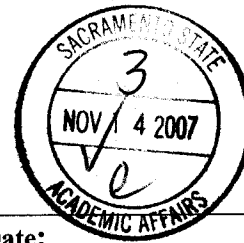




SACRAMENTO  
STATE

# Course Change Proposal Form A



<b>Academic Group (College):</b> <b>Health &amp; Human Services</b>	<b>Academic Organization (Department):</b> <b>Nursing</b>	<b>Date:</b> <b>October 10, 2007</b>
<b>Type of Course Proposal:</b> New ___ Change <u>X</u> Deletion ___	<b>Department Chair:</b> <b>Ann Stoltz</b>	<b>Submitted by:</b> <b>Ann Stoltz</b>
<b>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No <u>X</u></b>	<b>For Catalog Copy: Yes <u>x</u> No ___</b> <b>CCE: Yes ___ No <u>x</u></b>	<b>Semester Effective:</b> <b>Fall ___ Spring <u>X</u>, 2008</b>

<b>This course replaces experimental course Subject Area N/A and Catalog Number N/A</b>	
<b>This Catalog Number N/A is being replaced: N/A</b>	

**Change from:**

<b>Subject Area (prefix) &amp; Catalog No. (course no.):</b> <b>NURS 500</b>	<b>Title:</b> <b>Culminating Experience</b>	<b>Units:</b> <b>3</b>
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**Change to:**

<b>Subject Area (prefix) &amp; Catalog No. (course no.):</b> <b>No change in title or number</b>	<b>Title:</b> <b>No change</b>	<b>Units:</b> <b>No change</b>
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**JUSTIFICATION:**

**The culminating experience for the MS in nursing has been thesis or project and the Division of Nursing is requesting the addition of a comprehensive examination as an option for the Culminating Experience. This addition is appropriate on several levels. The Entry Level Master's students must complete the program in three years (according to the funding guidelines). In order to complete the Master's in Nursing within the three years, the faculty has developed the criteria for the comprehensive examination that may be completed in a one semester time frame.**

**NEW COURSE DESCRIPTION:** (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

**NURS 500. Culminating Experience.** Completion of a thesis, project, or comprehensive examination. A thesis requires an original contribution to knowledge in a traditional research format. A project is a significant undertaking of a pursuit appropriate to the profession. It must evidence originality and independent thinking, appropriate form and organization and a rationale. The comprehensive examination is an original scholarly paper that reflects an in-depth assessment of a problem-solving proposal or a business proposal. Credit to be given upon successful completion. **Prerequisite:** Advanced to candidacy for the Master's degree and permission of the Division. Completion of core, clinical and functional courses. **Corequisite:** NURS 210B. **Graded:** Credit/No Credit. **Units:** 3.0.

<b>Note:</b>	
<b>Prerequisite:</b> Advanced to candidacy for the Master's degree and permission of the Division. Completion of core, clinical and functional courses.	
<b>Corequisite:</b> Nurs210B	
<b>CAN (California Articulation Number):</b>	
<b>Graded: Letter ___ Credit/No Credit <u>X</u></b>	<b>Instructor Approval Required? Yes <u>X</u> No ___</b>
<b>Course Classification (e.g., lecture, lab, seminar, discussion):</b> <b>not changed</b>	<b>Title for SIS+/CMS (not more than 30 characters):</b> <b>Not changed</b>

Cross Listed?  
Yes \_\_\_ No x

If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? no change \_\_\_\_\_

Can the course be taken for Credit more than once during the same term? Yes \_\_\_ No X

**FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:**

**Description of the Expected Learning Outcomes:** Describe outcomes using the following format: "Students will be able to: 1), 2), etc."  
See the example at <http://www.csus.edu/acaf/example.htm>

See attached

**\*\*Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

**Assessment Strategies:** A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

See attached

For whom is this course being developed?  
 Majors in the Dept  Majors of other Depts  Minors in the Dept  General Education  Other   
 Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes  No   
 If yes, identify program(s):  
 Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes  No   
 If yes, attach a description of resources needed and verify that resources are available.  
 Indicate which department or programs will be affected by the proposed course (if any). none \_\_\_\_\_  
 \_\_\_\_\_  
***The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.***

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

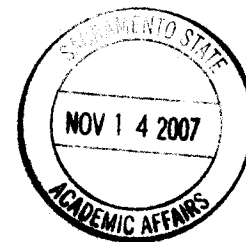
**Signatures:**

**Date**

Department Chair: <i>Ann Holt</i>	11-7-07
College Dean or Associate Dean: <i>Marilyn Hopkins</i>	11-8-07
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

**Distribution:** Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

California State University, Sacramento  
College of Health and Human Services  
Division of Nursing  
**Comprehensive Examination Handbook**



### **Introduction**

The purpose of the comprehensive examination is to evaluate the student's ability to apply advanced clinical and theoretical knowledge in a selected area of specialization and to critique research as it relates to that area.

