must be up-to-date by the last day of the drop/add period each semester to avoid a “hold” service indicator being placed to prevent students from registration, enrollment, and other progression functions.

Requirements for RNs with Non-Nursing Baccalaureate Degrees

Students who possess an RN License, but have a Bachelor's Degree in a non-nursing field, can apply for direct entry into any graduate level nursing program. They must complete the following 9 credit hours of pre-requisites with a grade of 'B' or better before they can enroll in any graduate coursework:

- NUR 3805 Dimensions of Professional Nursing Practice (3 credit hours)
- NUR 3165 Nursing Research (3 credit hours)
- NUR 4637 Public Health Nursing (3 credit hours)

Graduation Requirements for the MSN

- All course work listed for the MSN degree completed (31-46 credits) with a minimum grade of "B"
- Clinical performance evaluated at a satisfactory level
- A satisfactory public presentation of the EBP Project

Requirements for MSN prepared student and licensed as an advanced registered nurse practitioner seeking Post MSN Certificate preparation in another advanced practice specialty

Those that possess an MSN Degree and licensed as an advanced registered nurse practitioner who wish to prepare for another advanced practice specialty should apply to the Post MSN Certificate program in the specialty (Family or Adult/Gerontology Primary Care or Adult/Gerontology Acute Care) of their choice. A gap analysis is conducted and only those courses not yet completed are required. Students who have already completed pre-requisite course work may be required to complete a competency assessment prior to beginning specialty courses. An individualized plan of study is developed and upon completion, the student is awarded a Post MSN Certificate which allows for sitting for certification in the specialty. The certificate programs admit only in the spring and require the following prerequisites:

- NGR 5003 Advanced Health Assessment and Diagnostic Reasoning (2 credit hours)
- NGR 5003L Advanced Health Assessment and Diagnostic Reasoning Lab (1 credit hour)
- NGR 5141 Pathophysiological Bases for APN (3 credit hours)
- NGR 5638 Health Promotion (3 credit hours)
- NGR 6172 Pharmacology (3credit hours)

The pre-requisites may be taken in a non-degree status prior to enrollment in the certificate on a space available basis.

Students admitted to the ARNP certificate programs take courses with those enrolled in the MSN level coursework and meet the same outcome criteria for initial preparation as a FNP, AGPCNP, AGACNP or CNS A/G. All certificate students must abide by the same policies and progression requirements as degree seeking students.

Degree Plan of Study

A plan of study must be completed and kept in each student's file. Students will be sent an initial plan of study with their admission packet. The initial plan of study is entered into the graduate program database, which is used to plan course schedules. Any changes to the plan of study must be submitted to the Graduate Office for approval. Plans of study are used to plan for resources, therefore students who change their plans of study are not guaranteed seats in future courses and will be allowed to enroll on a space available basis.

If students cannot follow the plan of study, students must contact the Graduate Office to revise their plan of study. This must be done prior to registration. Students who enroll in a course not in their plan of study will be required to drop the course.

PLEASE NOTE: Changes in plans of study may result in student delay in program completion because of course scheduling and availability of clinical sites. Any change in students' progression must be discussed with the advisor and the Graduate Nursing Office. Changes which require alterations in clinical course planning will only be approved on a space available basis. Plan of study revisions must be approved by the Graduate Nursing Office.

Progression

All academic progression as well as admission and graduation decisions are made by the MSN Admission, Progression and Graduation Committee (APG) of the College of Nursing and recommended to the Associate Dean for Graduate Affairs. Failure to maintain progress in coursework as reflected on the plan of study for any reason including, but not limited to course withdrawal, will be required to petition the APG Committee to remain in the program. Students who deviate from their plan of study will be required to fulfill requirements of the current catalog year.

