

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF MEDICINE
SCHOOL OF NURSING**

GRADUATE STUDENT HANDBOOK

2007 - 2008

TABLE OF CONTENTS

Preface	4
The American University of Beirut	4
General Information about the MSN program	5
Admission to the MSN Program	6
Categories of Admission.....	6
English Language Proficiency Requirement (ELPR).....	7
Transfer of Credits.....	7
Registration	7
Academic Year.....	7
Orientation.....	8
Course Registration.....	8
Drop and Add.....	8
Fees and Expenses.....	8
Academic Rules and Regulations	9
Categories of Students.....	9
Supervision.....	10
Attendance.....	10
Examination and Quizzes.....	10
Computer Literacy.....	10
Courses and Grades.....	11
Probation and Dismissal.....	11
Master’s Completion Program	12
Overview of the Curriculum.....	12
Course Description.....	14
Comprehensive examination.....	19
Thesis/Project	20
Guidelines for Thesis/Project.....	20
Project.....	21
Thesis.....	21
Residence Requirements.....	22
Research	22
Publication Rights based on Thesis/Project Work.....	23
AUB Policy on Graduate Assistantships	23

General Policies and Information	23
Academic and professional integrity.....	23
Student Code of Conduct	24
Definitions of Misconduct.....	24
Disciplinary Actions.....	28
Appeal Procedures	31
Students Rights & Responsibilities	32
University Services	33
University Libraries	33
Computing and Networking Services.....	34
Graduate Student E-mail Address.....	35
Bookstore.....	35
The writing center	35
University Health Services	35
Medical Records.....	35
Health Insurance Plan.....	36
National Social Security Fund (NSSF) Medical branch.....	36
Extra-Curricular Services	36
Clubs and Societies.....	36
Student Housing.....	37
Passport and Visas.....	37
Mail Service.....	37
Other Policies	38
Student Representation on Faculty Committees.....	38
Faculty and Preception Guidelines for Graduate Student Practice.....	38
Students with Disabilities.....	38
Appendix A	39
Study plans – full time and part time.....	40
Appendix B	44
Guidelines for the MSN Comprehensive Exam.....	45
Appendix C	46
Guidelines for Projects Grades	47
Appendix D	50
Faculty List	51

Preface

This handbook has been prepared for graduate students in order to provide detailed information about the Master of Science in Nursing Program at the American University of Beirut. Guidelines and policy statements are given to assist in clarifying the process from entry to the program through graduation.

The MSN program in the School of Nursing was launched Fall 2003-2004. The new curriculum with emphasis on Advanced Nursing Practice will provide educational opportunities for nurses seeking further specialization.

The faculty and administration of the School of Nursing hope that the educational process at the American university of Beirut will be a rewarding and challenging experience for each student. We pledge ourselves to assist students in the pursuit of their professional and educational goals.

In addition to the policies found here that are specific to the Graduate Program at the School of Nursing, the student should obtain and keep a copy of the AUB Catalogue, which contains policies and procedures that apply to all graduate programs in the University.

The American University of Beirut

The American University of Beirut (AUB) is a private, non-sectarian institution of higher learning, founded in 1866. It functions under a charter from the State of New York and is administered by a private, autonomous Board of Trustees.

The University has five faculties: Arts and Sciences, Medicine-including the school of Nursing, Engineering and Architecture, Agricultural and Food Sciences, and Health Sciences. In addition to these faculties, the University has a school of Business. At present, AUB offers programs leading to both bachelor's and master's degrees. The University is co-educational. The language of instruction is English.

AUB is a teaching-centered research university, where excellence in teaching and research go hand-in-hand. Its mission is to enhance education, primarily the education of the peoples of the Middle East, to serve society through its educational functions, and to participate in the advancement of knowledge. AUB bases its educational perspective and methods, and its academic organization on the American model of higher education.

The university emphasizes scholarship that enables students to think for themselves, stresses academic excellence, and promotes high principles of character. It aims to produce men and women who are not only technically competent in their professional fields but also life-long learners who have breadth of vision, a sense of civic and moral responsibility, and devotion to the fundamental values of human life. The University believes in and encourages freedom of thought and expression. It expects, however, that this freedom will be enjoyed in a spirit of integrity and with full sense of responsibility.

General Information about the MSN Program

The School of Nursing at AUB offers the Degree of *Master of Science* in Nursing with emphasis on Advanced Nursing Practice, “ANP”. Three tracks are available: Adult Care with optional minor in Nursing Education, Psychiatric Mental Health, and Nursing Administration. This new program is designed to meet the health challenges of the 21st century in Lebanon and the region, and prepare students for continued studies towards PhD degrees.

The School of Nursing faculty members are renowned for their research, clinical expertise, innovative teaching strategies, and contribution to professional practice at the national level.

Mission Statement

The Mission of the School of Nursing is to promote and maintain the highest educational standards of excellence, integrity, and professionalism in nursing. The undergraduate program is drawn primarily from the humanities and science disciplines, and focuses on the utilization of theory and research as a basis for practice. The School aims at providing learning opportunities that will enable students to develop into competent nurses who are able to identify needs, plan and administer nursing care independently and in collaboration with members of the health team. Nurses at the American University of Beirut learn to think critically and develop leadership skills throughout the baccalaureate and the master’s programs. Their practice reflects a humanistic ethic and is scientifically based, technically competent, and highly compassionate.

The Master’s program prepares graduates with advanced knowledge and skills to provide advanced high quality care. The advanced practice nurse is prepared to promote the profession of nursing through leadership, mentorship, and research-based practice.

Philosophy

The Master of Science in Nursing Program is consistent with the philosophy of the American University of Beirut and the mission of the School of Nursing, and builds upon the knowledge and competencies that characterize the undergraduate program. Graduate education denotes the critical appraisal of concepts and theories basic to the Nursing discipline. The unifying focus in graduate education is specialized and research-directed nursing practice. Graduate education promotes the process of inquiry for the expansion and testing of knowledge; and fosters creativity, critical thinking, professional development, research, and leadership skills.

Learning Outcomes

The program provides students with a thorough understanding of the theoretical basis of practice and also incorporates managerial, administrative and educational skills. The graduate is expected to be an expert clinician, an informed educator, a knowledgeable researcher and a skilled manager.

Specifically, the MSN program will prepare nurses who:

1. Integrate theory and research in nursing and related disciplines as basis for advanced nursing practice and role development.

2. Initiate, participate in, and utilize nursing research.
3. Demonstrate mastery of advanced knowledge in a specialized area of nursing for the promotion, maintenance, and restoration of health.
4. Demonstrate advanced clinical decision-making across health care settings.
5. Analyze the impact of socio-cultural, ethical and legal issues on nursing practice and health care delivery.
6. Assume leadership roles in education and management, utilizing inter-and intradisciplinary approaches.

Admission to the MSN program

A student is eligible for consideration for admission to the MSN program if s/he fulfills AUB admission requirements for graduate studies. The criteria for admission to the MSN program are:

1. Meeting all the university admission requirements to graduate studies.
2. Having a BSN degree or its equivalence from an accredited/recognized institution.
3. Having a cumulative undergraduate average of at least 75, with an undergraduate average of at least 80 in Nursing.
4. Demonstrating evidence of knowledge and competence in physical assessment skills.
5. Satisfactory scores on the English Entrance Exam or Test of English as a Foreign Language, as per AUB requirements for graduate studies.
6. License to practice nursing from country of residence.
7. Preferably one year work experience in nursing.

Applications for graduate studies should be submitted to the office of admission. For further information refer to AUB's website www.aub.edu.lb . All accepted applicants are required to take a medical examination.

Categories of Admission

Applicants for graduate study may be considered for admission in one of the following categories:

Graduate Regular

A candidate qualifies for this category if s/he holds a bachelor's degree from AUB or an equivalent degree from another recognized institution with an undergraduate average of at least 80 or its equivalent in nursing.

Graduate on Probation

Candidates, who fail to meet *any* of the admission requirements but who, in the opinion of the faculty, demonstrate potential for graduate study fit into this category. Students with an undergraduate cumulative average of at least 75, but less than 80 in Nursing are admitted conditionally and placed on probation. They should score 80 or above in the first 9 graduate credits in order to be removed off probation.

English Language Proficiency Requirement (ELPR)

A score of 550 on the English Entrance Examination (EEE), or 600 on the paper-based Test of English as a Foreign Language (TOEFL), or 250 on the computer-based TOEFL, is required for admission of new applicants to graduate study.

Those who score between 375 and 499 on the EEE, or between 490 and 567 on the TOEFL (163-227) on the Computer- Based TOEFL), will join the Intensive English Course. Those who score between 500 and 530 on the EEE, or between 573 and 587 on the TOEFL (230-240 Computer- Based TOEFL), will join either English 102 or English 203 depending on their scores, as illustrated below:

Course	EEE	Paper-Based TOEFL	Computer-Based TOEFL
English102	500-530	573-587	230-240
English 203	531-549	590-597	243-247

The School of Nursing requires such applicants to take the appropriate English courses as determined by their scores on English proficiency tests. The School of Nursing requires such applicants to qualify for, and take, ENGL 203; otherwise they lose their places. Graduate students may also meet the ELPR by scoring 7.5 or more on the International English Language Testing System (IELTS).

Transfer of Credits

Graduate courses taken beyond the requirements for the bachelor's degree at AUB or at other recognized institutions are not transferable for credit towards the requirements for the master's degree, unless the applicant attains a cumulative average of at least 80 in the undergraduate courses taken in the major field of study. Only courses in which the applicant has earned a grade of 80 or above may be transferred. Not more than six credits (nine credits for non-thesis programs) are transferable. Approval of the Graduate Committee of the School of Nursing is required for all transfers.

Transfer of Credits from One Master's Degree to Another

Graduate courses taken beyond the courses required for a bachelor's degree at AUB or at other recognized institutions, and in which the applicant earns a grade of 80 or above, may be transferred to the MSN program. No more than six credits (nine credits for non-thesis programs) are transferable. Approval from the Graduate Committee of the School of Nursing is required for all transfers.

Registration

Academic Year

The academic year at AUB includes two semesters, fall, and spring, followed by a summer session. Each semester has a reading period and a final exam week. For the exact dates, see the AUB Calendar.

Orientation

All entering students attend the three –day orientation program consisting of meetings in Faculties and Departments; meetings with representatives of various university services; tours of the campus; AREC, and the country; and acquaintance social events.

Course Registration

Students currently enrolled register on-line via the Internet during September at a date indicated at the University Registrar for the fall semester of an academic year. Check details of on-line registration under Course Registration for New Students and Consult the Registration Guide available in the Office of the Registrar. Henceforth all currently enrolled students will register before the end of each semester for the upcoming academic semester. The registrar announces all registration dates.

Deferred Registration

Graduate students who are offered admission for a semester and who do not register for that semester may be eligible for admission to the spring semester of the same academic year, pending availability of places. A petition should be submitted to the Office of Admissions.

Late Registration

Students unable, for some unforeseen reason, to register at the scheduled time may attempt late registration. A late registration fee of LL100, 000 for new students and LL150, 000 for old students will be charged for the fall or spring semester. The late registration fee for the summer session is LL50, 000. Late registration is to be avoided, as many courses may become full.