### **Student Guidelines and Procedures**

#### ***Eligibility for the Comprehensive Examination***

The student may take the comprehensive examination only after completion of all course requirements for the Master of Science degree or during the semester within which those requirements will be fulfilled. In addition, the student must advance to candidacy prior to taking the examination.

The student must be registered for at least one semester as a candidate before the degree is conferred, the application for advancement to candidacy must be submitted to the Office of Graduate Studies (OGS) in accordance with the policies and deadlines set by OGS. Information regarding OGS specific policy and deadlines may be accessed via web through the following link:  
<http://www.csus.edu/gradstudies/>

#### ***Administrative Process***

The comprehensive exam must be completed during the semester the student registers for NURS 500. Each semester, a schedule of dates for the comprehensive examination will be posted. This posting will indicate when the student will be issued an assigned identification number, when the examination date is due, when it is sent to the readers, and when the results are available. The student should request from the comprehensive examination coordinator, via email, an identification number. This request must include the student's name, address, telephone number, comprehensive examination option and title, and where the student can be reached during the reading period. The ID number **cannot** be requested by phone or in person.

The student must submit the comprehensive examination according to the posted schedule for that semester and not later than 12 noon on the date the comprehensive examination is due. Late submissions **will not** be accepted. All examinations will be submitted via WebCT

Evidence of plagiarism will constitute failure of the comprehensive examination and can be grounds for dismissal from the Division of Nursing. Students are expected to be fully aware of Sacramento State policy regarding plagiarism. Resource information regarding plagiarism and the complete Sacramento State policy may be reviewed by following the link listed below.

<http://library.csus.edu/content2.asp?pageID=353>

#### ***Formatting Expectations***

The comprehensive examination should not exceed 30 double-spaced typewritten pages, excluding the face sheet, reference list, and appendices. Although a longer examination will be read, only the first 30 pages will be scored. Margins should measure 1.25 inches on all four sides of the page: a regular style 12-point font should be used.

All items on the face sheet are to be completed. The student's name **should not** appear on any part of the comprehensive examination. It is identified only by the assigned ID number, which should be entered on the face sheet and on every page of the exam. This header should appear at the top right-hand margin, to the left of the page number. The title of the examination should reflect its contents and will be the basis for the department comprehensive examination coordinator to assign readers.

Students must adhere to editorial format of the most recent edition of the *Publication Manual of the American Psychological Association*.

### ***What Should Be Submitted***

The following items are to be submitted by the student, via WebCT, to the department's comprehensive examination staff person:

- the comprehensive examination with format as above
- a completed face sheet

### ***Review of the Comprehensive Examination***

All tenured and non tenured faculty members in the Division of Nursing may be designated to read the comprehensive examinations. Although the student may propose the names of three readers, the examination is assigned to faculty on the basis of availability and appropriateness. There is no guarantee that the three proposed names will be assigned to read the exam. If a particular faculty member is requested not to be a reader, the student should notify the department comprehensive examination coordinator in writing, indicating the name of the faculty member(s) deemed unsuitable and a brief explanation of the reason for the exclusion.

The department comprehensive examination coordinator assigns the examination to two readers, who score it independently and return their scores and written comments to the comprehensive examination coordinator. The examination is scored on a pass/fail basis. In the event that the first two readers do not agree on the pass/fail status of the examination, it is submitted to a third reader. The score then is recorded and forwarded to the Office of Graduate Studies.

### ***Communication of Results***

The graded examination, with reader's comments, is returned to the student and may be obtained from the comprehensive examination coordinator on the posted date. These may be picked up at the Division of Nursing Office or will be mailed to the student if a SASE has been provided. Scoring sheets will not be returned.

### ***Extension of the Deadline***

The student may petition for extension only in the event of an emergency, that is, an occurrence over which the student has no control, such as grave illness or a death in the family. The request, which must be submitted in writing to the department comprehensive examination coordinator, should state the reason and length of time for the extension, and be filed at least 48 hours before the examination due date. A request made by phone must be followed by a written petition.