A grade point average of 3.0 is required for continued study in the MSN and certificate programs. Grades of below B or U are not acceptable. Students that receive a grade of lower than B or U in any course are subject to dismissal from the program. Students will be given the right to petition to remain in the program, and a final decision on dismissal will be made by majority vote of the MSN Admission, Progression, and Graduation Committee (APG). If the student is allowed to continue in the program, any course(s) that have a grade of below B must be repeated with an earned grade of "B" or better. A student who earns a grade of "D" or below will be automatically disqualified from further College of Nursing graduate studies. In addition, if a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA. The College of Nursing uses the plus/minus grading scale as follows:

A: 96-100
A-: 92-95
B+: 87-91
B: 83-86
C+: 79-82
C: 75-78
D: 70-74
F: 69 or below

Procedure for Proctoring of Major Examinations in Graduate Courses

- All major examinations in graduate courses in the UCF College of Nursing will be proctored.
- Faculty will announce at the start of the semester
 - If there are major examinations in the course
 - If there will be proctored testing available at the CON or on campus
 - Dates and times for proctored exams
 - The test will be available during a fixed time period during the scheduled class time for sections of classes that are web-mediated classes.
 - The test will be available for no longer than 12 hours for sections of classes that are fully web-based.
- An online test proctoring service, will be used for major course examinations if a CON or on-campus testing option is not used. ProctorU examinations are limited to no more than three per course.

- Students are responsible for setting up an account with ProctorU, scheduling the examination, having required technology and paying any associated costs (instructions will be provided within webcourses). The current cost per examination is \$25.
- Current courses that use online proctored testing are: NGR 5141, NGR 5003, NGR 6172, NGR 6201, NGR 6263, NGR 6305, NGR 6334, NGR 6210, NGR 6211, NGR 6175, NGR 6212.

Independent Study

Students who wish to do an independent study must meet with the instructor and complete the College of Nursing Graduate Program form: Course Request for Independent Study. This must be submitted to the College of Nursing Graduate Office to create the independent study in the schedule. As soon as the course is in the schedule, students will be sent registration information. Students may have no more than 6 hours of independent study in a master's plan of study.

Preceptor Planning

Guidelines

Nursing is a practice discipline. To learn the skills of a teacher, nurse practitioner, or nurse leader and manager the student must practice with an experienced clinician. This is achieved by preceptored clinical assignments. Preceptored clinical assignments offer a unique opportunity for students to observe and practice in the specialized role that is the focus on their master's program track at UCF.

All students must participate in preceptor planning by the middle of the semester prior to each clinical course. Student documents must be current in order to participate in any clinical practice learning experience that involves patients. The following items are required upon admission into the program in order to participate in any clinical:

- Completed LiveScan Fingerprints
- Completed Drug Test
- Completed Background Check
- Copy of current BLCS certification card (course C for healthcare providers)
- College of Nursing Health Form
- Proof of HIPAA Training
- Current Florida RN License
- Proof of health insurance

All of the items above require an account with Castle Branch which carries a fee of \$170.

Nurse Educator, Nurse Leadership and Management, Nursing and Healthcare Simulation Tracks

Students will complete a preceptor planning form and submit required documentation to the Graduate Clinical Coordinator by the assigned deadline before the anticipated practicum or other placement.

Nurse Practitioner Tracks

Student documents must be current in order to participate in any clinical practice learning experience that involves patients (e.g. RN license, health clearance, etc). Students who do not have the FBI/FDLE and the CertifiedBackground.com clearance may not be able to complete the program and graduate. Students must submit the required health form to the Graduate Program Assistant no later than the end of their first semester of study or prior to beginning Health Assessment. Drug screening is required for all sites. Cost of these may be the responsibility of the student. Some sites require formal orientation to the site and/or their electronic medical record system.

A clinical placement orientation session is included the new student orientation and repeated at the start of the students' first clinical course. Students who do not attend these sessions remain responsible for obtaining the content reviewed there.