Drop and Add

After the start of classes, at a date indicated in the University Registrar, students may make changes in their schedules through a process known as Drop and Add. After obtaining the approval of their advisers, students may make changes in their courses on the web according to a pre-announced schedule. They may need to settle their accounts at the Office of the Comptroller.

Fees and Expenses

The American University of Beirut is a non-profit institution. The charge to students is kept at the minimum consistent with the provision of high quality instruction and adequate resources. The University reserves the right to change any or all fees at any time without prior notice. Such changes will be applicable to students currently registered in the university as well as to new students.

Students will not be permitted to enter classes at the beginning of the term until their fees are paid or special arrangements have been made with the university comptroller. All fees are quoted in Lebanese pounds and US dollars.

Payment of Fees

Each AUB student must pay all his/her tuition fees and other charges levied.

1. All students must finalize registration, including payment of tuition fees and other charges according to the academic calendar for the first and second semesters. Under special circumstances, late registration will be permitted during a period of no more than five working days after the announced deadline, but subject to a late registration fee.
2. Students who demonstrate financial need may make formal application for deferred payment arrangements for tuition fees only to the Office of the Comptroller according to the academic calendar for the first and second semesters. No applications for deferrals will be accepted thereafter. Deferred payments are not a right and will only be agreed to under specific and special circumstances. Students who arrange for deferred payments are still required to complete all registration formalities within the set deadlines. Deferred payment arrangements are not permitted for the summer session in any faculty.
3. A graduate student who applies for deferred payment must pay at least 50% of the net amount of tuition due. All other charges must be paid in full with no deferrals. A student must pay a deferred payment application fee of \$33, whether approved or not. Should the student's application be approved, the student must pay the balance, plus a deferred application fee of \$33, together with the late payment fee, if applicable. All the above arrangements must be concluded by the announced deadlines.
4. Every student granted deferred payment must sign a statement indicating agreement that failure to complete payment by the set deadline will result in receiving no credit for the semester in which the student has defaulted on payment.

Students are expected to meet all financial obligations by the appropriate due date. The university reserves the right to place an encumbrance on the student's record, which will prevent registration for future semesters and the release of transcripts and diplomas, as well as access to other university services by any student who fails to promptly meet his/her financial obligations to the university. It is each student's responsibility to be informed of all registration and payment dates and deadlines. Up-to-date schedules for registration and payment of fees may be obtained from the Office of the Registrar (ext: 2570 /2571), or at the e-mail address: registrar@aub.edu.lb

Academic Rules and Regulations

Categories of Students

To be considered a full-time student, a student must carry a minimum load of 9 credits per semester. For summer full-time, the required load is 6 credits. Students can normally register for up to 12 credits per semester and 6 credits during the summer session. The category of part-time students applies to those carrying less than 9 credits per regular semester or less than 6 credits for the summer.

Supervision

Each student has an academic adviser who must approve the student's schedule each semester. The student's adviser is appointed by the graduate faculty of the school. These advisers will maintain their relationship with the students until they graduate from the graduate program.

Every academic adviser is expected to guide and help in planning the student's course of study. Not all courses need to be in nursing, but they should be in the judgment of the department relevant to the field in which the student is specializing. For students working towards a thesis, a thesis adviser is assigned who must be a full-time faculty member and will serve as chairperson of the thesis committee. The thesis adviser and the members of the thesis committee members should be of professorial rank.

Attendance

- Students are expected to attend all classes, laboratories and any required activities. Absence of students, whether excused or not, from any class or laboratory session does not excuse them from their responsibility for the work done or for any announcements made during their absence.
- Students who absent themselves during a semester more than *one third* of the number of hours of any course lose all credit for the course.
- Students may *not* be excused from laboratory and field requirements. All missed clinical and field requirements must be made up. In case of repeated absences from clinical courses, over one third of the total hours, the student may be asked to drop the course.
- Students who fail to sit for scheduled examinations, or fail to fulfill course requirements, will be given the minimum grade for graduate courses, which is 55. Results of tutorial courses, clinical residencies, projects, or theses will be reported as pass (P) or fail (F).

Examinations and Quizzes

Students may not absent themselves from announced final examinations and quizzes unless they present an excuse considered valid by the coordinator of the course. The course coordinator may then require the student to take a make-up examination.

Computer Literacy

Masters students are expected to have a basic level of computer literacy. Ability to use Microsoft Word, Power Point and spread sheets software is a minimum requirement, since most courses require term papers and oral presentations. For students who are weak in this area, a number of workshops on the use of various computer programs are offered regularly by the Academic Computing Center, accessible through AUB website, or by calling 2599. Students must also know how to do electronic literature searches using databases such as MEDLINE and CINHALL. The Saab Medical librarian offers regular sessions Mondays at 6 pm, or per request about searching the literature. Call Miss Aida Farha at 5911 for further questions.

Courses and Grades

Courses taken as part of a student's graduate study program fall in one of two categories: graduate or prerequisite, with different grading systems.

- *Graduate Level Courses*
Graduate level courses in Nursing are numbered 500 and above. The minimum passing grade for a graduate course is 70. However, students are required to maintain a cumulative average of at least 80 in all courses taken for graduate credit. Projects (NURS 598) and Residency Courses (NURS 506 & 508) are graded as Pass/Fail.
- *Prerequisite Courses*
These are usually undergraduate courses taken to make up for any deficiencies in the student's background. They do not carry graduate credit. The minimum passing grade for a prerequisite course is 70.

Grading System

Evaluation of the student's achievement will include their work in theory, practice, as well as professional attitudes and behavior.

In the School of Nursing the following grading system is used:

90-100	Outstanding	I	Incomplete
85-89	Excellent	P	Pass
80-84	Very Good	PR	In Progress
75-79	Good	W	Withdrew
70-74	Fair	X	No Grade Reported
60-69	Weak		
Below 60	Fail		

Incomplete Grades

A student who receives an incomplete grade for a course must petition the graduate faculty committee within two weeks from the date of the scheduled final exam for permission to complete the course. Course work must be completed within one month of the start of the next regular semester. In exceptional circumstances the graduate committee may decide to give the student additional time to complete the course.

Incomplete course work will be reported as "I" that is followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and should be reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Probation and Dismissal

A student working towards a master's degree in Nursing "MSN" may be placed on probation by the School of Nursing Graduate Committee if he/she:

- Is admitted to graduate study on probation,
- Fails in any course taken for graduate credit, and
- Does not maintain the required cumulative average of 80.

The probation may be removed upon the recommendation of the Graduate Studies Committee of the School if the student has completed a minimum of 9 credits of graduate level courses within the two consecutive semesters after being placed on probation, has passed all courses, and has obtained the cumulative average of 80. If the student fails to meet any of these conditions, s/he will be dropped from the program.

The graduate committee may discontinue a master's student from graduate study if:

- Probation status is not removed within a period of two semesters in which the courses that are taken are for credit, or
- In the opinion of the department, and irrespective of the grades obtained, the work of the student is deemed unsatisfactory, or
- The student fails the comprehensive examination twice, or fails the thesis defense twice.

Readmission

The following factors govern students seeking readmission:

- Students in good standing who withdrew voluntarily shall be granted readmission to the School if the period between the end of the semester or session of withdrawal and the beginning of the semester for which readmission is sought is not more than four regular semesters. The readmission request must be submitted to the Office of the Registrar at least one month prior to the beginning of the semester or the summer session to which readmission is sought.
- Students who have left the university for more than two years must submit the readmission request to the Office of the Registrar and must have the approval of the Admissions Committee of the Nursing School.
- Students who have left the School while on probation will remain on probation for one semester and are required to take 12 or 13 credits. If they do not remove the probation at the end of the semester, they will be dropped from the School.

Masters' Completion Program

Overview of the Curriculum

The curriculum includes 36 credits and may be completed in two years on a full-time basis. Part time students must complete the program requirements within a maximum period of six years. Extension beyond the maximum allowed period of study requires the approval of the Graduate Studies Committee of the faculty.

The components of the master's program include: 1) Core courses, 2) Role Development Courses 3) Advanced Specialty courses and 4) Elective Courses. The School of Nursing offers three tracks:

MSN in Adult Care, with an optional minor in Education,

MSN in Nursing Administration

MSN in Psychiatric Mental Health Nursing.

Both thesis and non-thesis options are available in all tracks. Below is a general description of the courses required for graduate education in nursing. Students may receive credit for graduate level courses only. Appendix A provides sample study plans for students in the various tracks for full time and part time study.

Core Courses	Lecture Hrs/week	Clinical Hrs/week	Credit hrs
NURS 500 Nursing Theory	2	0	2
NURS 501 Foundations of Advanced Practice	3	0	3
NURS 502 Advanced Nursing Research	4	0	4
Role Development Courses			
NURS 507 Role Development: Nursing Administration	3	0	3
NURS 509 Role Development: Nursing Education	3	0	3
Concentration Courses			
Adult Care Track			
NURS 503 Advanced Health Assessment	2	3	3
NURS 504 Advanced Pathophysiology	3	0	3
NURS 505 Advanced Practice in Adult Care I	2	6	4
NURS 506 Advanced Practice in Adult Care II	0	16	4
NURS 515 Advanced Pharmacology	2	0	2
Nursing Administration Track			
NURS 508 Advanced Practice: Nursing Administration	0	15	5
HMPD 342 Financial Management and Accounting	3	0	3
BUSS 310 Effective Communication	1	0	1
NURS 520 Managing Quality with Teams	3	0	3
MNGT 319 Change Management	3	0	3
MNGT 332 Human Capital Management	3	0	3
Psychiatry Mental Health Track			
NURS 512 Advanced Psychiatric and Mental Health Assessment	1	3	2
NURS 515 Advanced Pharmacology	2	0	2
NURS 516 Psychopathology and Human Behavior	3	0	3
NURS 517 Models of Treatment -Psychotherapy (Bio-behavioral Nursing Interventions)	1	6	3
NURS 518 Group and Family Psychotherapy	1	6	3
NURS 519 Clinical Residency in Psychiatric Care	0	16	4
Minor in Education			
EDU 317 Theory and Methods of Testing	3	0	3
EDU 326 Theory and Design of Curriculum	3	0	3
Thesis/Project			
NURS 599 Thesis	—	—	6
or			
NURS 598 Project	—	—	3
and			
Elective	—	—	3
Electives/Special Topics*	2-3	0	2-3

***The administration track has 3 credits of electives whereas the adult and psychiatry mental health tracks have 2 elective credits.**

NURS 507 Role Development in Nursing Administration 3.0; 3 cr.

This course focuses on administrative skill development, managerial roles and responsibilities, and organizational effectiveness in a changing health care environment. Emphasis is placed on strategic management, interdisciplinary collaboration, business ethics, and international health management.

NURS 508 Advanced Practice in Nursing Administration 0.15; 5 cr.

This practicum focuses on developing advanced management and administrative nursing skills in hospitals and primary health care settings. *Prerequisite: NURS 507.*

NURS 509 Role Development in Nursing Education 3.0; 3 cr.