An extension is not granted automatically nor can it exceed 7 days. If a student requires a longer period of time they would be required to complete the comprehensive examination process in the subsequent semester. The student will be notified of the coordinator's decision within 24 hours by telephone and confirmation letter. Only one extension may be granted.

## **Procedures Related to Failure of the Comprehensive Examination**

### ***Notification of Failure***

The department comprehensive examination coordinator will inform the graduate program coordinator of any student who has failed. The graduate coordinator will notify the student of the failure before the posted date results are to be made available to students and make the written comments of the faculty available to the student at that time.

### ***Retaking the Comprehensive Examination***

A student who has failed the comprehensive examination may retake it **only once** and no sooner than the semester following the first examination. The same procedures and practices will be followed as defined for the first time examine in the preceding sections.

## **Faculty Guidelines and Procedures**

### ***Advising Students***

Group comprehensive examination advising sessions will be offered to all graduate students. These sessions will include information regarding the process for taking the comprehensive exam as well as strategies for success, including topic selection, campus writing and research resources, tips for on/going literature review, and evaluation criteria. Students will be required to attend at least one session prior to registration for the comprehensive examination. Additionally all students will be encouraged to attend a group early in their graduate program.

A student who has failed the exam will be scheduled to meet with the graduate coordinator and comprehensive examination coordinator who will provide counseling regarding reasons for the failure and the process for repeating the exam.

### ***Reading the Examination***

All faculty readers are required to:

- record their evaluation on the scoring sheet
- comment either directly on the comprehensive examination or on the faculty comment sheet, which should be signed. The signed copy will remain in the Division of Nursing. The unsigned copy will be given to the student.
- comment on the positive as well as the negative aspects of the examination, specifically remarking upon the items rated two or below and identifying them by number
- return the student's examination, and its scoring and comment sheets, to the department comprehensive examination coordinator by 5:00 PM on the designated date. Scoring sheets will be retained by the department.

The department comprehensive examination coordinator must be notified of the pass/fail status of each exam by the specified date for that faculty reading period.

The comprehensive examination coordinator and the graduate coordinator will work collaboratively to ensure that all faculty are given an orientation to the comprehensive examination and training on scoring prior to being assigned to read the examinations. The comprehensive examination coordinator will provide ongoing support for faculty during the process.

California State University, Sacramento  
 College of Health and Human Services  
 Division of Nursing  
**Comprehensive Examination**

**Business Proposal**

The purpose of the Business Proposal (BP) is to evaluate the student's ability to strategically analyze and plan for a proposed business venture.

<b>BP: Areas to be Addressed</b>	<b>Evaluation Criteria</b>
<p><b>I. Business Description and its Environmental Context</b></p> <p>A. Introduction.            B. Business venture description            C. Market factors</p>	<ul style="list-style-type: none"> <li>➤ <u>Clarity</u>: Introduces the proposed business or project by name, states the purpose of the venture, and describes the product/service to be provided.</li> <li>➤ <u>Comprehensiveness</u>: Addresses the environmental characteristics focusing on the desired markets, competition, market position, and access to essential resources.</li> <li>➤ <u>Conciseness</u>: Specifies the goals to be achieved and desired sources and amount of financing required.</li> <li>➤ <u>Significance</u>: Presents compelling arguments that the proposed venture is unique, meets a need, and is worth the financial risk.</li> <li>➤ <u>Realism</u>: Describes a venture that complements the existing market factors.</li> </ul>
<p><b>II. Literature Review: Research, Narrative, and Theory.</b></p> <p>A. Identify the theoretical or conceptual framework utilized as the foundation for this proposal.            B. Demonstrate ability to synthesize literature and apply to proposed venture.</p>	<ul style="list-style-type: none"> <li>➤ <u>Theoretical/conceptual framework</u>: Identifies and describes clearly a theoretical or conceptual framework and describes how this particular framework applies to the proposed business venture.</li> <li>➤ <u>Quality of references</u>: Reviews references significant to the area, including classic and current works; identifies gaps in the literature.</li> <li>➤ <u>Addresses elements of critique</u>:  <b>Non-research literature (theory</b></li> </ul>

