**UCF**

# Executive DNP Graduate Program Handbook

*Last updated July 2020*

## Table of Contents

# Executive DNP

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

The DNP program prepares nurses at the highest level of practice for the current health care environment based on a strong scientific foundation for practice; flexibility and emphasis on evidence-based practice, leadership, and organizational analysis; and analysis of the DNP project.

## Objectives

The objectives of the DNP program in nursing are to prepare graduates to:

- Critically analyze complex clinical situations and practice systems and disseminate findings.
- Assume leadership roles in the development of clinical practice models, health policy and standards of care.
- Develop practice models that support diagnostic reasoning skills and clinical judgment through the use of evidence-based practice.
- Analyze the social, economic, political, epidemiological and other scientific data to improve individual, aggregate and population health.
- Demonstrate information fluency and advanced communication skills to lead quality improvement initiatives to improve patient care and healthcare systems.
- Design, implement, and evaluate comprehensive care models for populations and/or systems and disseminate findings.

The College of Nursing uses a student information management system, LEAP*RN (Project Concert). This database houses information regarding plans of study, clinical placements, clinical hours, logs, and evaluation data to assist in maintaining standards required for CCNE accreditation, facilitate student progression, and enhance clinical tracking. Students will need to access LEAP*RN for clinical course requirements, course evaluations, and portfolios. Upon graduation, students will continue to have no-cost access to their information.  All students will be responsible for a one-time subscription of $150 per degree program payable at [https://secure.projectconcert.com/ucf](https://secure.projectconcert.com/ucf) and due prior to registering for first semester courses. If students register for courses prior to paying the subscription, a "hold" service indicator will be placed to prevent future enrollment and other progression functions.

## Graduation Requirements for the DNP

- All course work completed with a minimum grade of "B"
- Clinical performance evaluated at a satisfactory level
- A satisfactory DNP Project
- A satisfactory public presentation of the DNP Project

## Independent Learning

A DNP Project will be completed by all students in the DNP program. A scholarly project, derived from clinical practice, will be developed in depth with faculty supervision.

# Curriculum

Please visit the Graduate Catalog to see the current curriculum for our program.

# Timeline for Completion

This program can be completed in 3 years on a part-time basis. Students can access their plan of study in LEAP*RN.

## Degree Plan of Study

A plan of study is prepared for each student and is available in LEAP*RN. Students must enroll according to their plan of study. Any changes to the plan of study must be submitted to the Office of Graduate Affairs for approval.

If students cannot follow the plan of study, students must contact the Office of Graduate Affairs to revise their plan and may be required to submit a petition to the Program Director or the MSN-DNP APG Committee. This must be done prior to registration. Students who enroll in a course not in their plan of study may be required to drop the course.

PLEASE NOTE: Changes to the plan of study may result in a delay in program completion because of course scheduling and pre-requisite requirements.

## Progress to Degree

A grade point average of 3.0 is required for continued study in the DNP and certificate program. If at any time, 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 a 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

Grades of below B or U are not acceptable in the DNP or certificate program. Students that receive a grade of below 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 as follows:

**First Course Failure or Withdrawal**

1. Definitions:
   i. "Course Failure" is defined as earning a grade below "B" or "U" in any course required to complete the DNP degree, inclusive of elective(s) as required in the program curriculum.
   ii. "Withdrawal" is defined as voluntarily removing oneself from the roster of a course as permitted by UCF rules and processes. This includes Medical Withdrawals.

2. In the event that a student earns a failing grade in or withdraws from a single course, the student must gain the approval of the Program Director for continuation. The Program Director will notify the MSN DNP Admission, Progression, and Graduation (APG) Committee. If supported to continue in the program, an appropriate plan of study will be established prior to the beginning of the next semester for the student to follow.

