



2021

UBC NURSING

MSN

Program Handbook

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Land Acknowledgment

“UBC’s Point Grey Campus is located on the traditional, ancestral, occupied and unceded territories of the xʷməθkʷəy̓əm First Nation. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on in their culture, history, and traditions from one generation to the next on this site.” (Retrieved <http://aboriginal.ubc.ca/community-youth/musqueam-and-ubc/>). UBC School of Nursing acknowledges past history and the present relationships with Musqueam people and the land as a way to honour and show respect to the Musqueam who have inhabited this land for many thousands of years, and to signal our commitment to reconciliation in light of the past and ongoing harms inflicted through colonization of Indigenous people and lands.

To learn more about the Musqueam people, land and culture, go to <http://www.musqueam.bc.ca/our-story> ʔəy̓ tə šxʷqʷeləwən ct kʷ s səy̓əmstəxʷs tə xʷməθkʷəy̓əm ʔiʔ tə ń təməxʷs. We honour the Musqueam people and their land.

Continuous Registration

Students are required to maintain registration in NURS 599 (Thesis) or NURS 595 (SPAR) from the beginning of their program—even if they have not yet decided which completion project they will undertake. Students may switch between the two options prior to completion of their thesis or SPAR proposal with the approval of their supervisor and the Graduate Advisor.

Leave of Absence

Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in mandatory withdrawal. Continuous registration includes the summer term.

A graduate student who finds it necessary to interrupt their studies for parental, health, personal, professional, employment, or academic reasons, as outlined in policy V-302.2, may apply for a leave of absence. Review the policy and leave status details [here](#).

Course Planning

The MSN Program provides flexibility for students to set up a course planning trajectory for a total of 30 credits that aligns with their professional and research interests. Students may choose courses beyond 30 credits and they may choose electives outside of nursing (with approval of the Graduate Advisor). There are a number of possible foci that provide the foundation for the MSN Program such as Research, Education, Leadership, Policy and Clinical Nurse Specialist (CNS). You can choose courses flexibly: You do not need to declare a particular focus.

THESIS	NON-THESIS
<p>The thesis track focuses on skill development in research. The track offers a range of courses in the foundations of advanced nursing knowledge and practice, evidence and research appraisal, and research design and methodology.</p> <p>Students consolidate their learning through a combination of core, focus and research courses.</p> <p>Students complete the program with a NURS 599 Thesis (9 credits).</p>	<p>The non-thesis track focuses on advanced nursing leadership roles in the domains of nursing (e.g., policy, education, leadership). Students consolidate their learning through core and focus courses and electives, including the leadership practicum (N577A) and directed study options (N590).</p> <p>Students complete the program with a NURS 595 Scholarly Practice Advancement Research Project (SPAR Project) (3 credits).</p>

To further meet the MSN Program requirements, student will complete one of the two tracks:

<p>CORE COURSES (Required): NURS 511 Theoretical foundations of nursing practice NURS 502 The ethics and politics of nursing NURS 552 Methods in Nursing Science NURS 504 Research and Evidence-Based Practice</p> <p><i>Students in this track complete 1 additional core course from the following two research method course options:</i></p> <ul style="list-style-type: none"> • NURS 549 Quantitative methods • NURS 548 Qualitative methods 	<p>CORE COURSES (Required): NURS 511 Theoretical foundations of nursing practice NURS 502 The ethics and politics of nursing NURS 552 Methods in Nursing Science NURS 504 Research and Evidence-Based Practice</p>
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MSN ORIENTATION: Each fall (Winter 1) term, the MSN Program/Graduate Advisor hosts an orientation for MSN Students. The orientation covers the MSN handbook, course offerings and various aspects of thesis or SPAR completion. Attendance is strongly encouraged.

<p>In addition to the 4 core courses, students complete 2 additional courses (6 credits) at the graduate level (Course Number > 500 at UBC). At least 1 MSN focus course is strongly recommended.</p> <p>COMPLETION PROJECT: NURS 599 Master's Thesis (9 credits)</p>	<p>In addition to the 4 core courses, students complete 5 additional courses (15 credits) at the graduate level (Course Number > 500 at UBC). At least 1 MSN focus course is strongly recommended.</p> <p>COMPLETION PROJECT: NURS 595 Scholarly Practice Advancement Research Project (SPAR) (3 credits)</p>
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General Guidelines for Course Selection

It is strongly suggested that students review the information in this guide and plan a sequence of courses taking guidance and direction from their provisional advisor or supervisor. Please do not rely on past scheduling as an indicator of future scheduling. The Summer Session Schedule (April – August) is usually available by February, and the Winter Session Schedule (September – April) is usually available by April of each year.