When required, all NP students must submit the required preceptor planning information to the Graduate Clinical Coordinator, **no later than midterm of the semester prior to each semester in which they will be in a clinical practice course.** The exact deadline date will be announced in the first weeks of the semester. Students who fail to meet this deadline will not be allowed to register for clinical in the following semester and will need to contact the Graduate Nursing Office to revise their plan of study.

Clinical placements for MSN students must be in the greater Central Florida area. This includes Orange, Seminole, Volusia, Lake, Brevard, Osceola, Flagler, Northern Indian River, and Marion counties. Placements in other locations are at the discretion of the faculty and are dependent on availability of Clinical Instructors to make site visits.

Nurse Practitioner students in the Family Nurse Practitioner or Adult/Gerontology Primary Care Nurse Practitioner program cannot make rounds, go to surgery, procedures, or care for a hospitalized client for clinical hours.

NP students must do one half of total clinical hours up to and including Practicum (NGR 6248L) with a NP or CNM preceptor. For FNP track students this is 360 hours. For Adult/Gerontology Primary Care NP students this is 330 hours. For Adult/Gerontology Acute Care NP students this is 330.

Preceptors for the remaining 360 or 330 hours may be a NP, CNM, MD or DO. A physician assistant (PA) cannot be the preceptor of record. Students in primary care programs must complete all rotations at primary care sites except in the final clinical practicum. FNP students can complete up to 50% and AGPCNP students can complete up to 100% of their required practicum clinical hours in the ED, urgent care, retail health care, or in an office setting.

All clinical courses, including the final clinical practicum, are to occur at a single clinical site with a single preceptor. Limited exceptions are made for work with preceptors who work at multiple locations for the same practice or to work with two preceptors at the same practice site. The final clinical practicum, can occur at one site only.

Throughout each clinical course, NP students will be required to complete:

- **Clinical Activities Log** – This will be completed using the Typhon Clinical Tracking System. This system allows the student to document all hours completed at each clinical practice with each preceptor. Documentation of data from all client interactions during each NP student's clinical practice learning experience are also recorded.
- **Student Preceptor/Site Evaluation** – Each student will submit an evaluation of the preceptor and the site in which the student completed their clinical learning experience.
- **Midterm Preceptor Evaluation of Student** - Each student will submit an evaluation by their preceptor of record after completing ½ of the required clinical hours for a clinical course. If the student has more than one preceptor, a midterm evaluation must be obtained and submitted from each preceptor.
- **Final Preceptor Evaluation of Student** - Each student will submit a final evaluation by their preceptor of record after completing the required clinical hours for a clinical course. If the student has more than one preceptor, a final evaluation must be obtained and submitted from each preceptor.

All paper work must be submitted at the end of the course for a grade to be awarded. The above will be submitted to the appropriate location on the Typhon Clinical Tracking System site.

Dress Code for Nurse Practitioner Students

- All students must be dressed professionally when in clinical settings, whether on or off-campus. This includes both labs and preceptor sites as well as professional meetings.
- The UCF College of Nursing photo identification stating **nurse practitioner student** must be worn during all clinical activities.
- A clean, wrinkle-free official UCF white lab coat with the College of Nursing logo must be worn at all clinical functions whether on campus or in clinical settings.
- Business attire must be worn under lab coats; scrub suits are allowed in acute care settings only.
- Students must also comply with dress code policies of the clinical sites where they are being precepted.
- Nails must be trimmed; artificial nails and nail polish are not permitted.
- One pair of stud-type earrings (one earring per ear lobe only and no larger than ¼" in diameter) may be worn; no gauge-type earrings. No other visible piercings, including clear piercings are allowed, including tongue and nasal piercings.
- One plain wedding band may be worn; one wristwatch with a second hand is required.
- Visible tattoos must be covered.
- Make-up, if used, must be discrete.
- Hair must professionally appropriate; appropriately secured away from face and patient contact; of a naturally occurring color.
- Facial hair for men must be clean and neatly trimmed. (Some agencies do not allow personnel, including students, to wear any facial hair.)
- Perfumes, colognes, after-shave or scented fabric soaps/softeners should not be worn.
- Chewing gum during clinical and on-campus labs is not permitted.
- Smoking of any kind is not acceptable when in clinical settings. In addition, clothing and hair that retain smoke odors are not acceptable in clinical settings.