This course addresses principles of teaching and learning, instructional methods, test construction and use, as well as curriculum and program development as applied to nursing. The course enables students to apply educational theory and research in various settings such as schools of nursing and staff development centers.

NURS 510 Evidence-Based Nursing Practice 1.0; 1 cr.

This course allows the student to retrieve, evaluate and apply evidence that underlies a clinical diagnosis or intervention within the student's area of specialty, with hands-on retrieval exercises via the internet.

NURS 511A Special Topics in Nursing Informatics 1.0; 1 cr.

This course prepares graduate students to attain knowledge on the advances in nursing informatics, focusing on the current status of this nursing specialty, with applications to nursing education, administration and practice. Students will have the opportunity to solve a nursing problem by developing a clinical information system application.

NURS 511B Special Topics in Case Management 1.0; 1 cr.

This course explores the implementation and evaluation of case management models and the various roles of case managers. The focus is on model design, implementation, evaluation, clinical pathways/case management plans, outcomes management, and performance improvement.

NURS 511C Special Topics: Sample Size Calculations & Procedures 1.0; 1 cr.

This course focuses on the principles of sample size determination, including power, alpha and effect size. Methods to estimate adequate sample size based on the statistical tests used are covered.

NURS 511E Special Topics: Survey Designs 1.0; 1 cr.

This course covers the methodology for conducting surveys. Issues related to design, sample determination and selection, and instrument evaluation are introduced. Mail and phone surveys are addressed. Methods to reduce bias are also covered.

NURS 511F Special Topics: Writing Proposals 1.0; 1 cr.

This course addresses the steps of writing research proposals. Conceptual, methodological, ethical and funding aspects are covered, with tips for writing a convincing proposal.

NURS 511G Special Topics: Research Utilization 1.0; 1 cr.

This course prepares students to critically evaluate published research, and utilize research findings to guide practice, select interventions evaluate outcomes and identify problems to be addressed by future research.

NURS 511I Special Topics: Health Care Ethics 1.0; 1 cr.

This course introduces ethical concepts and issues relevant to the practice of nursing and other health professions. Areas of emphasis include the nature of clinical autonomy, investigating caring and compassion, the quality of life, and the foundations of codes of professional ethics. The course is based on the use of case studies and class exercises.

NURS 511J Special Topics: Infection Control 1.0; 1 cr.

This course will apply infection control and epidemiologic evidence-based principles to the prevention of nosocomial and community acquired infections. Case studies will illustrate epidemiologic investigations of nosocomial outbreaks. Various infectious disease topics of interest will be included for discussion.

NURS 511K Special Topics: Stress management 1.0; 1 cr.

This course focuses on describing stress theories and the mind-body relationship. Participants are exposed to cognitive and behavioral methods for the enhancement of personal functioning such as case studies, role play and active participation. The course is geared towards individuals who desire personal growth and are willing to enhance their functioning.

NURS 511L Special Topics: Quality & Performance Management 1.0; 1 cr.

This course focuses on the relationships between staff performance, quality, and outcomes. Performance management, guided by clear role responsibilities, congruence between role expectations role responsibilities, and comprehensive evaluation and feedback are explored. Case studies and current strategies used to facilitate performance management are presented.

NURS 511M Special Topics: Managing Clinical Outcomes 1.0; 1 cr.

This course focuses on development of skills in the analysis, management, and presentation of clinical outcomes information. Emphasis is placed on the ability to critically analyze information and develop appropriate managerial strategies to enhance clinical systems. Topics include: overview of patient outcomes, infrastructure for clinical outcomes, sources of outcome standards, and measuring outcomes.

NURS 512 Advanced psychiatric & Mental Health Assessment 1.3; 2 cr.

This course focuses on the advanced comprehensive mental health assessment of individuals using a case based approach. Students are provided with advanced knowledge and skills in clinical interview, focused history taking, mental status examination and diagnostic reasoning. The student performs comprehensive assessment and D.S.M. IV diagnosis on adult populations.

NURS 513 Advanced Research Methodology 2.0; 2 cr.

This course is intended to familiarize students with advanced concepts and methods in research. The course addresses issues related to chance, bias, and confounders, and how to control their effects. Finally, students have the opportunity to have

hands-on experience with psychometric tests as well as multivariate analysis techniques.

NURS 514 Therapeutic Communication 1.0; 1 cr.

This course explores aspects of therapeutic relationships and communication skills in the nurse-patient relationship. The goal is to achieve a therapeutic outcome and bring about insight and behavioral change.

NURS 515 Advanced Pharmacology 2.0; 2 cr.

This course covers pharmacology and drug therapy related to advanced nursing practice. General principles of pharmacokinetics and pharmacotherapeutics, and considerations for special populations are covered. Classes of drugs, their mechanism of action, drug selection, dosage, therapeutic and adverse effects, and patient monitoring are discussed using case studies of clinical conditions. Students are required to have taken pharmacology at the undergraduate level before NURS 515.

NURS 516 Psychopathology and Human Behavior 3.0; 3 cr.

This theory course examines the effects and/or sequels of alterations in selected bio-behavioral processes in the adult human suffering from illnesses with critical onsets and long term unstable conditions. It focuses on the study of the brain and behavior and the neurological, physiological and biochemical foundations of cognition, mood and affect. Students will be exposed to advanced assessment skills, selected theories and research to identify complex psychiatric disorders and interventions utilizing case studies.

NURS 517 Models of Treatment-Psychotherapy 1.6; 3 cr.

In this course, students learn the models of treatment of psychiatric and mental health disorders, and become trained on psychotherapeutic interventions in acute settings. Theories on individual psychotherapy, crisis intervention, group and family therapy are covered. This course has a clinical component where students do practicum in a psychiatric care department. In this course students learn the application of the acquired knowledge in the field of practice and start to practice their role.

NURS 518 Group and Family Psychotherapy 1.6; 3 cr.

This course is complementary to the "Models of Treatment" course, and it focuses on group and family psychotherapeutic interventions. Students synthesize knowledge of theories in the provision of care to groups and families with complex psychiatric problems. Family and group intervention strategies are discussed in a variety of settings. Students explore the practice of these Interventions in psychiatric care departments.

NURS 519 Clinical Residency in Acute Psychiatric Care 0.16; 4 cr.

The purpose of this clinical practicum course is to provide opportunities for students to apply the content learned from courses. Students will use assessment skills, selected theories, and research to identify complex health problems and interventions for diverse populations. The focus is on advanced case management and practice of the role, which is further developed as the student integrates theory and practice skills in acute and chronic or community settings. Students will spend 5 days per week, 8 hours/day at a clinical site with direct supervision from a preceptor.

NURS 520 Managing Quality With Teams 3.0; 3 cr.

This course addresses theory and application of quality teams, their composition, purposes, function, and decision making tools. Process improvement team and the use of mapping processes for process improvement are a main focus.

NUR 521 Advanced Statistics for Nurses 2.0; 2 cr.

This course covers data analysis with a focus on applications using simple datasets and SPSS software. It stresses the link between research questions and data analysis, and provides training in data presentations and reporting.

NURS 598 Project 3 cr.

Special projects directed toward acquiring skills needed in the development of programs relevant to nursing care within the student's area of interest. Projects vary depending on the track of study.

NURS 599 Thesis 6 cr.

Nursing Administration Specialty Courses (10 credits). Possible Courses include:

HMPD 302 Health Management & Policy (3 credits): The course focuses on the managerial and planning skills needed by all public health graduates. The course is designed to introduce students to policy making; the role of private and public sector planners, decision makers and administrators in the policy-making process; policy/program implementation; management; and evaluation.

HMPD 315 Performance Improvement (3 credits): The course examines the two dimensions of the service delivery process; the provider, and the service. In this context, the course consists of two interrelated modules emphasizing the role of human resources management and service excellence in improving the performance in health care settings.

HMPD 342 Financial Management and Accounting (3 credits): The course covers the basic skills of modern financial management and accounting, and the utilization of its concepts and tools to make decisions in health care organizations.

MNGT 330 Total Quality Management (3 credits): An advanced analytical account of TQM as a modern management philosophy and program for achieving and sustaining customer satisfaction. Relevant TQM knowledge base will be

highlighted with emphasis on the executive role and intensive use of practical applications.

MNGT 340 Organization Theory (2 credits): An analytical overview of management thinking with special emphasis on concept-formation, methodology, organizational models, management functions, processes and major schools of thought.

MNGT 318 Change Management (2 credits): This course examines in depth the change management process as a central paradigm in modern management theory and practice driven by accelerated organizational learning for sustained competitiveness in a global environment. The inquiry spans a broad spectrum from visioning the implementation and evaluation of change management programs. Methodologies, modalities, and techniques are also covered.

HMPD 311 Health Information Systems (2 credits): This course will introduce basic concepts of information systems, with an emphasis on applications in the management and operations of health care organizations.

Minor in Education (9 credits). Possible Courses include:

EDUC 315 Psychology of Education (Advanced) (3 credits): A comprehensive analysis of instructional theory, measurement skills, cognitive development, learning theory, and methods of applying behavior modification in the classroom.

Prerequisite: EDUC 215. Annually.

EDUC 317 Theory and Methods of Testing (3 credits): Theory and practice of test construction and use. The goal is to build a broad background of information and skill for the proper evaluation of psychological tests and the correct interpretation and use of test results. A wide variety of tests will be examined, with emphasis on major tests of intelligence and aptitude, achievement, and personality. *Alternate years.*

EDUC 301 Seminar in the History and Philosophy of Education (3 credits): Development of educational thought and practice through primary sources. Systems of educational theory will be examined from the age of Pericles to post World War II, with special emphasis on contemporary educational practice. *Annually.*

EDUC 326 Theory and Design of Curriculum (3 credits): Examination of organization, scope, and sequence of curricula with special emphasis on various approaches to curriculum development. *Annually.*

Other possible courses include EDUC 303, 313, & 330. [* Students can choose 3 out of the suggested courses].

Comprehensive Examination

Students are required to sit for a written comprehensive examination according to AUB regulations. The purpose of this exam is to assess the students' overall synthesis of all the components of the Master's degree program, i.e. integrating of theory, practice, and research.

The student must pass the comprehensive examination after completion of most of the course requirements for the MSN degree. The Graduate Committee of the School of Nursing shall set the timing of the examination. The student who does not pass the comprehensive examination may take it a second time after a period of at least three months. See Appendix B.

Thesis/Project

Two types of master's degree programs are available:

- *A master's program requiring a thesis* based on independent research work. Students following this program are required to take a minimum of 30 graduate credit hours and to present a 6 credit thesis.
- *A non-thesis master's program*: The student following this program is required to take a minimum of 33 graduate credit hours and do a 3 credit hour project that should be approved by the **Graduate Program Coordinator**.

For those students enrolled in the MSN with thesis option, the student must submit a thesis based on original, independent research. The thesis must be in English. An abstract not exceeding 350 words must be submitted with the thesis. Once approval for writing the thesis/project is granted, students must conform to the University Thesis Manual found in the library. Application of the thesis manual is mandatory, and those not conforming to its requirements will not be accepted. The student must submit copies of the thesis to the members of thesis committee, unbound but ready for binding, at least two weeks before the thesis defense.