3. In order to gain support for continuation, the student must provide the Program Director compelling rationale for permission to continue in the program. Such rationale must include, but is not limited to:
   i. A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion.
   ii. If the student does not desire to continue in the program, no further review or actions will take place and the student will be formally dismissed from the program
   iii. Failure to make a timely submission of a completed Petition will be interpreted as an expression of no desire to continue in the program
   iv. Notice of dismissal will be sent to the student's Knights email address

4. Following a review of the documentation noted above, the Program Director will render a decision to either support or not support continuation in the program.

5. If the Program Director supports continuation, a new plan of study will be immediately established based on course availability.
   i. Resumption of course work is based on available space in courses and clinical settings
   ii. Reintegration to course work is not guaranteed to be immediate or to take place on the student's original campus
   iii. Alterations and/or delays in the original program progression may require additional course work to assure student preparation for safe practice. Such preparation may include, but is not limited to:
      a) Repeating previous successful course work
      b) Demonstration of competence of previously demonstrated skills
      c) Repeating clinical experiences
      d) If a student is required to repeat a didactic course that has an accompanying clinical course, the student will be required to take the clinical course concurrently with the didactic course regardless of successful completion of clinical course

6. If the Program Director does not support continuation, the student will be advised on the process of petitioning the MSN DNP APG committee as noted below:
   i. Notifications will be made via the student's Knights email address
      a) Student will submit an APG Petition form
      b) A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion.
   ii. Continuation in the program will not be permitted if any of the following exist:
      a) The student has failed to provide sufficient documentation as determined by the Program Director.
      b) Documentation of repeated counseling from any member of the College of Nursing staff, faculty or administration regarding departure from expectations as outlined in this handbook
      c) Any suspension of enrollment privileges as imposed by the Office of Student Conduct.
      d) Dismissal or revocation of clinical privileges from a clinical site by a UCF affiliated agency.

7. If the MSN DNP APG Committee supports continuation, a new plan of study will be immediately established based on course availability.
   i. Resumption of course work is based on available space in courses and clinical settings
   ii. Reintegration to course work is not guaranteed to be immediate or to take place on the student's original campus

iii.      Alterations and/or delays in the original program progression may require additional course work to assure student preparation for safe practice. Such preparation may include, but is not limited to:

    a)     Repeating previous successful course work
    b)     Demonstration of competence of previously demonstrated skills
    c)     Repeating clinical experiences
    d)     If a student is required to repeat a didactic course that has an accompanying clinical course, the student will be required to take the clinical course concurrently with the didactic course regardless of successful completion of clinical course

8. If the MSN DNP APG Committee does not support continuation:
    i.     Notice of dismissal will be sent to the student's Knights email address

**Second Course Failure**

1. In the event a student earns a failing grade in a second course at any point in the program, the student will be required to petition the MSN DNP APG Committee to continue in the program. The student will be required to submit
    i.     An APG Petition form
    ii.     A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion
    iii.     If the student does not desire to continue in the program, no further review or actions will take place and the student will be formally dismissed from the program
    ii.     Failure to make a timely submission of a completed Petition will be interpreted as an expression of no desire to continue in the program
2. If the MSN DNP APG Committee does not support continuation, notice of dismissal will be sent to the student's Knights email address

## Appeals and Grievances

In accordance with the UCF Golden rule, students are to attempt a solution to problems at the lowest level possible. The administrative hierarchy for discussing students concerns in a course is:  Instructor, Program Director, Program Chair, Associate Dean, and Dean of the College of Nursing.  If resolution does not occur at the College level, The Golden Rule outlines further steps to be taken to resolve grievances.

Information, guidelines, and processes related to appeals made at the university level can be found here.

## Independent Study

Students who wish to do an independent study must meet with the instructor and complete the College of Nursing Special Registration Form: Course Request for Independent Study, Doctoral Research, DNP Project, Residency or Dissertation. This must be submitted to the Office of Graduate Affairs to create the independent study in the schedule. As soon as the course is in the schedule, the student will receive registration instructions. Students may have no more than 6 hours of independent study in a master's plan of study or 12 hours in doctoral plan of study.