MSN students are **strongly advised** to:

- complete the four required core courses within the first year of the program.
- identify a thesis/SPAR proposal topic by the end of the first year of the program.
- identify a thesis/SPAR supervisor and potential committee members by the end of the first year of the program.
- select an appropriate research methods/data analysis course (i.e., N548, N549) and complete this course within the second year of their program (**if doing a thesis**).

Core Courses

Core Courses are required for all MSN students, and we strongly recommend that students complete these within the first year of their program.

- [NURS 502](#) (3 credits) Ethics & Politics of Nursing
- [NURS 504](#) (3 credits) Research & Evidence Based Practice
- [NURS 511](#) (3 credits) Theoretical Foundations of Nursing Practice
- [NURS 552](#) (3 credits) Methods in Nursing Science (N552 is typically taken in Winter II term after taking N504 in Winter term I. **N552 is accompanied by an online statistics refresher and quiz.**)

Focus Courses

Focus Courses are typically offered once in an academic year. One focus course is typically taken within the first year of entering the MSN Program, but students can take more than one. Focus courses complement the 4 core courses.

- [NURS 512](#) (3 credits) Leadership in Nursing
- [NURS 520](#) (3 credits) Administrative Leadership in Nursing (Prerequisite: NURS 512, Co-requisite: NURS 511)
- [NURS 530](#) (3 credits) Advanced Practice in Nursing (Co-requisite: NURS 511)
- [NURS 540](#) (3 credits) Educational Processes in Nursing (Co-requisite: NURS 511)
- [NURS 541](#) (3 credits) Clinical Nursing Education (Prerequisite: NURS 540, Co-requisite: NURS 511)

NOTE: There are other graduate nursing programs such as the MHL program that have reserved seats. If the schedule indicates that an MHL course is restricted, MSN students cannot register for these courses.

Research Methods/Data Analysis Course

Research Methods/Data Analysis Courses are offered once every calendar year: One of these, or an equivalent, is required for students enrolled in NURS 599. These courses are optional for students enrolled in NURS 595.

- [NURS 548](#) (3 credits) Qualitative Methods & Analysis
- [NURS 549](#) (3 credits) Quantitative Research Methods and Analytic Strategies in Nursing and Health Sciences

Research Methods/Data Analysis Courses are typically taken in Year 2 after completing NURS 504 & NURS 552. MSN Students normally select the research course(s) based on the methodology for their thesis project.

Nursing Elective Courses

Nursing Elective Courses are offered on a rotating basis. Not all nursing elective courses are offered every year. Some popular MSN electives are listed below.

- [NURS 506](#) (3 credits) Health Promotion in Practice
- [NURS 508](#) (3 credits) Pathophysiologic Processes for Nurse Practitioner (MN-NP)

- [NURS 560](#) (3 credits) The Politics of Health Policy
- [NURS 586A](#) (3 credits) Specialized Domains of Nursing Practice- Nursing and Health Care in Historical Perspective
- [NURS 586C](#) (3 credits) Specialized Domains of Nursing Practice- Healthy Infant and Child Development
- [NURS 586E](#) (3 credits) Specialized Domains of Nursing Practice- Organizational Considerations for Fostering Health
- [NURS 586I](#) (3 credits) Specialized Domains of Nursing Practice- Health Informatics
- [NURS 586M](#) (3 credits) Specialized Domains of Nursing Practice- Multidisciplinary Perspectives in Adolescent Health
- [NURS 586V](#) (3 credits) Specialized Domains of Nursing Practice- Violence in Families: Advanced Understandings and Responses

NOTE: MSN students **may take up to 6 credits** of non-MSN electives. Although courses >500 level are recommended, students may take lower-level courses of interest to them (e.g., 300 or 400-level courses). All non-MSN electives will require approval by the Graduate Advisor.