Guidelines for Thesis and Project

All MSN students are required to develop a scholarly product that contributes to the generation or application of knowledge to enhance practice, education, theory or policy. The student should negotiate the scope and objectives of the product with the faculty advisement team. For a thesis, the advisement team would be the thesis committee. For a project, the team would include the student's adviser and a reader. The composition of the advisement team shall be approved by the program coordinator.

MSN students need to declare their choices of the thesis/project soon after enrollment, preferably making specific plans about the thesis/project by the time they have completed 12 credits so that this requirement can be completed in a timely manner.

Project

Project types assume comparable levels of student involvement, performance and scholarship. Projects must be over and above papers and projects completed for course requirements. Options for the project include:

1. **Report of Research Findings**: students may use existing data under a faculty member's guidance to prepare a scholarly paper of publishable quality.
2. **Research Experience**: Active participation in a Faculty member's project with hands-on experience in phases of the project, like writing a proposal, design of the study, data collection, data analysis and reporting of results. The

product of this experience would include a summary of the student's learning in the experience, a description of the student's contribution to the project, and a paper on a topic relevant to the project.

3. **Innovations in Practice:** These may include:
 - a. **Research Utilization:** Development of an action plan for research utilization in targeted areas. This includes development of the associated clinical protocols/clinical practice guidelines and plans for implementation and evaluation.
 - b. **Educational Media:** Development of an instructional media project or web-based instruction and demonstration of the appropriateness of the product to a specific audience.
4. **Policy Development or Analysis:** This may include:
 - a. **Organizational/ Institutional Studies.**
 - b. **Policy Initiatives:** Development of a position paper which is research-based, aimed at changing a specific policy or policies. This must be aimed at a group of policy makers to effectively promote change.
5. **Other Options:** Any other project of interest to students that is related to significant clinical, theoretical, management or policy topics. All projects should demonstrate a research emphasis.

Procedure for Project Completion

First the project advisement team is approved. The adviser is a faculty member with the primary responsibility of overseeing the ongoing work of the project. The reader is not necessarily involved in continuous advisement but brings expertise. His/her role may vary in the amount of involvement. The student submits an approval form for the proposed project and advisement team to the program coordinator. Once initial approval is sought, the student submits a one page prospectus outlining the proposed project and gets approval of the advisement team. The student meets regularly with the adviser during the project work. A final meeting is then scheduled with the advisement team to ensure successful completion of the project. Criteria for evaluation of projects in administration, adult care, and education are attached in appendix B. Projects are graded as Pass/Fail. Grading criteria for projects are shown in Appendix C.

Thesis

Thesis Proposal

Students prepare a proposal outlining the research plan. This proposal needs to be approved by the student's thesis chair and other review committees before proceeding to the data collecting stage.

Thesis Committee

The Master's thesis committee should be composed of at least three members approved by the Graduate Studies Committee. It is advisable that the thesis committee includes one member from outside the School of Nursing, who may be from an institution outside AUB. All committee members should hold professorial rank. The thesis committee approves the thesis topic and research program and conducts the thesis defense.

Thesis Defense

The thesis defense is open to the public and must be carried out no later than October 30, March 1, or June 10, for students wishing to graduate at the end of the summer, fall semester, or spring semester respectively.

'Pass' or 'fail' is reported for the thesis and defense. In case of failure, the students may resubmit the thesis and defend it after a period of at least three months. Failure the second time leads to discontinuation from graduate work.

Students must be registered for the thesis or at least one course in the semester/session during which they expect to graduate in order to present their defense.

Deposit of Thesis in the Library

After passing the thesis defense examination, the student is required to deposit two hard copies and one CD copy of the thesis at the Saab Medical Library. A library receipt of these copies must be delivered to the Office of the Registrar before the student is awarded the degree. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis to other libraries or to individuals. The non-authorization option is valid for a period of two years only, after which copies of the thesis will be supplied on request.

The dates for thesis procedure deadlines s per graduation dates are shown below:

	For graduation in		
	October	February	June
Deadline for approval of thesis topic and committee	June 20	Oct. 20	Feb. 1
Deadline for thesis defense	Oct 30	March 1	June 10
Deadline for deposit of thesis in Saab Medical Library	Nov 10	March 10	June 20

Residence Requirements

To meet the minimum residence requirements for the master's degree, a student should register and be in residence as a graduate student for at least two semesters and two summers, or four summers.

Research

The faculty of the School of Nursing believes that research is a major component of the MSN program and is basic to the development of a scientific knowledge base for practice. Information on faculty research is available on the web and is updated on a regular basis with new faculty. Appendix D lists the graduate faculty research profiles.

The faculty of the school of Nursing at AUB believes that:

- Nursing research contributes to the advancement of knowledge development in general and to the body of nursing knowledge in particular.
- Nursing research is basic to effective nursing practice.
- Emphasis in nursing research should be more on clinical practice.

- Programs of research generate more in–depth knowledge in a focused area of research.
- A thesis could be generated from established programs of research. This improves the depth and quality of studies. It provides the student with unique opportunity of working with a circumscribed area of research under the mentorship of an expert faculty member.
- Possibilities also are made available for students to generate their own thesis topics under the supervision of available expertise. This encourages originality and applicability of research. Students are encouraged to choose topics of interest in close consultation with their adviser.

Publication rights based on thesis/project work

- Students publishing Thesis/Project Work, which is within established programs of research at the School of Nursing should do that in close consultation with their mentors. Agreement on authorship needs to be established in advance.
- It is customary that students writing articles based on original thesis work should be designated as first authors and faculty members mentoring their work as second and consecutive authors unless previously agreed.

AUB Policy on Graduate Assistantships

Assistantships covering tuition and partial living expenses are available for students at the graduate level in return for a specified number of hours of work per week (20 hrs /week) for the School of Nursing. Assistantships are awarded on the basis of the academic record and departmental needs. Applications for new students are provided within the admissions application package. Refer to AUB's website <http://www.aub.edu.lb>. Continuing students may obtain applications from the Office of the Director of the School. Applications should be submitted early in the semester preceding the semester for which one is applying. For more information about Graduate Assistantship, consult the Director's Office.

General Policies and Information

Academic and Professional Integrity

Academic integrity and honesty are central components of student's education. Ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Academic honesty is essential to a community of scholars searching for and learning to seek the truth. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and the faculty are responsible for insuring the academic integrity of the University.

Academic dishonesty, including but not limited to cheating and plagiarism, is deplored and not to be tolerated. Any act for cheating may be ground for probation, suspension and/or expulsion. Any act for plagiarism may be grounds for a failing grade on the paper and in the course. In addition, other sanctions may be imposed by the school for acts of academic dishonesty.

Students are expected to have high standards of integrity in both the clinical and academic settings. Integrity is a reflection of the respect that one holds for oneself and others. It is reflected by students' behavior in class and in the clinical practicum. In the clinical settings, students are expected to protect patients' confidentiality, and to be honest in any documentation regarding the patient's condition and their own assessment and interventions. Students are expected to maintain high professional standards, including being physically, intellectually, emotionally and academically prepared when caring for patients.

Student Code of Conduct

(<http://pnp.aub.edu.lb/general/conductcode/index.html>)

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the dean of the faculty or school to which the student belongs. Misconduct that is clearly non-academic falls under the jurisdiction of the dean of student affairs who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student belongs.

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

I. Definitions of Misconduct

A. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

1. Cheating¹

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

2. Plagiarism²

¹ Adapted from the Villanova Academic Integrity Code.

² Adapted from the Modern Language Association Style Manual and Guide to Scholarly Publishing, as found on Duke University's web page.

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

3. In-Class Disruption

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

4. Dishonesty³

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism. These kinds of dishonesty include (but are not limited to) the following:

- a. Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence).
- b. Forging parts of, or signature on, official documents (including both, university documents and relevant outside documents, such as doctors' notes).
- c. Taking credit for work in a team-project when little or no contribution to the work of the team has been made.
- d. Stealing or damaging library books.
- e. Unlawfully copying computer software.
- f. Engaging in bribery of any kind.

B. Non-Academic Misconduct

1. Disruption/Obstruction

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of student affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of student affairs, or, if needed by the Board of Deans or the president, it may become necessary for the dean of student affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

³ Adapted from the Villanova University Academic Integrity Code.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. This includes, but is not limited to: disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

2. Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of student affairs. The campus protection office will remove from display any such unauthorized material.

3. Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

4. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- a. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
- b. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- c. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
- d. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- e. Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.
- f. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

5. Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

- a. Engaging in physical aggression including, but not limited to, assault.
- b. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- c. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.
- d. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.
- e. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

6. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

7. Discrimination and Harassment

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the University Policy Against Discrimination and Harassment).

8. Smoking and Alcohol

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by

the dean of student affairs (refer to the University Policy on Smoking). Students must abide by the following:

- Smoking is not permitted in any University building, including the Medical Center, except for private residences and student dormitory rooms, as may be designated by the Dean of Student Affairs. Smoking is prohibited in all dormitory common rooms, corridors, lavatories, and other public spaces. Smoking is prohibited in all university vehicles.
- Persons smoking in outside open areas, or in private residences, or in designated dormitory rooms where smoking is permitted, are required to ensure that smoking materials are disposed of in a tidy and safe manner. On no account are cigarette butts to be disposed of on the ground or thrown into the wooded or landscaped areas.
- All persons on AUB property are expected to respect this Smoking Policy. Breaches of the Policy should be reported to the Environmental Health and Safety Center, extension 2360. Persons who are found to have breached the Policy will be subject to disciplinary actions.

9. Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

10. Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (refer to the University Policy on the Use of Computers).

II. Jurisdiction over Violations

AUB holds all students responsible for actions occurring on campus and at the AUB Farm, the AUB medical center, and university-authorized events. Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

III. Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

A. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously.

A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred.

When the instructor has taken disciplinary action, he or she should send a letter to the Student Affairs Committee in the faculty or school in which the student is enrolled, informing that committee of the incident and the action taken. A copy of the letter will be placed in the student's file, as well as forwarded to the student's adviser for follow-up.

B. Non-Academic Misconduct

Violations of a non-academic nature are the responsibility of the dean of student affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

C. List of Primary Disciplinary Actions

Documentation of disciplinary actions, other than suspension and expulsion, will not become part of the student's permanent record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective dean, for a period of up to four years after the student graduates or ceases to be a student.

Range of Actions

Informal Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be recorded in the respective dean's records and the student will be documented.

Examples: *Littering and smoking in prohibited areas.*

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. The reprimand will be kept in the respective dean's records.

Examples: *Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.*

Dean's Warning

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second Dean's Warning results in consideration of suspension. Such a warning is kept in the file of the student and the respective dean's records.

Examples: *Plagiarism, academic dishonesty, disruption-obstruction, mental or physical harm, discrimination and harassment.*

Suspension

This will be in writing and will form part of the student's permanent record. A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

Examples: *Cheating, theft, and destruction of property.*

Expulsion

This will be in writing and will form part of the student's permanent record. Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: *Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.*

N.B. Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

D. Required Withdrawal from Campus Pending Hearing

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

E. Secondary Disciplinary Actions

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

Secondary Disciplinary Actions – Academic

The student may be prohibited from participating in the work study program.