## Sponsor Planning

Students pursuing a DNP degree in Executive Leadership need guidance in applying their course content to executive nursing practice and planning, implementing, and evaluating an evidence-based practice project. A total of 1000 practice hours are required to be completed between the student's MSN and DNP degrees. For the Executive DNP, these practice hours are typically accrued by a student working independently in his or her organization related to course objectives or the DNP Project.

Students are required to secure a sponsor within the organization to coach, mentor and guide the student related to their learning activities. There are two types of courses with practice hours in the program: those that are designed to build nursing leadership competencies and those that contribute to completing the DNP project.

- For courses (NGR 7855C, 7779L, 7778L, 7976L) where students are building executive nursing leadership competencies, the sponsor provides guidance to the student on the development of their leadership role. This sponsor MUST be a nurse leader with a graduate degree.
- For DNP project courses (NGR 7911C, 7912C, 7913), the sponsor should be the best person to assist in gaining access to resources or personnel that are needed to plan, implement, and evaluate their practice improvement project. They work with the student to identify organizational needs and priorities so the student can provide value to the organization. The sponsor for the DNP project does not have to be a nurse.

Students will complete a sponsor planning form and submit required documentation to the Graduate Administrative Coordinator by the assigned deadline before the anticipated course with clinical hours. The following items are required upon admission into the program:

- 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 for a fee.**

Student documents must be in compliance to participate in any clinical practice learning experience. Students who have not met the above requirements will not be permitted to enroll. Some sites require formal orientation to the site and/ or their electronic medical record system.

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

- **Clinical Activities Log –** This will be completed using the LEAP*RN 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 Sponsor/Site Evaluation –** Each student will submit an evaluation of the preceptor and the site in which the student completed their clinical learning experience.
- **Midterm Sponsor 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 Sponsor 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.

## Dress Code for Students

- Students represent the College of Nursing and the nursing profession.
- 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 Clinical ID badge must be worn during all clinical activities.
- Students must comply with dress code policies of the clinical sites.

## 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.

All students must agree, at the time of admission into the program, to be drug screened on demand at any time during the program. A negative drug screen completed at an approved lab which can directly report results to the College of Nursing, which was completed not more than 3 months prior to admission to the College of Nursing, will also be accepted. Students are responsible for the cost of all drug screenings.

Evidence of substance abuse may 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 at the time they are approved for admission into the nursing program. 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 as nursing professionals 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 social networks, including but not limited to Facebook, MySpace, YouTube, texting, e- mailing, 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 they meet during their time at the College of Nursing. Information regarding students and others may not be saved or broadcast in any form without written release by the individuals involved and the agencies identified. Permission prior to recording

or taping must be obtained and filed with the Office of Graduate Affairs. 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.

## Other

All doctoral nursing students are required to attend semi-annual, on-campus Intensives.

## Project DNP - (NGR 7911C, 7912C, 7913)

DNP Project guidelines and expectations are located in the NP/DNP Student Information Hub in webcourses. Students can access this course via the link below: https://webcourses.ucf.edu/courses/1288176.

# Graduate Research

Research is integral to doctoral study and to the development of scholarship in the discipline of nursing. Doctoral students are encouraged to meet with their advisers to discuss their research interests. Advisers and other faculty members will apprise students of societies and organizations that promote research. The College of Nursing provides a website link and a guide to research resources. The Office of Graduate Affairs maintains a file of resources for funding for research for students and faculty. In addition, the faculty of the College of Nursing strongly supports doctoral student research and invites students to discuss the faculty member's research with each of them.

DNP Projects are subject to the same policies and ethical conduct as dissertation studies.

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 the 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 > Policies > General Graduate Policies.

# Financial Support

In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's College of Graduate Studies. In addition to the form, supporting documentation from the program/college must be submitted giving approval for courses to be transferred and where credit should be applied in the program of study.