Directed Studies

Directed Studies (NURS 590) are individualized plans of study arranged between a student and faculty and documented in a directed study contract. MSN Students are normally eligible for directed study once they have completed the 4 core courses the MSN program. Students should complete an N590 contract with assistance from their supervisor and/or the Graduate Advisor. Examples of Directed Studies are focused literature reviews on a topic of interest to a student; and applied project work, such as a quality improvement initiative. Students are encouraged to use N590 to explore areas of interest that diversify their knowledge and skills—above and beyond their thesis and SPAR work. Preparation for the Thesis or SPAR project is normally done as part of NURS 599 or 595 credits and does not need to take the form of a Directed Study. In order to register for a Directed Study, send the request to academic.support@nursing.ubc.ca in an email including your name & student number. Once the Graduate Advisor has approved the request, the Student Support Office (SSO) will complete the required paperwork and request a copy of the N590 contract.

Practicum Courses

The MSN Leadership Practicum course (N577A) is a shadow experience with a nurse leader in one of the nursing domains (e.g., education, policy, practice, professional practice, operational leadership, research). Students are advised to take MSN focus courses that complement their practicum; and focus courses should be taken before or concurrently with the practicum. This course allows the student to set up an individualized learning plan with a leader-mentor under the supervision of a faculty member. The following link provides instructions for completing a practicum request: [NURS 577A MSN Leadership Practicum guidelines](#).

Non-nursing Electives at UBC

Non-nursing electives at UBC: Students may choose to take a maximum of 6 credits to be counted toward the requirements of the MSN degree. These courses should normally be at the graduate level with course numbers > 500. There may be occasions when courses < 500 level are appropriate to the students' interests and program of study.

- When a student registers for a non-nursing course through the UBC SSC, the Student Tracking System (STS) sends a notification to the Graduate Advisor. Approval by the Graduate Advisor is necessary to ensure this course will contribute to the student's completion of program requirements.
- In some instances (e.g., non-MSN pre-requisites), course instructors for non-MSN courses should be contacted by the student to ensure adequate preparation for the course. Instructors may waive prerequisites after discussing course suitability with the student.

Some of the courses that the students have taken in the past are:

- [EPSE 596](#) Educational and Counselling Psychology, and Special Education- Correlational Designs and Analysis in Educational Research
- [SOC 503](#) Sociology- Qualitative Research Design and Techniques
- [SPPH 538](#) School of Population and Public Health- Application of Ethical Theories in the Practice of Public Health
- [SPPH 581N](#) School of Population and Public Health- Knowledge Translation in Population and Public Health

Electives Outside of UBC Vancouver

Electives outside of UBC Vancouver (i.e., at other Universities and UBC Okanagan): Students may also choose to complete graduate level courses at other universities based on agreements between UBC and other universities (Western Dean's Agreement, UBC/Toronto/McGill Agreement, UBC Okanagan). Please see the required paperwork and process for transfer credits below.

NOTE: UBC Okanagan is considered academically separate from UBC Vancouver. All non-UBC Vancouver electives must be approved by the Graduate Advisor.

Registering for Transfer Credit Courses at Other Institutions

- Identify an appropriate course, and obtain a course description from the institution offering the course. This may include the course syllabus or contact information for course instructor/department.
- Send the request to academic.support@nursing.ubc.ca in an email including your name & student number. Once the Graduate Advisor has approved the request, the Student Support Office (SSO) will complete the required paperwork with the student & submit to G+PS.
- G+PS must request the registration from the institution offering the course to ensure the student is not charged additional tuition fees, and the credits are approved to be transferred back to UBC.
- Once G+PS has completed the registration, they will directly notify the student.
- Once the student has completed the course they are required to order 2 copies of their official transcripts from the institution offering the course to the following departments:
- One copy to G+PS: Attn: NURS SAS Clerk, 170-6371 Crescent Road, Vancouver, BC, Canada V6T 1Z2.
- One copy to the School of Nursing: Graduate Administrative Assistant, 2211 Wesbrook Mall, Vancouver, BC, Canada V6T 2B5.

- Once the transcripts have been processed by G+PS, they will email the student directly, and add the transfer credits to the students UBC Academic Record.