The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.

The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.

The student may be prohibited from holding a graduate assistantship.

The student may be given a failing grade in a course or a test or any other form of academic assessment.

Secondary Disciplinary Actions – Non-Academic

The student may be prohibited from representing AUB in any official role, activity, or event.

The student may be prohibited from serving as an officer of any AUB organization including club, team, or society.

The student may be prohibited from living in any AUB hall of residence or similar facility.

The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the dean of student affairs.

The student may be required to make financial restitution.

The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

IV. Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty to which the student accused of the violation belongs. Non-academic violations shall be referred to the dean of student affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

V. Formal Hearing by the University Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

VI. Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the dean of student affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

Students Rights and Responsibilities

Students are members of the academic community and are also citizens. Students enjoy the same freedom of speech, peaceful assembly and right to petition. Students have the responsibility to know and obey the Lebanese Laws & that of the University. It is the responsibility of the student to know institutional regulations, policies and established guidelines as stated in this handbook. Students are accountable for their own behavior at all times. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, and age. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in clinical classrooms activities. Students have the right to academic evaluations which are not prejudiced and which are based on stated course requirements. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues such as curriculum, and matters of general interest to the student body without fear of reprisal.

While under the direct supervision of an instructor, students also have the right to adequate safety precautions provided by the School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to their personal health or life. Students, individually or collectively, have the right to expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty.

Freedom in Classroom

Students are responsible for learning the content of the courses in which they enroll, though they should be free to take reasoned exception to the data or views offered in any course of study, and reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled. Such standards shall be communicated clearly in writing on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

Knowledge of student's views, beliefs and political associations acquired by the faculty members in the course of their work as instructors, advisers, and counselors are to be considered confidential.

Freedom of Inquiry and Expression

Students are free to examine and discuss questions and issues of interest to them, to express their opinions whether in public or in private. Such freedom does not, however, permit student groups to disrupt the orderly processes of the educational environment, nor does it permit the expression of ideas in ways which violate civil or criminal law, blatantly disregard the truth, threaten, demean, or libel others. In expressing their views, students should make clear that such views are not necessarily those of the University.

University Services

University Libraries

The AUB library system consists of two main libraries: the University Libraries and Saab Memorial Medical Library.

The University Libraries include the Jafet memorial Library as the Central Library, with two branch libraries: the Engineering and Architecture Library, and the Science and Agriculture Library with its annex AREC (Farm) Library.

The University Libraries have over 558,932 volumes, with 2,708 subscriptions to periodicals, of which about 238 are in Arabic. There are also nearly 1,051,794 audiovisuals items of all kinds. The Archives and Special Collection include 435 linear feet of archives, 1,392 manuscripts, 11,139 volumes of theses projects and dissertation, 24,477 photographs, 3,870 posters and 1,462 maps. The University Libraries are currently open 90 hours per week. All Libraries have photocopying machines available for student use. A card containing 100 photocopying units may be bought for LL5,000 in vending machines located in each Library. Photocopying is also offered at the University Book store for a small fee.

The Saab Memorial Medical Library (SML) is dedicated to the Memory of Dr. Nicholas Saab (AUB School of Medicine graduate 1959) through a generous gift from his parents.

SML has been functioning in its present quarters as part of the Medical Center since 1975, and qualifies as one of the best medical libraries in the Middle East. The collection consists of 1,200 printed periodical subscriptions, over 82,320 backfile periodical volumes, nearly 42,000 books, over 2,000 of which are of historical value such as (Avicenna's "Canon of Medicine," 1593, which has been digitized and published on the Web under <http://ddc.aub.edu.lb/projects/saab/avicenna/index.html>, and nearly 2300 audio-visual items, including computer software. SML now acts as a hybrid library that is constantly increasing its e-resources while maintaining its traditional services. It has a large number of the most important bibliographic medical and allied health data bases, and more than 2,500 e-journals. SML has been automated since 1990 and is accessible through the internet at <http://www.aub.edu.lb/libraries/medical>. In 1978, SML was designated by WHO as the National Focal Point of Lebanon. The Library has a special collection called the Lebanese Corner, <http://192.168.100.187/>, which includes publications about Lebanon or by Lebanese authors in the fields of medicine and other health related topics. SML services are provided mainly to AUB clientele, but also to all other medical and allied health users throughout Lebanon. With its rich, up-to-date medical collection, SML aims to promote research in the medical and allied health fields.

SML is open 80 hours a week. Databases are currently accessible via library or home search via AUBs' website.

Computing and Networking Services

Computing and Networking Services (CNS) manages six major facilities: The Campus Computer Center, The Hospital Computer Center, Internet Services, AUBnet, PC Support Unit, the student computer Labs.

Computing and Networking service (CNS) provides access to different services that require user authentication. Before using any of the services below, you must activate that specific computer accounts first.

AUBnet account: The AUB net account provides e-mail, intranet, and Internet access in addition to other services such as roaming storage space, network printing, and personal web site space. Students must activate their AUB net account first as it is required to activate other accounts.

AUBsis account: The AUB sis account provides access to the AUB student Information System, a web-based application designed to provide the following on-line self services to students and faculty over the intranet and the Internet: On-line Registration, Drop and Add, Class Schedules, Grades, Student Transcripts, Address Information, and Billing Statements.

NETg account: The NETg account provides 100+ computer-based training (CBT) courses available within AUB intranet. NETg's engaging and interactive, stimulation-based content will increase your performance by ensuring that you learn exactly what you need, when you need it. Current offerings include computer related courses such as, Internet, HTML, Java and JavaScript courses, Microsoft Office and Developer suites, Cisco, Novell, and Lotus Notes among others.

Student computer labs, located in Agriculture, Bliss, Business, Engineering (Wing B), Fisk, Physics, Van Dyck, Diana Tamari Sabbagh buildings, as well as all Libraries and dorms are used for instruction by the various departments and for personal use by the students. Many popular and PC software packages are available on the lab servers.

An Internet fee of LL60, 000 is charged every semester and will automatically be added to the statement of fees. The quota of Internet data per month per student is 100MB. This is a combined quota of web and e-mail data. Through the AUB Net Resources web site you can find out your Internet data usage for the month.

No limit exists on the time spent browsing and sending information on the web. The limit is only on the volume of data that is sent/ received in the process.

Access to AUB Computing Facilities

Access to computer hardware, software, intranet, and the Internet services is provided to members of the University for the primary purpose of enhancing the academic experience. Access to the use of AUB computer facilities is through authorized computer accounts. To be granted the use of a computer account, users must agree to abide by the AUBnet Code of Conduct for Users of Computing System and Internet Services.

A computer account consists of a unique log-in ID and a password. You identify yourself to the computer system when you log in. Your log-in ID tells the computer who you are. Like the PIN on your bank ATM card, your password is the key to your account. You must always keep your password secret.

To activate your AUB computing accounts go to <http://www.aub.edu.lb>, select "Get your AUB Computing Account," and follow the instructions.

Graduate Student E-mail Address

The University makes extensive use of electronic mail for communication and to keep in touch with students. To ensure that students receive timely communication and important announcements, the student's current email address must always be on file in the School of Nursing. Every graduate student is provided with an AUB Computer Account, which includes e-mail. It is strongly recommended that all graduate students use their AUB e-mail address as their primary one for the duration of the time they are studying here. This will help to prevent students missing announcements or other important communication from faculty and staff.

Bookstore

The University Bookstore is located at the back of Bliss Hall across from Penrose Hall. It stocks most of the required textbooks for specific courses, dictionaries, and other reference works, and a limited number of general publications. Assorted AUB items and gifts such as clocks, mugs, diploma, and picture frames, T-shirts, and binders are also on sale.

The Writing Center

For students who need assistance in writing papers or projects, the AUB writing center located in West Hall Room 307 provides assistance. Tutors from the Department of English are available Monday through Friday 9 am – 3 pm and consulting services are free. The extension to call for taking appointments is 3157.

University Health Services

Medical Records

An entrance medical record form will be sent to all admitted students who have made the commitment to enroll at AUB. It is to be completed by the student's family physician and mailed as soon as possible and before the period of registration in a pre-addressed envelope AUB provides. Alternatively the completed medical record form may be delivered by hand to the Office of Admissions.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for the check on the test. Upon clearing the medical test, the student will be issued a clearance slip to proceed with registration. Students will not be registered unless they obtain this clearance slip. Students who report late for the medical check will be charged a late fee.

Medical check ups may be completed in advance of registration, provided that the student reports to the University Health Services on Campus and brings along a letter of acceptance and the entrance medical record.

Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a University Physician by appointment at the Health Services Center early in the first semester. Information will be kept confidential.

Health Insurance Plan (HIP)

The University Health Services (UHS) on campus provide medical care to members of the university community at large. Patients are seen Monday through Friday 8 am to noon and 1 to 4 pm in the Gulbenkian Infirmary located just north of the Green Oval to the west of Nicely Hall. Appointments can be made at the reception desk in advance, either in person or by telephone between 8:30 and 4 pm. A physician is also available to receive patients on a walk-in basis. Such patients must have problems of an urgent nature; otherwise, they will be given return appointments for a later time. In case of emergency, the patient should report directly to the Emergency Unit at the Medical Center or to the nearest Emergency service or Physician.

Students may elect to enroll in the University's Health Insurance Plan (HIP, provided they register for at least six credit hours. Auditors are not considered students. A graduate student registered for a thesis is eligible to continue the HIP coverage for two consecutive years only. Regular students enrolling in the Fall Semester pay LL177, 400 per semester; those enrolling in February pay LL 266,100. Students enrolled in the Spring Semester are covered through the summer until September 30, provided they do not leave the University or drop all their courses. A married student will have the option of including spouse and children at additional fees as outlined in the regulations for the Health Insurance Plan. A student may be exempt from enrolling in the HIP if he/she presents proof of coverage by another health insurance plan.

HIP covers expenses incurred at AUB Medical Center exclusively. Medical bills from other institutions are not covered.

Those students whose membership in the NSSF-Medical Branch (National Social Security Fund) is required by law, will be charged a fee of LL90, 000 for the year.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by Law for all Lebanese students excluding freshman and special students, and students who are older than 30 years. Non-Lebanese students may not join. To facilitate enrollment in the NSSF Medical Branch, students are required to bring the following items when registering:

- A social security application form filled correctly. Copies of this form will be available for distribution at the time of registration to students who have not completed it.
- A photocopy of their Lebanese Identity Card.
- Their NSSF number if already registered.
- The NSSF number of either parent if insured with the NSSF through father or mother.
- Family record is required of married students only.

Extra-Curricular Services

Clubs and Societies

Opportunities for students to participate in extra-curricular activities, generally organized under the auspices of student-governed societies or clubs are numerous. Membership is open to all registered students upon completion of a membership

application and payment of a nominal fee. Almost all student clubs provide an outlet for artistic expression: Art, Music, Photography, and Poetry Clubs. For further information or to obtain a list of active Clubs and Societies, go to the Department of Student Activities in the West Hall, extension 3182, or AUB Catalogue.