Drug Screening Policy

All incoming students in the University of Central Florida, College of Nursing shall undergo a 14 panel drug screening prior to the start of nursing clinical experiences done through Certified Background.

Evidence of substance abuse will result in disciplinary action up to and including administrative withdrawal from courses and dismissal from the program. Information about drug screenings process will be conveyed to students upon admission. The College of Nursing will have access to the results of the drug screenings and these results may be shared with the clinical sites at which the student is placed.

Expected Behaviors

Students are expected to exhibit behaviors consistent with safe practice under the direction of the faculty member and/or preceptor. The student must have a satisfactory performance in each clinical behavior by the last clinical day or the student will receive an unsatisfactory grade in the course. All documentation must be accurate, reflecting care rendered.

Students must notify their instructor and the clinical agency if they will be absent or late. Failure to do this may result in an unsatisfactory grade in a clinical course.

Disciplinary action, including clinical failure and possible dismissal from the program, will be taken for students whose behavior is unacceptable. Examples of unacceptable behaviors include, but are not limited to the following actions:

- Provide nursing care in an unsafe or harmful manner. For example:
 - To perform a procedure without competence, or without the guidance of a qualified person.

- To willfully or intentionally do physical and/or mental harm to a client.
- To exhibit careless or negligent behavior in connection with care of a client.
- To refuse to assume the assigned and necessary care of a client, and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
- Disrespect the privacy of a client (breach of confidentiality). For example:
 - To use the full name or position of a client in written assignments, and/or patient data of any sort, e.g. computer-generated forms retrieved from the clinical area. (All identifying information must be obliterated from documents).
 - To discuss confidential information in inappropriate areas including social networking or other online sites.
 - To discuss confidential information about a patient with third parties who do not have a clear need to know.
 - To remove any record or report (or copy) from the area where it is kept, except in the performance of student nurse assignments.
 - To violate HIPAA and/or FERPA guidelines (as appropriate to setting).
- Falsify patient records or fabricate patient experiences.
- Fail to report omission of, or error in, assessments, treatments or medications.
- Use, possess, sell, or distribute illicit drugs; to illegally use, sell, possess, or distribute any drugs or alcohol; or to use prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.

Social Networks

Professional conduct extends to all forms of social networks, including Facebook, MySpace, YouTube, texting, emailing, photographing, videotaping and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others during their time at the College of Nursing. Students and others may not save or broadcast any information without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained. Failure to follow these rules, may result in administrative action, including dismissal from the College of Nursing. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

1. **Advisor**
An Academic Advisor is appointed at the beginning of the first semester of study. Meet with your Advisor on a regular basis.
2. **Program of Study**
Review program of study and review with advisor each semester. Review plans for clinical placements, scholarly project and other MSN requirements.
3. **Clinical/Practicum**
Submit clinical and preceptor planning materials to the CON graduate office Clinical Placement Coordinator before posted deadlines.
4. **Intent to Graduate**
Submit one semester prior to graduation.
5. **Scholarly Project**
Must be completed with a grade of "B" or better in course and on formal scholarly paper.
6. **Scholarly Presentation**
A satisfactory public presentation of scholarly project must be made.

7. **Time Limit**

Seven years from date of matriculation.

8. **Change to Plan of Study**

Any changes to the plan of study must be petitioned to the Admissions, Progression, and Graduation (APG) Committee.

Other

For a complete list of sample plans of study, please refer to nursing.ucf.edu/admissions/graduate-programs/msn/index.