## Financial Aid/Scholarships

Financial assistance for graduate students is limited. Scholarship information is posted monthly outside the UCF Student Financial Assistance Office. 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.

- Review the requirements to receive doctoral fellowships, assistantships, and tuition support in the current UCF Graduate Catalog and the College of Graduate Studies website graduate.ucf.edu/.
- Review the requirements and award details for doctoral and/or graduate fellowship programs. Most university fellowships do not require students to complete a separate fellowship application. The

university and graduate programs award fellowships are based on your admission application and accompanying documents. Some fellowships, however, do require a fellowship-specific application.

- Graduate Financial Assistance Fellowships (or scholarships) are awarded to outstanding graduate students based on academic merit. They are payments to students that defer tuition and fees up to the amount of the fellowship and do not require the student to work.
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- Search for funding outside of UCF. Use the free search services available through the Internet (see the Useful Links section of the Graduate Students Website).

Contact e-mail: gradfaid@ucf.edu.

# Graduate Assistantships Positions

A limited number of graduate assistantships are available: graduate assistant (GA), graduate teaching assistant (GTA) or graduate research assistant (GRA) positions are 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 a course with large enrollment. All GTA's are required to complete the UCFGTA training requirement given by the Faculty Center for Teaching and Learning. GTA's who are assigned as instructors of record must have completed 18 credits of master's level nursing coursework. GA's who are assigned as graders must complete the grader training requirement provided by the Faculty Center for Teaching and Learning. GRAs will be assigned to faculty members who are engaged in funded research or who are preparing a research proposal for funding. GTAs/GRAs are paid a stipend and receive full 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 Doctoral Program Assistant.

# 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 professor members. Not all GTAs/GRAs can perform the entire activities list – this is a guide. Please note realistic time expectations. No GTA/GRA is to be assigned to do any personal or non-UCF related activity. GTAs will need to attend the GTA workshops at the FCTL required by UCF Graduate Studies before doing certain functions.*

**GTA Responsibilities**

- Assist professor with course management
- Assist professor update syllabi and course reference material
- 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
- Assist professor with on-campus lab experiences for clinical and health assessment courses

- 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 library
- Develop PowerPoint 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

**GTA: General Information**

- All GTAs must have completed the UCF Graduate Studies GTA Workshop.
- Assignments cover 10-20 hours/week. GTA/GRAs are expected to be on campus for at least 5-10 hours each week. For web courses, time on campus is negotiable with professor(s).
- 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 graduate program coordinator in consultation with CON Director and Undergraduate Program Coordinators.
- 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 ASAP to the assigned professor so that proper adjustments in assignments can be made.
- If GTA/GRA is overwhelmed, please discuss work with professor and if not resolved, please meet with graduate program coordinator.
- **No 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 graduate program coordinator by the GTA/GRA by 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 will not receive any additional assistantships.

## Traineeships

Each year the CON submits a grant to the Department of Health and Human Services for Advanced Nursing Education Traineeship. All full-time or part-time doctoral students will be eligible for a stipend award. In order to be considered for a traineeship, student must complete a traineeship application. The CON usually receives notification in early May. Students who receive traineeship award are required to keep the college informed of their employment for a minimum of 3 years after graduation. Applications for traineeship are available from the CON Graduate Office. Traineeship funding availability is contingent upon federal legislative approval.