Athletics and Recreation

The University offers a wide range of sports, athletic and recreational programs through its Athletics Department. Facilities include AUB's Green Field, which hosts international, national, and varsity sports tournament. The Green Field includes the University's soccer field, light outdoor basketball courts, lighted outdoor volleyball courts and a lighted 450-meter track.

Student Housing

AUB is a residential University in the American liberal arts tradition. It was the first and still is one of the few residential universities in the Middle East offering a beautiful Campus where a rich extra-curricular and community life flourishes. Life in the AUB residence system offers a high degree of reliability. Dorm life in AUB establishes strong, supportive communities. For extra details, check AUB catalog.

Student Transportation

AUB allows limited automobile access to campus. Only students suffering from illness or disabilities may bring cars on campus. Authorization from Infirmary must be received before a permit can be issued, and then the student can contact Business Services at extension 3510 for a special permit.

Passports and Visas

Foreign students joining AUB must have passports valid for a period of not less than 13 months from the date of joining the University. They should also secure an entry visa to Lebanon from the nearest Lebanese Embassy or Consulate in their country. The Office of Students Affairs, in coordination with Personnel, the Office of Admissions, and the Office of Registrar, will help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

Mail Service

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal services. To secure a campus mailbox a student must show a receipt of fee payment at the AUB Post Office. Urgent mail may be sent by Aramex through the AUB Post Office. A special rate is offered to the AUB community. Also DHL offers special rates at the AUB Bookstore.

Food Service

The University operates a modern, cafeteria-style food service on the Campus in Ada Dodge Hall. Students have the option of using these food service facilities or eating elsewhere. In addition to the main cafeteria the University also maintains the Mary Dodge Hall Cafeteria, the Engineering Cafeteria, and the Agriculture Kiosk. These facilities provide a variety of hot and cold refreshments for students and their

guests. Vending machines are available in a number of University buildings and at the beach tunnel.

Other Policies

Student Representation on Faculty Committees

Student representation on the School of Nursing Committee is encouraged. Students can request that items be put on any School of Nursing Committee agenda regarding graduate students. At the discretion of the Graduate Program Coordinator or the Director of the School of Nursing, this request may be granted.

Facility and Preception Guidelines for Graduate Student Practice

The Faculty and students will discuss qualifications for clinical facilities and preceptors. Any student may seek new learning experiences in facilities that are not currently used by the school of Nursing. In order to accomplish the negotiations that are normally done when a graduate student requests placement at a new clinical facility, placement is expected to begin (at least 8 weeks ahead of lead time is preferred). Student selection of clinical facilities and /or preceptors is under the supervision of the Graduate Faculty.

Students with Disabilities

Students with disabilities applying to the American University of Beirut are strongly encouraged to make their disability known voluntarily to the Admission Office. This information will not affect the decision on admission; rather, it will give the University the opportunity to offer specific assistance and support through programs and services provided by different departments on campus. Therefore any student who had a disability that might prevent him/her from fully demonstrating his/her abilities should meet with an advise as soon as possible to initiate disability verification and discuss accommodations that may be necessary to ensure full participation in the successful completion of requirements for graduation.

As old buildings are renovated and new ones built, wheelchair access ramps are being constructed. Some parking lots have been assigned and dedicated for special persons and they are located on different AUB sites. These areas are labeled for "Special Permit" holders. A room for the Visually Impaired is located in the West Hall.

APPENDIX A

Master of Science in Nursing program - Adult Care Track

Full time of study schedule

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 502	2 3 <u>4</u> 9	NURS 503 NURS 504 NURS 515	3 3 <u>2</u> 8	Project or Thesis	3 or <u>6</u> 3 or 6
Year 2	NURS 505 NURS 509 Elective	4 3 <u>2</u> 9	NURS 506 ±Elective if project Comprehensive early spring	4 ± 3 4 or 7	Total credits	36

Part time study schedule Plan A

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501	2 <u>3</u> 5	NURS 502	4	Elective	2
Year 2	NURS 503 NURS 504	3 <u>3</u> 6	NURS 515 NURS 505 Comprehensive early spring	2 <u>4</u> 6	Project or thesis	3 or 6
Year 3	NURS 506 NURS 509	4 <u>3</u> 7	±Elective if project ±Education course if minor in education	3 <u>±3</u> 3 or 6	Total credits	36 or 39

Part time study Plan B

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501	2 <u>3</u> 5	NURS 502 Elective	4 <u>2</u> 6	N503	<u>3</u> 3
Year 2	NURS 509 NURS 504	3 <u>3</u> 6	NURS 505 NURS 515	4 <u>2</u> 6	Project or thesis	3 or 6
Year 3	NURS 506 Comprehensive early Fall	4	Elective if project (±education course if minor)	3 <u>3</u> 3 or 6	Total credits	36 or 39

Master of Science in Nursing program - Adult Care Track

Part time study schedule plan C

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501	2 <u>3</u> 5	NURS 502 Elective	4 <u>2</u> 6		
Year 2	NURS 509 NURS 503	3 <u>3</u> 6	NURS 504 NURS 515	4 <u>2</u> 6	Project or thesis	3 or 6
Year 3	NURS 505 ±Elective if project	4 ± 3 4 or 7	NURS 506 (±education course if minor) Comprehensive early spring	4 <u>±3</u> 4 or 7	Total credits	36 or 39

Masters of Sciences in Nursing – Administration Track

Full time study plan

	Fall semester	Credits	Spring semester	Credits	Summer	Credits
Year 1	NURS 500	2	NURS 507	3	BUS 310	1
	NURS 501	3	HMPD 342	3		
	NURS 502	<u>4</u>	MNGT 319	<u>3</u>		
		9		9		
Year 2	MNGT 332	3	NURS 508	5	Total credits	36
	Elective	3	NURS 598	<u>3</u>		
	NURS 520	<u>3</u>		8		
		9				

Part time study plan A

	Fall semester	Credits	Spring semester	Credits	Summer	Credits
Year 1	NURS 500	2	NURS 502	4	MNGT 319	3
	NURS 501	<u>3</u>	Elective	<u>2</u>		
		5		6		
Year 2	MNGT 332	3	NURS 507	3	BUS 310	1
	NURS 520	<u>3</u>	HMPD 342	<u>3</u>	Elective	<u>1</u>
		6		6		2
Year 3	NURS 508	5			Total Credits	36
	NURS 598	<u>3</u>				
		8				

Part time study plan B

	Fall semester	Credits	Spring semester	Credits	Summer	Credits
Year 1	NURS 500	2	NURS 502	4		
	NURS 501	<u>3</u>				
		5				
Year 2	MNGT 332	3	HMPD 342	3	Elective	1
	BUS 310	<u>1</u>				
		4				
Year 3	NURS 520	3	NURS 507	3	MNGT 319	3
Year 4	Elective	2	NURS 508	5	Total Credits	36
			NURS 598	<u>3</u>		
				8		

<p align="center">Semester 1 [Fall]</p> <p>NURS 500 (2 cr.) NURS 501 (3 cr.) NURS 502 (4 cr.)</p> <p align="center">Total: 9 credits</p>	<p align="center">Semester 2 [Spring]</p> <p>NURS 516 Psychopathology and Human Behavior (3 cr.) NURS 515 Clinical Psychopharmacology (2 cr.)</p> <p>Elective (1 cr.)</p> <p align="center">Total: 6 credits</p>	<p align="center">Semester 3 [Summer]</p> <p>NURS 512 Mental Health Assess (2cr.)</p> <p align="center">Total: 2 credits</p>
<p align="center">Semester 4 [Fall]</p> <p>NURS 507 or 509 (3 cr.) NURS 517 Models of Treatment – Psychotherapy (Bio-behavioral Nursing interventions (3 cr.) NURS 518 Group and Family Psychotherapy (3 cr.)</p> <p align="center">Total: 9 credits</p>	<p align="center">Semester 5 [Spring]</p> <p>NURS 519 Clinical Residency in Acute Psychiatric Care (4 cr.) NURS 599 Thesis (6cr) OR NURS 598 Project (3cr) + Elective (3 cr.)</p> <p align="center">Total: 10 credits</p>	<p align="center">Total: 36 credits</p>

**Master of Science in Nursing – Psychiatric Mental Health Track
Full time study plan**

APPENDIX B

GUIDELINES FOR THE MSN COMPREHENSIVE EXAM

- A. To complete requirements for the Master of Science in Nursing, students must pass a comprehensive examination. To be eligible to take the examination, the student should have:
- a. Completed all core courses and most specialty courses.
 - b. Be in good graduate standing.
 - c. Met with his/her adviser to determine eligibility.
- B. The comprehensive examination process:
- a. The examination will be taken after most of the course work is finished. Students are advised to take the comprehensive examination as early as possible, preferably before beginning their thesis or project.
 - b. There will be three examination questions which will be based on content from the MSN core courses (Nursing Theories; Foundations of Advanced Practice; Nursing Research; and the Area of Specialty).
 - c. Two faculty members will read and grade each question blindly.
 - d. A final grade of Satisfactory is required to pass the exam. The grade of Satisfactory will be given if the student passes all three questions with a minimum grade of 70 per question.
 - e. Criteria for grading will be based on knowledge of content, as well as evidence of critical and analytical thinking. The desired learning outcome is the synthesis and application of knowledge of advanced nursing practice.
 - f. Students who receive Unsatisfactory on the examination may take it a second time after at least three months.

APPENDIX C

AMERICAN UNIVERSITY OF BEIRUT FACULTY OF MEDICINE

SCHOOL OF NURSING

**N.598 MASTERS PROJECT: Nursing administration project
Guidelines for Course Grade Pass/Fail**

Student name: _____ **Date:** _____

Paper:

1. Introduction to project development _____
 - a. Brief overview of the project area
 - b. Rationale for choosing the topic
 - c. Relevance to the area of specialty

2. Description of the project components _____
 - a. Clear review of literature (including leadership theory, functional area of project, etc.....)
 - b. Comprehensive plan for the project
 - c. Organization of process implementation
 - d. Measurable outcomes for evaluation

3. Scholarly written communication of the project _____
 - a. Appropriate use of APA style
 - b. Adequate English and grammar
 - c. No evidence of plagiarism

4. Confidentiality/sensitive information (if applicable) _____

Oral presentation:

1. Clarity and organization of project _____
2. Appropriate use of audio-visual aids _____
3. Ability to answer questions effectively _____
4. Professional communication style _____
4. Professional demeanor _____

Pass/Fail

**AMERICAN UNIVERSITY OF BEIRUT FACULTY OF MEDICINE
SCHOOL OF NURSING**

**N.598 MASTERS PROJECT: Adult care clinical project
Guidelines for Course Grade Pass/Fail**

Student name: _____

Date:

Paper:

1. Introduction to project development _____
 - a. Brief overview of the project area
 - b. Rationale for choosing the topic
 - c. Relevance to the area of specialty

2. Description of the project components _____
 - a. Clear review of empirical support for the project
 - b. Comprehensive plan for the project
 - c. Organization of process implementation
 - d. Measurable outcomes for evaluation

3. Scholarly written communication of the project _____
 - a. Appropriate use of APA style
 - b. Adequate English and grammar
 - c. No evidence of plagiarism

4. Confidentiality/sensitive information (if applicable) _____

Oral presentation:

1. Clarity and organization of project _____
2. Appropriate use of audio-visual aids _____
3. Ability to answer questions effectively _____
4. Professional demeanor _____

Pass/Fail

NB: the adult care clinical project may be a research utilization project, such as creation and implementation of a protocol, or development and testing of an assessment tool, or a research experience or quality improvement project within an established academic or clinical setting.