An important note on timelines:

We request that students submit requests to complete a course at an external institution **at least 2 months** prior to the start of the course. Approval by G+PS usually takes **4 to 6 weeks** minimum. Making the request 2 months in advance gives the Graduate Advisor adequate time to review the request, and the SSO adequate time to complete the appropriate paperwork.

Having Transfer Credits Approved by G+PS upon Completion of Coursework: In general, it takes 4 – 8 weeks from the time of receipt of official transcripts at G+PS to have transfer credits approved & added to the students UBC Academic Record. Please be mindful of this when nearing graduation.

Visiting another university as a student: [Going to another university as a visiting student](#)

Graduate Advisor

The Graduate Advisor is a resource for all MSN students. If students have questions about the program or content in the MSN Handbook, please contact the current faculty member in this role: [Dr. Maura MacPhee](#)

Provisional Advisors

During the first year of the MSN program, a provisional advising team of nursing faculty and Student Services staff will be available to welcome students, to answer questions and to assist students with identifying potential supervisors and committee members for either a thesis or SPAR. Each new, incoming MSN student will be assigned to a faculty member of the provisional advising team. After the first year of the program, students should have an identified supervisor for their thesis/SPAR. Student Services and the Graduate Advisor are always available to answer MSN program questions.

Supervisors

Once students have identified the general topic they wish to pursue and are ready to decide on a thesis (N599) or a SPAR (N595), they should also identify a supervisor to steward them through the thesis/SPAR process. Provisional advisors will help new, incoming students connect with supervisors after first or second term.

After the student has found a faculty member who has agreed to serve as their **supervisor**, the student must officially notify the MSN program.

- Send an email to academic.support@nursing.ubc.ca with your name, student number, and “Supervisor Notification” in the subject line.
- In the body of the email include the name, phone number, and email of your supervisor.
- Graduate Student Support will follow up with your supervisor and the Graduate Advisor to confirm their approval, and then update your student record.
- Similarly, the names and contact information of thesis/SPAR **committee members** should also be emailed to academic.support@nursing.ubc.ca with your name, student number, and “Committee Member Notification” in the subject line.

Student Support Office

For non-academic advising, and guidance navigating UBC and the School of Nursing, MSN Students are encouraged to contact the [Student Support Office](#) for assistance.

The Student Support Office (SSO) is located in T248 in the UBC School of Nursing (Koerner Pavilion, UBC Hospital). It is open regular School of Nursing business hours (8:30am – 4:30pm, Monday – Friday). MSN Support Services are also reachable at phone (604-822-7473) or email student.services@nursing.ubc.ca.

Academic Requests

Submit your request to academic.support@nursing.ubc.ca for the following:

- requesting a leave of absence
- adding a supervisor/chair
- adding a committee member
- requesting to complete a transfer course (Western Deans' Agreement or other)
- requesting to complete a directed study or practicum
- requesting an extension to your program end date
- submitting a Policy 85 Memorandum of Understanding
- submitting progress reports
- switching between thesis and SPAR
- reporting thesis or SPAR proposal approval
- requesting a thesis oral defense
- submitting your thesis to cIRcle
- submitting your SPAR to cIRcle
- submitting your culminating project to cIRcle
- switch from full-time to part-time student status

For detailed instructions, please visit [Academic Request Instructions](#).

Student Wellbeing

UBC students often encounter setbacks from time to time that can impact academic performance. With Early Alert, faculty members can connect you with professional counselors/advisors who offer students support and assistance getting back on track to success. Only specialized UBC advisors are able to access any concerns faculty identify, and Early Alert does not affect students' academic record. For more information, visit [Early Alert](#).

The [Centre for Accessibility](#) facilitates disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions in all aspects of university life.

For information about addressing mental or physical health concerns, including seeing a UBC counsellor or doctor, visit [Student Services Health resources](#).