## Website Resources

- catalog.ucf.edu/ Financial Information
- finaid.ucf.edu/ Office of Student Financial Assistance
- global.ucf.edu/ > Employment and Taxation

# Graduate Student Associations

## Scholarly Affiliations for Doctoral Students

- **Sigma Theta Tau (STT):** sigmanursing.org/ The Sigma Theta Tau International Honor Society of Nursing UCF Chapter is Theta Epsilon. Doctoral students who are not members of Sigma Theta Tau need to discuss this with their advisers and apply for membership. STT- Theta Epsilon events are sent to doctoral students via the doctoral nursing listserv.
- **American Academy of Nursing (AAN):** nursingworld.org/
- **Southern Nursing Research Society (SNRS):** nursingworld.org/
- Student Nurses' Association chapter at UCF
- **Organization of Doctoral Student Nurses (ODSN)**
  Students are encouraged to participate in activities of the ODSN. It is composed of doctoral students in the College of Nursing from both PhD and DNP tracks. Information about the organization stage of the ODSN will be provided by the student representatives. A representative is a nonvoting member of the PhD Curriculum Committee. For more information about the ODSN, please contact Dr. Melanie Keiffer at Melanie.Keiffer@ucf.edu

## Graduate Student Association

GSA 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/.

# Professional Development

The CON strongly supports doctoral student development – hence the Professional Portfolio. Inherent in the philosophy of the faculty, students are mentored closely to learn about professional opportunities and how to develop those necessary skills. Professional development begins with meeting with assigned advisers.

Opportunities for professional development are sent via the doctoral listserv. In addition, the UCF College of Graduate Studies website offers numerous opportunities for professional development.

## University Funding for Doctoral Student Presentations

Funds may be available for Graduate Studies and/or Student Government to support student travel to present posters and/or presentations.

## Co-Authorship with Faculty

Students may collaborate with faculty members and/or fellow students on publications and research presentations. Degree of work on the project determines authorship designation. If faculty members substantially contribute to the paper or presentation, they should be co-authors. It is important to discuss authorship when beginning papers and projects. To obtain financial support to present at a conference (other than through the program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at graduate.ucf.edu/funding/.

## Instructional Strategies and Resources

The Faculty Center for Teaching and Learning provides classes and programs designed to assist graduate students with the educational issues they face in the classroom as teaching assistant or as instructors. These resources include assistance in course design and syllabi development, learning theories, and the use of different technologies in the classroom or on the internet. Further information on these resources is available at fctl.ucf.edu/.

## 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, contact 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 Dissertation** – It recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation 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.

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

## Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

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

- The Florida Board of Nursing is the top resource for all professional information relating to the field of nursing including information on license and certification, continuing education and more.
- Visit the Career Network webpage available through aftercollege.com for available jobs and internships in the nursing field.
- The Florida Nurses Association (FNA) serves and supports all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice.
- American Assembly for Men in Nursing provides a framework for nurses as a group to meet, discuss, and influence factors which affect men as nurses.
- National Black Nurses Association, Inc. provides a forum for collective action by African American nurses to investigate, define and determine what the health care needs of African Americans.
- National Association of Hispanic Nurses promotes Hispanic nurses to improve the health of our community.
- Philippine Nurses Association of Central Florida promotes and upholds a positive image of Nursing and Professional Excellence through active participation in educational programs, community health service projects, and networking with other allied health care professionals while maintain social, cultural and humanitarian endeavors.

# 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/.

The Florida Board of Nursing is the top resource for all professional information relating to the field of nursing including information on license and certification, continuing education and more.

Visit the Career Network webpage available through aftercollege.com for available jobs and internships in the nursing field.

The Florida Nurses Association (FNA) serves and supports all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice.

Health+Medical+Jobs website is an excellent online resource for searching health jobs, medical jobs, hospital employment postings, healthcare career opportunities & nursing careers.

# 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 Admission, Progression, and Graduation (APG) Petition Form
  Petition Form.
- College of Nursing Graduate Petition Waiver Form
  Petition Waiver Form. This form can be used to petition for a change of track within your degree program. This form can also be used to petition transfer coursework

- [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.
- [Transfer Request Form](#)
  In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's College of Graduate Studies.
- [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
- [Family Nurse Practitioner DNP](#)
- [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](#)
- [University Writing Center](#)

# Grad Faculty

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

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