Project Evidence-Based Practice

Project Requirement for All MSN Students

An independent scholarly project is a requirement for the Master of Science in Nursing degree. The scholarly project is an evidence-based nursing project which is completed in NGR 6813. The scholarly project that is required in NGR 6813 (completed in the last 1 to 2 semesters of the program) is an evidence-based nursing scholarly paper. The evidence-based project should reflect the latest evidence for a problem related to the student's MSN track. This is a formal paper that must adhere to published guidelines in the syllabus and must be presented in a public forum at the university. Students will not be permitted to do the public presentation until they have submitted an acceptable paper with a grade of "B" or better. Students are strongly advised to meet with their advisors to discuss their topics for their evidence based project early in the program. Students' work in NGR 5800 and NGR 6801 should be focused on a topic for their scholarly projects.

Graduate Research

Note: MSN students are not required to do a Thesis. Students do have opportunities for participating in research if they choose.

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: catalog.ucf.edu/index.php?catoid=4 > Policies > General Graduate Policies.

College of Nursing Research

Please visit nursing.ucf.edu/research/index to obtain a highlight of the College of Nursing research. Faculty research interests are available at the following link which is updated frequently. nursing.ucf.edu/research/research-areas/index.

Financial Support

Financial Aid/Scholarships

Financial assistance for graduate students is limited. Scholarship information is posted monthly outside the UCF Student Financial Assistance Office and on the College of Nursing website.

finaid.ucf.edu/types-of-aid/

nursing.ucf.edu/students/graduate-students/college-scholarships/index

Scholarships and research grants are available from many professional organizations such as the Florida Nurses Foundation, Florida League for Nursing, Sigma Theta Tau, and specialty organizations. Notices will be sent via the listserv of available scholarships, traineeships, fellowships, and assistantships.

Search for funding outside of UCF. Use the free search services available through the Internet or refer to funding.graduate.ucf.edu/funding_resources/.

You may also contact: gradfellowship@ucf.edu.

University Fellowships

Most university fellowships are reserved for incoming degree-seeking graduate students who plan to enroll full time. For a listing of merit-based fellowships that are offered through the UCF College of Graduate Studies, as well as a listing of various general graduate funding opportunities, see the Student Funding for Graduate School section on the College of Graduate Studies student website at graduate.ucf.edu/fellowships/.

Graduate Assistantship Positions

A limited number of graduate assistantships are available: graduate assistant (GA), graduate teaching assistant (GTA) or graduate research assistant (GRA) positions may be available each Fall and Spring for full-time doctoral and masters students (enrolled in at least 9 credits each semester). GA's are assigned to assist faculty and staff with course and College related activities, GTAs may be assigned to teach a course, or assist a faculty member with teaching in a course with large enrollment. GTAs who are assigned as instructors of record must have completed 18 credits of master's level nursing coursework. GRAs will be assigned to faculty members who are engaged in funded research or who are preparing a viable research proposal for funding. GAs are paid a stipend and receive partial tuition reimbursement, plus advanced nurse traineeship funds if available. These positions are for fall and spring semesters, and require a separate application that may be obtained from the CON graduate office. Additional information is available at: graduate.ucf.edu/assistantships/

Mandatory training requirements must be met for a student to be hired in the position of Graduate Teaching Associate, Assistant or Grader. The training, offered by UCF's Faculty Center for Teaching and Learning, covers course design, learning theories, ethics, and other topics relevant to preparing GTAs for their responsibilities. See graduate.ucf.edu/assistantships/ for training requirements and registration instructions.

Graduate Teaching/Research Assistant Responsibilities

Graduate Teaching /Research Assistants (GTAs/GRAs) have an important role in the College of Nursing. This position description was developed to help professors and GTAs/GRAs to better understand their roles and responsibilities. The following are some activities that GTAs/GRAs may be expected to carry out in working with assigned professors. Not all GTAs/GRAs are expected to perform the entire list of activities – this is a guide.

Please note realistic time expectations. No GA/GTA/GRA is to be assigned to do any personal or non-UCF related activity.