	<p><b>and issues):</b> clearly articulates main point(s) of the article; establishes credibility of the author/content</p> <p><b>Research literature:</b> Addresses: sample, design, procedure, measures, results, and conclusions.</p> <ul style="list-style-type: none"> <li>➤ <u>Quality of critique and interpretation:</u> Demonstrates ability to accurately evaluate the elements listed above and their potential contribution to the proposal.</li> <li>➤ <u>Application of literature:</u> Synthesizes the existing literature and describes the relationship to the proposed venture.</li> </ul>
<p><b>III. Organizational Strategies</b></p> <ul style="list-style-type: none"> <li>A. Venture structure: legal status, organizational chart, management approach.</li> <li>B. Marketing plan: sales and distribution, advertising, pricing</li> <li>C. Operations/productions: resource acquisition and use (i.e. labor, supplies, equipment, facilities, QA indicators).</li> <li>D. Financial forecast (cost estimate): incomes and expenses, cash flow, breakeven analysis.</li> <li>E. Time frame: schedule of major activities and events.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <u>Clarity:</u> Presents the organizational strategies in a clear and logical sequence that furthers understanding of the proposed venture.</li> <li>➤ <u>Defensibility:</u> Presents strategies that fit and support the goals of the venture.</li> <li>➤ <u>Appropriateness:</u> Plan demonstrates consideration of resources and constraints of the environment.</li> <li>➤ <u>Realism:</u> Shows feasibility of the intervention as it pertains to the environmental context.</li> <li>➤ <u>Adequacy:</u> Present the plans and expenses, desired outcomes in enough detail to justify the start-up costs and project financial viability over a period of time (i.e. three years).</li> </ul>

California State University, Sacramento  
 College of Health and Human Services  
 Division of Nursing  
**Comprehensive Examination**

**Business Proposal  
 Scoring Sheet**

Student Identification Number: \_\_\_\_\_

Scoring Procedure:

1. Refer to the BP evaluation criteria for definitions of the criteria listed below.
2. Check the appropriate rating for each criterion. Criterion scores for graduating master's students should be predominantly 4 and 5. A consistently fair (3) performance will not yield a passing scores.

- 5= excellent
- 4= good
- 3= fair
- 2= poor
- 1= very poor or absent

3. Multiply the area total by the designated number.
4. Add area scores to obtain a point total for the exam.

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**CONTENT CRITERIA**

**SCORES**

**Area I: The Business and its Environmental Context**

▪ <b>Clarity</b>	1	2	3	4	5	_____
▪ <b>Comprehensiveness</b>	1	2	3	4	5	_____
▪ <b>Conciseness</b>	1	2	3	4	5	_____
▪ <b>Significance</b>	1	2	3	4	5	_____
▪ <b>Realism</b>	1	2	3	4	5	_____

**AREA TOTAL** \_\_\_\_\_

**AREA TOTAL x 5** \_\_\_\_\_  
**(125 points possible)**

**Area II: Literature Review: Research, Narrative, and Theory**

▪ <b>Theoretical/ conceptual framework</b>	1	2	3	4	5	_____
▪ <b>Quality of references</b>	1	2	3	4	5	_____
▪ <b>Addresses elements of critique</b>	1	2	3	4	5	_____
▪ <b>Quality of critique and interpretation</b>	1	2	3	4	5	_____
▪ <b>Application of literature</b>	1	2	3	4	5	_____

**AREA TOTAL** \_\_\_\_\_

**AREA TOTAL x 6  
(150 points possible)** \_\_\_\_\_

**Area III: Intervention, Implementation, and Evaluation**

▪ <b>Clarity</b>	1	2	3	4	5	_____
▪ <b>Defensibility</b>	1	2	3	4	5	_____
▪ <b>Appropriateness</b>	1	2	3	4	5	_____
▪ <b>Realism</b>	1	2	3	4	5	_____
▪ <b>Adequacy</b>	1	2	3	4	5	_____

**AREA TOTAL** \_\_\_\_\_

**AREA TOTAL x 5  
(125 points possible)** \_\_\_\_\_

**Area IV: Technical Criteria**

▪ <b>Grammar and spelling</b>	1	2	3	4	5	_____
▪ <b>Organization of paper</b>	1	2	3	4	5	_____
▪ <b>APA format</b>	1	2	3	4	5	_____

**AREA TOTAL** \_\_\_\_\_

**AREA TOTAL x 6.66  
(100 points possible)** \_\_\_\_\_

**Summary**

**Area I**                                
                                  **(125)**

**Area II**                                
                                  **(150)**

**Area III**                              
                                  **(125)**

**Area IV**                              
                                  **(100)**

**Total Exam Points**                   

**Total Points Possible:**        **500**

**Points Needed to Pass:**      **350**

**Check one:** Pass  Fail