Schedule A (Full Time) vs. Schedule B (Part time)

MSN students are considered full time and are assessed tuition fees according to Schedule A . Full time or part time status for UBC MSN students is not related to how many courses you take. You can be registered for one course (e.g., continuous registration for N595 or N599) and still be considered full time. Full time or part time status is based on the tuition assessment schedule. Tuition breakdown for Schedule A and B can be viewed [here](#). Schedule A has 6 tuition installments and Schedule B has 9 tuition installments. Savings on Schedule B is around \$1,000 over the length of the program. Schedule B is not available to students on an International Student Visa. Schedule B requires approval from the Graduate Advisor and the Faculty of Graduate and Postdoctoral Studies **prior to the first term of the program in which fees are first assessed.**

Schedule B students:

- are not eligible to receive interest-free status government loans, University fellowships or scholarships or awards.
- are not eligible for grants and bursaries.
- are not eligible for teaching assistantships, research assistantships, student housing.
- are **held to the five-year maximum time allowed** for the master’s program.
- must obtain approval of their program’s Graduate Advisor and the Faculty of Graduate and Postdoctoral Studies **before** the start of their program, and
- are not permitted to revert back to Schedule A after initial payment of the tuition fees in the first term of the program.

It is important to note that ineligibility for teaching assistantships, research assistantships, grant applications, and University fellowships may limit the opportunity for participation in research, teaching & scholarship development activities.

Awards, Scholarships & Competitions

MSN students have access to a variety of scholarship competitions & awards.

Available awards are listed in the following webpages & resources:

- [Awards & Financial Assistance from UBC Academic Calendar for School of Nursing](#)
- [Awards Competitions for School of Nursing Website](#)
- [School of Nursing Graduate e-Newsletter Awards & Funding Opportunities](#)
- [Awards & Scholarships Available to Graduate Students](#)

Note RE: “Internal School of Nursing Awards” or “Departmental Awards”

These awards are often listed on the Graduate + Postdoctoral Studies (G+PS) Awards Opportunities page. There is a notation in the awards description that states “recommendations are made by the School of Nursing and the Faculty of Graduate Studies.” The Awards Committee considers all eligible PhD, MSN & MPH-MSN Students for these awards and makes recommendations on behalf of the School of Nursing. Please note that these awards typically go to PhD students first, then MSN & MN Students are considered—based on available awards funding.

Students are encouraged to review the resources provided and focus on available nursing scholarships or scholarships that complement students' practice areas and/or areas of study (i.e., thesis/SPAR topic). If there is a specific award you have questions about, please feel free to email Rana Hakami at awards@nursing.ubc.ca. She will set up a time with you to review the specific opportunity or provide additional context via email.

Enrolment Services Advisors

(Tuition, Payments, Fees & Student Loans)

Graduate students at UBC's Vancouver campus who have questions about [tuition](#), payments, fees, student loans, and need-based funding should connect with an [Enrolment Services Advisor](#) (ESA) at Brock Hall ([Enrolment Services](#)). Graduate students do not have an individual ESA assigned to them, but there is a team of ESAs that can support graduate students. To contact:

- email using the [Ask Me form](#).
- phone an advisor at 604-822-9836 or toll-free at 1-877-272-1422.
- drop by the [Enrolment Services Advising Centre](#) in Brock Hall.
- reserve a time with an ESA in the [Virtual Line](#).

Emergency Financial Assistance

If you are experiencing a financial emergency, **Enrolment Service Advisors** in [Brock Hall](#) can help you explore your options and manage your finances. In the **School of Nursing**, please contact the Graduate Advisor about [emergency funds](#).

Graduate Student in Nursing Association (GSNA)

[GSNA](#) is the official departmental organization representing the collective interests of graduate students in the School of Nursing. GSNA executive is elected by the student body and may be comprised of MSN, MN-NP and PhD students. To learn more about GSNA, please email gsna@nursing.ubc.ca.

Graduate Student Society (GSS)

GSS is run by and for the 10,000 graduate students at UBC Vancouver. GSS promotes and protect GSS members' academic, social and cultural interests. To learn more about GSS, please visit GSS website [here](#).

Student Spaces

MSN students have access to 3 dedicated student learning spaces:

T252 Nurses' Lounge

- Brought to you by the GSNA & NUS.
- Group study & hangout space.
- Microwaves, fridge, coffee maker, TV, computer terminals with access to printers.

T295 Student Computer Lab

- Computer lab access for all students, used for classes, tutorials, or individual / group student work.
- SPSS available on 8 workstations.

T293A Student Conference Room

- Silent study & student meetings.

All spaces are available to School of Nursing students with key card access 24/7. You can get your key card [here](#).