AMERICAN UNIVERSITY OF BEIRUT FACULTY OF MEDICINE
SCHOOL OF NURSING

N. 598 MASTERS PROJECT: Education Minor
Guidelines for Course Grade PASS/FAIL

Student Name: _____

Date: _____

Paper:

1. Description of project development _____
 - a. Rationale for content
 - b. Rationale for structure
 - c. Teaching/learning theory basis
 - d. Learning needs assessment, if applicable

2. Description of project components _____
 - a. Creative
 - b. Practical and appropriate content and delivery
 - c. Correct information for content
 - d. Comprehensive approach to chosen topic

3. Scholarly written communication for write up of project _____
 - a. Scholarly writing style
 - b. Appropriate APA style citations and references
 - c. No evidence of plagiarism

4. Confidentiality/sensitive information (if applicable) _____

Presentation:

1. Description of project components _____
2. Scholarly verbal communication _____
3. Professional demeanor and presence _____

Pass/Fail

APPENDIX D

Huda Abu-Saad Huijer RN, PhD, FEANS

Professor of Nursing Science & Director School of Nursing
 Room 216
 Extension 5952/3
 E-mail: Huda.Huijer@aub.edu.lb

Research Focus & Areas of Interest:

- Research interest and expertise in pain management and palliative care across the life span and in particular in children.
- Interest in effectiveness of expanded role of the nurse.

Current Research:

1. Principle Investigator "Palliative Care in Lebanon: Needs Assessment for Palliative care Services for Adults & Children". Funded by MPP & URB.
2. Project Leader, "Assessment and Management of Headaches in Children" Funded by NWO (Dutch Organization for Scientific Research).
3. Project Leader. Pain Assessment in Profoundly Mentally Retarded Children, Funded by NWO (Dutch Organization for Scientific Research).
4. Project Leader. Implementation of Guidelines in Community Nursing, funded by NWO.
5. Project Leader. Stress Prevention in Children, funded by Zorg Onderzoek Nederland (ZON, Care Research Netherlands).
6. Project leader. Palliative Care at Home, funded by WVS (Ministry of Health, the Netherlands).
7. Project Leader. Palliative care in Children; Needs Assessment, funded by Foundation for Care Research ZON.
8. Project Leader. Self-Management in Chronic Illness: A State of the Art. Funded by ZON.
9. Project Leader. Pain & Symptom Management in Palliative Care across the Life Span; A State of the Art Study on Nursing Evidence, funded by ZON.
10. Project Leader. Pain in the Cognitively Impaired; A State of the Art, funded by ZON.
11. Project Leader. Satisfaction with Palliative Care, Instrument Development. Funded by Ministry of Health, the Netherlands. 12-Project Leader. Pain Assessment in the Cognitively Impaired Elderly with Dementia. Funded by NWO.

Recent Publications:

- 2007 Abu-Saad Huijer, H, Dimassi, H. (2007). Palliative Care in Lebanon; knowledge, attitudes, and practices of physicians and nurses. *Lebanese Medical Journal*, (accepted).
- 2007 Doumit, MAA, Abu-Saad Huijer, H, Kelley, JH. The lived experience of Lebanese oncology patients receiving palliative care. *European Journal of Oncology Nursing*, Available online 7 May 200. <http://www.sciencedirect.com/science>

- 2007 Craig, F, Abu-Saad Huijer, H, Benini, F, Kuttner, L, Wood, C, Cornaglia, P, & Zernikow, B. IMPaCCT: standards for paediatric palliative care in Europe, *European Journal of Palliative Care* 2007; 14(3): 109–114.
- 2007 Kraag, G, van Breukelen, G, Lamberts, P, Vugts, O, Kok, G, Fekkes, M, Huijer Abu-Saad, H. Process Evaluation of ‘Learn Young, Learn Fair’; a Stress Management Programme for 5th and 6th Graders. *School Psychology International*, 28 (2): 206–219.
- 2007 Bruchem-van de Scheur, GG, van der Arend, AJG, Spreeuwenberg, C, Huijer Abu-Saad, H, & ter Meulen, RHJ. Euthanasia and physician-assisted suicide in the Dutch homecare sector: The role of the district nurse. *Journal of Advanced Nursing*, 58(1), 44–52.
- 2007 Craig, F, Abu-Saad Huijer, H, Benini, F, Kuttner, L, Wood, C, Cornaglia, P, Zernikow, B. IMPaCCT: Standards for Paediatric Palliative Care in Europe. *European Journal of Palliative Care*, 14(3): 109-114.
- 2007 Ramelet, AS, Rees, N, McDonald, S, Bulsara,, M, Huijer Abu-Saad, H. Development and preliminary psychometric testing of the Multidimensional Assessment of Pain Scale: MAPS. *Pediatric Anesthesia*, 17: 333–340.
- 2007 Proot, IM, ter Meulen, RHJ, Huijer Abu-Saad, H, & Crebolder, FJM. Supporting stroke patients’ autonomy during rehabilitation. *Nursing Ethics*, 14 (2): 229-241. <http://dx.doi.org/10.1177/0969733007073705>
- 2007 Peters M, Vydelingum V, Abu-Saad HH, Dowson A. Migraine and chronic daily headache management: implications for primary care practitioners, *Journal of Nursing and Healthcare of Chronic Illness*, in association with *Journal of Clinical Nursing*, 16, 7B, 159–167.
- 2007 Bruchem - van de Scheur, van G.G, van der Arend, A.J.G, Huijer Abu-Saad, H., Spreeuwenberg, C., van Wijmen, F.C.B, ter Meulen R.H.J. The role of nurses in euthanasia and assisted suicide in the Netherlands. *Journal of Medical Ethics, Accepted*
- 2006 De Jong, N, Kester, ADM, Schouten, HC, Huijer Abu-Saad, H, Courtens, AM. Course of Fatigue between Two Cycles of Adjuvant Chemotherapy in Breast Cancer Patients. *Cancer Nursing*, 29 (6): 467-477.
- 2006 Goldsteen, M, Houtepen, R, Proot, IM, Huijer Abu-Saad, H, Spreeuwenberg, C, Widdershoven, G. What is a good death? Terminally ill patients dealing with normative expectations around death and dying. *Patient Education and Counseling*, 54: 378-386 <http://dx.doi.org/10.1016/j.pec.2006.04.008>
- 2006 Ramelet, AS., Rees, N., McDonald, S., Bulsara, MK., Huijer Abu-Saad, H. Development and preliminary testing of the Multidimensional Assessment of Pain Scale: MAPS. *Pediatric Anesthesia*, 1-8.
- 2006 Abu-Saad Huijer, H. Editor, Special Issue on Nursing in the Middle East – Cherishing the Past; 100 Years of Nursing Education at AUB. *Journal of Transcultural Nursing*, 17 (4) October Issue.
- 2006 Abu-Saad Huijer, H. Editorial “100 years of Nursing Education at the American University of Beirut (AUB); A Milestone in International Nursing”, *Journal of Transcultural Nursing*, 17 (4): 325-326.
- 2006 Abu Saad Huijer H, Balian S & Arevian M. Cherishing the Past: Hundred years of Nursing Education at American University of Beirut. *Journal of Transcultural Nursing*. 17 (4) 327-332.

- 2006 De Jong, N., Candel, MJJM. Schouten, HC. Huijer Abu-Saad, H., Courtens, AM. Course of the fatigue dimension "Activity Level" and the interference of fatigue with daily living activities for patients with breast cancer receiving adjuvant chemotherapy. *Cancer Nursing*, 29 (5): E 1-13.
- 2006 Proot, I., Schrijnemakers, V., van Hoef, L., Courtens, A., Abu-Saad Huijer, H. Measuring patient and family satisfaction with terminal care: The development and testing of the Maastricht Instrument on Satisfaction with terminal care (MITTZ). *Supportive Palliative Cancer Care*, 2: 7-14.
- 2006 Peters, M., Huijer Abu-Saad, H., Robbins, I., Duivenvoorden, H., Dowson, A., & Vydellingum, V. Management strategies related to consultations with the general practitioner: a study on the members of the Migraine Action Association. *Headache & Migraine* 9, 143-155.
- 2006 Marini, D.S, Huijer Abu-Saad, H., Kelley, J. The BCMA System and Medication Errors. *Computers Informatics Nursing (CIN)*. In Review.
- 2006 Zwakhalen, SMG., Hamers, JPH., Huijer Abu-Saad, H., Berger, MPF. Pain in elderly people with severe dementia: A systematic review of behavioral pain assessment tools. *BMC Geriatrics* 2006, 6:3, 27 January. <http://www.biomedcentral.com/1471-2318/6/3>
- 2006 Ramelet, AS., Huijer Abu-Saad, H., Bulsara, MK., Rees, N., McDonald, S. Capturing postoperative pain responses in critically ill infants aged 0 to 9 months. *Pediatric Critical Care Medicine*, 7(1): 19-26.
- 2006 Abu-Saad Huijer, H. Palliative care; views of patients, home carers, and health professionals, *Supportive Palliative & Cancer Care*, 3: 97-103.
- 2005 Huijer Abu-Saad, H., Daher, M. The View from Lebanon. Palliative care is fairly a new development in Lebanon. *European Journal of Palliative Care*, 12(6): 257-260.
- 2004 Proot, IM, Huijer Abu-Saad, H., ter Meulen, R., Goldsteen, M., Spreeuwenberg, C., Widdershoven, GAM. The needs of terminally ill patients at home: directing one's life, health, and things related to beloved others. *Palliative Medicine*. 18:53-61.
- 2004 Huijer Abu-Saad, H.. Headaches in Children; does self-management work? *The Suffering Child* www.thesufferingchild.org Feb 2004.

Hani Dimassi, PhD,
 Assistant Professor
 Room 210
 Extension 5956
 E-mail: hd19@aub.edu.lb

Research:

PTSD among children as indirect victims of the Oklahoma Bombing, Mental health outcomes and needed among Sept 11 victims, PTSD Depression and Anxiety in South Lebanon, Palliative Care a needed assessment in Lebanon, Role of Calcium intake in reducing weight, measuring physicians satisfaction, Risk of infraction among Oklahoma Physicians since the early twenties.

Biostatistical Research interests: Modeling repeated categorical Data with time nesting, Weighted least square and Generalized Estimating Equations, Building and testing questionnaires, Comparing data reduction methods in analyzing survey type of data.