GTA Responsibilities

- Assist professor with course management
 - Assist professor update syllabi and course reference materials
 - Assist professors with lecture presentations
 - Proctor and collect exams and deliver/retrieve exams to/from Test Center
 - Grade course assignments according to established criteria set by the professor
 - Communicate with students as required by the professor
- Assist in online course instruction (GTA may require instruction for this)
 - Assist professor update syllabi and course reference materials
 - Search Web for pertinent URLs related to the course
 - Grade online course requirements according to established criteria set by the professor
 - Communicate with students as required by the professor
 - Set up on-campus lab experiences according to plan provided by professor
 - Review/Supervise students' skills during lab sessions
 - Work with students individually if requested by professor and if time permits
 - Evaluate students during basic skills testing
 - Assist the professor in grading projects associated with on-campus lab
 - Assist the professor with open lab activities
 - Assist the professor in sessions for dosage calculation practice and review

GRA/Research and Scholarly Work Activities

- Update references for the professor's research and other scholarly projects
 - Conduct literature searches as directed by the professor
 - Obtain journal articles and references from the library
 - Develop PowerPoint presentations and other materials for the professor
- Assist the professor with research activities
 - Assist with research intervention activities
 - Assist with data collection
 - Conduct data entry, cleaning, and management
 - Conduct statistical analyses as requested by the professor
 - Help manage correspondence associated with research and scholarly activities

Graduate Assistants: General Information

- All GTA's must have completed the UCF Graduate Studies GTA Workshop offered by the UCF Faculty Center for Teaching and Learning.
- Assignments cover 10-20 hours/week. GTA/GRAs are expected to be on campus for a majority of the hours each week. Some assignments require all hours to be completed on-campus. For web courses, time on campus is negotiable with professor(s).
- GA/GTAs/GRAs may be assigned to work with more than one professor for the semester.
- GTA's are assigned to professors based on course needs and numbers of students.
- GRAs are assigned to professors based on research agenda and potential for funding.
- GTA/GRA appointments occur on a semester basis by the Associate Dean for Graduate Affairs in consultation with CON Dean and Associate Dean for Undergraduate Affairs.

- GTAs/GRAs must report on a weekly basis to their assigned professor and must schedule mutually agreed upon times that they are available for the entire semester. Any changes in the agreed upon times must be approved by the professors.
- GTAs/GRAs report directly to the professor(s) to whom they are assigned for the semester.
- GTAs/GRAs must manage their time well, particularly if they are working with more than one professor. Should assignments take longer than the allotted or expected time, GTAs/GRAs must communicate the information immediately to the assigned professor so that proper adjustments in assignments can be made.
- If the GTA/GRA is overwhelmed, please discuss work with the professor and if not resolved, please meet with the Associate Dean for Graduate Affairs.
- No GA/GTA/GRA is to be assigned to do any personal or non-UCF related activity.
- GTAs/GRAs must be evaluated mid-semester and end of each semester by the assigned professor(s). The evaluation must be submitted to the graduate program office. GTAs/GRAs with multiple instructor assignments must be evaluated by each professor.
- Professors who do not complete the evaluations in a timely manner may not be assigned a GTA/GRA in the following semester.
- GTA/GRA schedules are to be submitted to the graduate program administrative assistant by the GA/GTA/GRA before the end of the second week of the semester.
- GTAs/GRAs who are not responsible, whose work is below expectation, and/or who are not punctual or have not completed their required hours of work may be terminated during the semester – thus losing their assistantship for the semester – or they will not receive any additional assistantships.
- GAs are assigned specified duties by the Associate Dean of Graduate Affairs or Undergraduate Affairs.

Graduate Student Associations

Sigma Theta Tau (STT)

sigmanursing.org/

UCF Chapter STT: Theta Epsilon

thecircle.nursingsociety.org/thetaepsilonchapter/home

This organization is the honor society for nursing. The local chapter is very active with local chapter meetings having programs related to nursing research issues. Annually a Nursing Research Day is planned each spring. Twice each year (October and February), in the months prior to graduation students are notified of their eligibility to join (GPA of 3.5 is needed). The application process is explained in the notification email which is sent to the students' knight's mail address. STT also sponsors scholarships which are advertised on the website.

Graduate Student Association (GSA)

This is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit facebook.com/groups/UCFgsa/. For individual department or graduate program organizations, please see program advisor.

Professional Development

University Funding for Student Presentations

Funds may be available for Graduate Studies and from Student Government Association, to support student travel to present posters and/or presentations. The Graduate Travel Award provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter. Students who receive travel awards from SGA may also be eligible for Graduate Studies awards. For information about the criteria for this award, please see the

Graduate Travel Award Application. The Student Government Association also funds individual and group travel requests.

The Faculty Center for Teaching and Learning (FCTL)

FCTL promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training**(mandatory for employment as a GTA)
This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**
This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information fctl.ucf.edu/ > Events > GTA Programs or call 407/823-3544.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum

The Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information: graduate.ucf.edu/graduate-research-forum/ or researchweek@ucf.edu.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For the nomination process and eligibility criteria, see graduate.ucf.edu/awards-and-recognition/.

Other

For grant-proposal writing resources: uwc.cah.ucf.edu/

Florida Nurses Associations: floridanurse.org/

Student Nurses Association: snaucforlando.com/

National Association of Hispanic Nurses: nahnet.org/

National Black Nurses Association: nbna.org/

The American Assembly for Men in Nursing: aamn.org/

Philippine Nurses Association of Central Florida (PNACF): pnacf.org/

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

Florida Board of Nursing

floridasnursing.gov/

UCF after College Jobs

<https://www.aftercollege.com/career-networks/university-of-central-florida/school-of-nursing/jobs/>

Health + Medical + Jobs

health-medical-jobs.com/

Nursing Shortage

aacnnursing.org/News-Information/Nursing-Shortage-Resources/About

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [College of Nursing Admissions, Progression, and Graduation \(APG\) Petition Form](#)
Petition/Waiver Form
- [College of Nursing Petition/Waiver Form](#)
Students requesting course substitution, course transfer, change to Plan of Study, etc.

- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Nursing MSN](#)
- [College of Nursing](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF Nursing Alumni](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Allred, Kelly *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: kelly.allred@ucf.edu

Anderson, Mindi *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Mindi.Anderson@ucf.edu

Andrews, Diane *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Nurse Job Satisfaction, Nurse Retention, Work Environment, Nurse Leadership, Transition of Newly Graduated Nurses

Contact Info: Diane.Andrews@ucf.edu

Ark, Pamela

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: park@ucf.edu

Aroian, Karen *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Stress, Coping, and Psychological Adaptation in Special Populations, Including Immigrants and Minorities; Cross-cultural Research Measures; Mixed Method Designs

Contact Info: karoian@ucf.edu

Websites: <http://www.nursing.ucf.edu/faculty/index.asp>

Blackwell, Christopher *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Discrimination; Gay, Lesbian, Bisexual, Transgender Health and Social Disparity; HIV/AIDS; High-risk Sexual Behaviors; Infectious Disease; Sexually-transmitted Infections; Social/Sexual Networking Internet Site Associated Risk

Contact Info: Christopher.Blackwell@ucf.edu

Websites: <http://drchristopherblackwell.com>

Bourgault, Annette

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Annette.Bourgault@ucf.edu

Burr, Joyce

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: joyce.burr@ucf.edu

Bushy, Angeline *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Angeline.Bushy@ucf.edu

Byers, Jacqueline *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Jacqueline.Byers@ucf.edu

Chase, Susan *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Qualitative Research, Decision Making by Nurses, Patients and Families, Spirituality and Illness

Contact Info: Susan.Chase@ucf.edu

Conner, Norma *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Norma.Conner@ucf.edu