Recent Publications

1. Dimassi H, and Khaliq A. Changing Profile of Oklahoma Physicians since 1928. *J Okla State Med Assoc*, February 2004, **97**, 2: 57-63
2. Pfefferbaum B, Neas B, Pfefferbaum R, Dimassi H. Media Coverage of a Terrorist Incident and Posttraumatic Stress: Does Television Viewing Constitute Exposure? (Submitted to the Journal of Psychiatry).
3. Lasbury N, Garg B, Edwards-Brown M, Cowan L, Dimassi H, Bodensteiner J. Clinical Correlates of White Matter Abnormalities on Head MRI. *Journal of Child Neurology* 2001, **16**: 668-72
4. Amir A. Khaliq, Lutchie Narine, Raymond A. Smego, and Dimassi Hani Disciplinary Action Against Physicians: Characteristics and Predictors (Submitted)
5. Dimassi H, Neas B, Pfefferbaum B. Gender Difference in Reaction to Media Coverage of a Terrorism Attack. (Submitted)
6. Boustien F, Duffy J.R, Dimassi H An Analysis of Vocal Unsteadiness and Tremor in Ataxic Dysarthria (Submitted)

Myrna A. A. Doumit, PhD, RN

Assistant professor

Room 218

Extension :5968

E-mail : ma12@aub.edu.lb**Research interests: Cancer; Palliative Care; Quality of Care; Quality of Life.****Current research projects**

1. Primary investigator: The living experience of caregivers of cancer patients
2. Primary investigator: Living with a breast cancer
3. Team member: Assessing quality of care in cancer patients: a national survey
4. Team member: Measuring collaboration between relatives of elderly patients and nurses in hospital wards, from the relatives' perspective.

Submitted Papers:

Doumit, M & Abu-Saad Huijjer (2007). Lebanese Cancer Patients: Communication and Truth telling. Submitted to the Contemporary Nurse Journal.

Recent Publications:

Doumit, M.A.A., Abu-Saad Huijjer, H, Kelley, JH. The lived experience of Lebanese oncology patients receiving palliative care. *European Journal of Oncology Nursing*, Available online 7 May 2007. <http://www.sciencedirect.com/science>

Saab, B., Chayaa, M., **Doumit, M.**, Farhood, L. (2003). Predictors of psychological distress in Lebanese hostages of war. *Social Science and Medicine*, 57, 1249-1257.

Yaktin, U. Azoury, N., ***Doumit, M.** (2003). Personal characteristics and job satisfaction among nurses in Lebanon. *JONA*, 33, 7/8, 384-390.

Nuhad Yazbik Dumit, RN, PhD (c)

Clinical Assistant professor

Room 205

Extension: 5955

E-mail: ny00@aub.edu.lb

Current Research:

PhD dissertation proposal on "Perceptions of Cardiac Self-Care among Lebanese Patients and their Family Members"

El-Jardali, F., Dumit, N., (2006-present) Towards a Better Understanding of the Magnitude and Predictors of Nurse Migration out of Lebanon" Funded by the World Health Organization

El-Jardali, F., Mouro, G., Dumit, N., Jamal, D. (2007 –Present) Developing Country-Specific Retention Strategies for Lebanese Nurses" Funded by the World Health Organization

Submitted Papers

El-Jardali, F., Dumit, N.Y., Jamal, D., & Mouro, G. (2007). Nurse Migration Out and Reasons for Leaving: Case of Lebanon and Implications for the Eastern Mediterranean Region. Submitted to the International Journal of Nursing Studies.

Recent Publications:

1. Dumit, N. (2006). School Book Content Analysis of Reproductive and Sexual Health. Educational Center for Research and Development (ECRD), and UNFPA
2. Nouredine, S., Adra, M., Arevian, M., Dumit, N., Puzantian, H., Shehab, D., & Abchee, A. (2006). Delay in seeking health care for acute coronary syndromes in a Lebanese sample. *Journal of Transcultural Nursing, 17*, 341 – 348.
3. Abu Saad Huijjer, H., Nouredine, S., & Dumit, N. (2005). Nursing in Lebanon. *Applied Nursing Research, 18*, 63-64.
4. Tamim, H., Dumit, N., Ghazi, A., Kassem, H., Abou Khamis, T., Al-Hourany, R., Abdul Hay, M., Musharrafieh, U. (2004). Weight control among university students in a developing country: a cultural association or a risk behavior. *Journal of the American College of Nutrition, 23*(4).
5. Khazaal, N., Dumit, N., Aaraj, E. (2003). The new Lebanese Order for nurses. *Surgical Services Management (AORN), 9*(5), 37-40.
6. Makarem, S., Dumit, N., Adra, M., & Kassak, K. (2001). Teaching effectiveness and learning outcomes of baccalaureate nursing students in a critical care practicum. *Nursing Outlook, 49*, 43-49.

Laila F. Farhood, PhD., C.S., RN

Professor, Psychiatry-Mental Health Nursing
 Room 206
 Extension: 5975
 E-mail: lf00@aub.edu.lb

Research: PTSD, Depression and Health Status in Lebanese Prisoners of War (MPP funded) Co-PI
 (Team Project: with Family Medicine and FHS)

Research Focus: Impact of Stress on the Physical and Psychological functioning of Lebanese Individuals and families.

Recent Publications:

1. Farhood, L., (2004) Comparison of High and Low Stress Lebanese Families: The impact Stressors on Health. *Research and Theory in Nursing Practice: An International Journal*. 18(2,3).
2. Saab, B.R., Chaaya, M., Doumit, M., & Farhood, L. (2003). Predictors of psychological distress in Lebanese hostages of war. *Social Science and Medicine*, 57, 1249- 257.
3. Farhood, L., Nouredine, S. (2003). PTSD, depression and health status in Lebanese civilians exposed to a church explosion. *International Journal of Psychiatry in Medicine*, 33(1): 39-53.
4. Farhood, L. (1999). Testing a model of family stress and coping based on War and non-war stressors, family resources, coping and family adaptation among Lebanese families. *Archives of Psychiatric Nursing*. 13(4), August, 192-203.
5. Farhood, L., Zurayk, H., Chaya, M., Saadeh, F., Meshfedjian, G., & Sidani, T. (1993). The impact of war on physical and mental health of the family: The Lebanese experience. *Social Science and Medicine*. 36 (12), 1555-1567.

Keith Cash PhD RN

Visiting Professor of Nursing

Extension: 5977

E-mail: keith.cash@aub.edu.lb

Research interests:

- Decision making, broadly defined including: how people cope with chronic illness especially mental illness and type II diabetes. How gender influences health, especially the role that the strategies of masculinity affect the health of men.
- The philosophy of health including the ethics of health care and the professional ethics of nursing. Spirituality and health care.

Recent Publications:

1. Cash, K. (2005) The Pure and The Applied In Nursing Education. Nurse Education Today, 25, 8, 663-667. (Special 25th Anniversary Issue)
2. Marland, G. and Cash, K. (2005) Medicine taking decisions: Schizophrenia in comparison to asthma and epilepsy. Journal of Psychiatric and Mental Health Nursing Apr;12(2):163-72.
3. K. (2004) Editorial. Post-autistic theorizing? Nursing Philosophy Jul;5(2):93-4.
4. Closs SJ, Barr B, Briggs M, Cash K, Seers K. A comparison of five pain assessment scales for nursing home residents with varying degrees of cognitive impairment. J Pain Symptom Management. 2004 Mar;27(3):196-205.
5. Cash, K. (2004) (Review) Islamic Ethics. Nursing Philosophy, Vol 5, Issue 2, 185-6.
6. Closs S.J., Cash, K., Barr, B. and Briggs, M. (2005) Cues for the identification of pain in nursing home residents. International Journal of Nursing Studies. Jan;42(1):3-12.
7. McSherry W., Cash, K., Ross, L. (2004) The Meaning of spirituality: implications for nursing practices. Journal of Clinical Nursing 13 934–941
8. McSherry W., Cash, K. (2004) The Language of Spirituality: An emerging Taxonomy. International Journal of Nursing Studies 41 151 – 161
9. White, AK & Cash, K (2003) The state of men's health across Europe. Men's Health Journal Vol 2 p 63-65

10. White, AK & Cash, K (2003) The state of men's health across 17 European Countries. Brussels. The European Men's Health Forum, pp 157 ISBN 1-898883-94-7
11. White, A & Cash, K (2003) The state of men's health in Europe. Eurohealth 9(2): 28-31
12. Cash, K. (2003) (Review) Ethics, Management and Mythology. Nursing Philosophy, Vol 4, Issue 2, 174-175
13. White, AK & Cash, K (2003) The state of men's health in Western Europe. Journal of Men's Health & Gender 1:60-66
14. Paley, G. and Cash, K. (2001) Risk Commentaries in mental Health 2. Risk of suicide by people with mental health problems. Foundation of Nursing Studies, London. ISBN 0-9540091-3-4
15. Paley, G. and Cash, K. (2001) Risk Commentaries in mental Health 1. Risk of violence in people with mental health problems. Foundation of Nursing Studies, London. ISBN 0-9540091-2-6

Samar Nayef Nouredine, PhD, RN, CNS.

Associate professor

Room 219

Extension: 5966

E-mail: sn00@aub.edu.lb**Research interests:** Health behaviors; cardiovascular risk reduction.**Current Research projects:**

1. Primary investigator: Illness representations and potential responses to symptoms of acute coronary syndromes in a Lebanese community sample.
2. Team member: Integrated Management of obesity with/without diabetes in multi-setting clinics. Proposal submitted to NIH.
3. Team member: Pediatric obesity integrated school intervention intervention and clinical management.

Recent Publications:

1. Nouredine, S., Adra, M., Arevian, M., Dumit, N., Puzantian, H., Shehab, D., & Abchee, A. (2006). Delay in seeking health care for acute coronary syndromes in a Lebanese sample. Journal of Transcultural Nursing, 17, 341 – 348.
2. Arevian, M., Nouredine, S., & Kabakian-Kasholian, T. (2006). Raising awareness and providing free screening improves cervical cancer screening among economically disadvantaged Lebanese/Armenian Women. Journal of Transcultural Nursing, 17, 357 – 364.
3. Abu-Saad Huijjer, H., Nouredine, S., & Dumit, N. (2005). Nursing in Lebanon. Applied Nursing Research, 18, 63 – 64.
4. Nouredine, S. & Arevian, M. (2004). Occupational health nursing in Lebanon. AAOHN Journal, 52(5), 193 – 198.
5. Wu, T.Y, Pender, N. & Nouredine, S. (2003). Gender differences in the psychosocial and cognitive correlates of physical activity among Taiwanese adolescents: A structural equation modeling approach. International Journal of Behavioral Medicine, 10(2), 93 – 105.
6. Farhood, L., & Nouredine, S. (2003). PTSD, depression and health status in Lebanese civilians exposed to a church explosion. International Journal of Psychiatry in Medicine, 33 (1), 39-53.
7. Nouredine, S. (2001). Development of the ethical dimension in nursing theory. International Journal of Nursing Practice, 7, 2 – 7.
8. Metzger, B. L., Jarosz, P. A. & Nouredine, S. (2000). The effect of a high-fat diet and exercise on the expression of genetic obesity. Western Journal of Nursing Research, 22, 736-748.