Covelli, Maureen *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Maureen.Covelli@ucf.edu

Damato-Kubiet, Leslee

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Leslee.DAmato-Kubiet@ucf.edu

Decker, Jonathan *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Jonathan.Decker@ucf.edu

Decker, Veronica

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Veronica.Decker@ucf.edu

Dennis, Karen *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Obesity, Weight Loss, Sedentariness, Physical Activity, Risk Factors for Cardiovascular Disease

Contact Info: karen.dennis@ucf.edu

Diaz, Desiree

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Desiree.Diaz@ucf.edu

Draves, Krisann

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: krisann.draves@ucf.edu

Edwards, Joellen *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Joellen.Edwards@ucf.edu

Forlaw, Loretta *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Loretta.Forlaw@ucf.edu

Gammonley, Denise *

College: College of Health and Public Affairs
Disciplinary affiliations: Social Work
Research interests: Aging, Social Work Practice, Nursing Home Quality, Mental Health Services, International Education
Contact Info: dgammonl@ucf.edu

Gibson-Young, Linda *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Linda.Gibson-Young@ucf.edu

Gonzalez, Laura *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: laura.gonzalez@ucf.edu

Guido-Sanz, Francisco

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Francisco.Guido-Sanz@ucf.edu

Heglund, Stephen *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Stephen.Heglund@ucf.edu

Hinkle, Julie

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: Julie.Hinkle@ucf.edu

Howe, Linda *

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: linda.howe@ucf.edu

Hunt, Debra

College: College of Nursing
Disciplinary affiliations: Nursing
Contact Info: debra.hunt@ucf.edu

Kinchen, Elizabeth

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Elizabeth.Kinchen@ucf.edu

Ladores, Sigrid

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: sigrid.ladores@ucf.edu

Lafferty, Patricia

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Patricia.Lafferty@ucf.edu

Lamanna, Jacqueline *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Jacqueline.Lamanna@ucf.edu

Leuner, Jean *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: jleuner@ucf.edu

Loerzel, Victoria *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Breast Cancer, Ovarian Cancer, Older Persons with Cancer, Cognitive Representation, Side Effect Management, Student Knowledge of Cancer

Contact Info: victoria.loerzel@ucf.edu

Mayer, Betty *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: betty.mayer@ucf.edu

Neff, Donna *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Donna.Neff@ucf.edu

Quelly, Susan

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: susan.quelly@ucf.edu

Rash, Elizabeth *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Diagnostic Reasoning, Health Promotion and Behavior Change, Provider-patient Communication

Contact Info: erash@ucf.edu

Ritten, Angela *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: angela.ritten@ucf.edu

Ruland, Judith *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: jruland@ucf.edu

Sole, Mary Lou *

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Airway Management, Critical Care, Infection Prevention, Technology, Physiological Parameters, Patient Outcomes, Simulation

Contact Info: mary.sole@ucf.edu

Talbert, Steven *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: stalbert@ucf.edu

Thiamwong, Ladda *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Ladd.Thiamwong@ucf.edu

Turnage, Dawn

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Dawn.Turnage@ucf.edu

Upvall, Michele

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Michele.Upvall@ucf.edu

Valenti, Michael

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Michael.Valenti@ucf.edu

Waldrop, Julee

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: jwaldrop@ucf.edu

Weinstein, Patricia

College: College of Nursing

Disciplinary affiliations: Nursing

Research interests: Autoimmune Diseases, Cardiovascular Risk Reduction

Contact Info: patricia.weinstein@ucf.edu

Weiss, Josie *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Josie.Weiss@ucf.edu

Yan, Xin *

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: Xin.Yan@ucf.edu

Contact Info

- **Diane Andrews, PhD, RN**
Program Director
UTWR 464
Phone: 407-823-3084
- **Susan Chase, EdD**
Associate Dean
UTWR 326
Phone: 407-823-6274