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Graduate Student Association (GSAED)
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Email: gsaed@uottawa.ca

Registered Nurses’ Graduate Student Association
Email: graduate-nursing@uottawa.ca

Finance Office
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Email: esi.fin@uottawa.ca

Revised August 2017
Welcome to graduate studies at the School of Nursing, University of Ottawa. This guide is intended for students registered in one of the Graduate Programs of the School of Nursing and is aimed at presenting information that, we believe, will ease your journey through this unique and exhilarating intellectual adventure.

This School of Nursing Graduate Programs Student Guide should be used in conjunction with the information on the University of Ottawa website. Some of the important links that you will find particularly helpful are listed on page 4 of this guide.

This student guide and the University of Ottawa website will provide you with information about our programs, university policies and resources that will help you to develop your plan of studies with your academic advisor or thesis supervisor.

Our graduate programs are administered by the School of Nursing (Dr. Dawn Stacey, Director & Associate Dean Faculty of Health Sciences) and the Faculty of Health Sciences (Dr. Lucie Thibault, Dean) in collaboration with the Office of Graduate and Postdoctoral Studies (Dr. Claire Turenne-Sjolander, Interim Vice-Provost).

The University of Ottawa policies and regulations are available at http://www.uottawa.ca/administration-and-governance/policies-and-regulations.

I know that you will find the School of Nursing a stimulating learning environment and on behalf of all of our faculty and staff, I wish you an enjoyable and productive learning experience.

Best wishes with your studies,

Dawn Stacey, RN, PhD
Assistant Director, Graduate Programs
School of Nursing
613-562-5800 ext. 8422
wpeterso@uottawa.ca
Important links on the University of Ottawa website

http://www.uottawa.ca/

School of Nursing 
- Programs http://health.uottawa.ca/programs
- Courses http://catalogue.uottawa.ca/en/graduate/master-science-nursing/index.html#courselstext

Faculty of Health Sciences http://health.uottawa.ca/

Graduate and Postdoctoral Studies https://www.uottawa.ca/graduate-studies/
- Forms https://www.uottawa.ca/graduate-studies/students/forms
- Theses https://www.uottawa.ca/graduate-studies/graduate-studies/students/theses

University of Ottawa Academic Regulations http://www.uottawa.ca/administration-and-governance/policies-and-regulations

Important academic dates and deadlines https://www.uottawa.ca/important-academic-dates-and-deadlines/

General information for students & uoZone http://www.uottawa.ca/en/students

Campus maps http://www.uottawa.ca/facilities/maps
Shuttle bus schedule http://www.uottawa.ca/parking/shuttle-bus

Revised August 2017
1. **FACULTY of HEALTH SCIENCES: VISION, MISSION, RESOURCES AND SERVICES**

   Information which includes the vision, the mission, the resources and the services at the Faculty of Health Sciences, University of Ottawa is provided on the following web site at: http://health.uottawa.ca/about-the-faculty

2. **SCHOOL of NURSING**

   Information and news about the School of Nursing at the University of Ottawa is available at http://health.uottawa.ca/nursing/

3. **GRADUATE PROGRAMS COMMITTEE**

   Matters concerning the graduate programs of the School of Nursing are addressed by the Graduate Programs Committee. The Graduate Programs Committee consists of the Assistant Director who is the Chairperson, four elected full-time professors, two elected joint appointees, the Nurse Practitioner Program Site Coordinator, one student from the Masters’ program and one student from the PhD program.

4. **GRADUATE and POSTDOCTORAL STUDIES**

   Overviews of all graduate programs, admission requirements, degree requirements and course descriptions are available at: http://www.uottawa.ca/graduate-studies/future-students/programs/nursing

   Academic regulations applicable to all levels of studies and those that are applicable to graduate studies are available at: http://www.uottawa.ca/administration-and-governance/policies-and-regulations

5. **GRADUATE STUDENT ASSOCIATION / ASSOCIATION des ÉTUDIANTES DIPLÔMÉS (GSAÉD)**

   All full-time and part-time students enrolled in a graduate program are members of the University of Ottawa GSAÉD. The GSAÉD executive includes a president, a vice-president-internal, a vice-president-finance, a vice-president-communication and a vice-president-service. Consult the following web site to learn more about the Association, the elected executive members, what they can do for you and how you can get involved http://gsaed.ca/.

6. **REGISTERED NURSES’ GRADUATE STUDENT ASSOCIATION (RNGSAÉDIA)**

   The GNA/l’AIID represents graduate nursing students in the Masters and Doctorate studies at the School of Nursing, Faculty of Health Sciences, University of Ottawa. The GNA/l’AIID is a department association of the Graduate Students Association Étudiants Diplômes (GSAÉD) of the University of Ottawa. The purpose of the GNA/l’AIID is to pursue a supportive environment for excellence in education and to promote participation of graduate nursing students regarding decisions and activities at the University of Ottawa. As a community, the GNA/l’AIID supports diversity, inclusivity and respect for all members.

   Throughout the academic year, the GNA/l’AIID hosts a number of free social and educational events. Each year, the GNA/l’AIID offers a total of $1,200 in bursaries for students in all graduate nursing programs. The GNA/l’AIID facilitates the "GradBuddy Program", which is designed to help students transition into graduate studies and increase a sense of community among students.
7. COURSES

7.1. Academic Advisor

Upon admission to the program, every student who does not have a thesis supervisor is assigned an academic advisor who acts as a resource person for the duration of the student's studies. Students are expected to contact their academic advisor (or thesis supervisor) to schedule an appointment during their first term (refer to Appendix 1).

If you are registered in the MScN thesis option, your advisor will assist you in the choice of an appropriate thesis supervisor. A complete list of professors and their research interests is available on the School of Nursing website at http://health.uottawa.ca/nursing/about/tenure-track-professors.

7.1.2. Change of Academic Advisor

If the academic advisor designated upon entry to the program changes during the course of studies, this change must be formalized with the academic unit by the student. Please complete the form: Designation Change of Academic Advisor (http://health.uottawa.ca/nursing/guidelines-and-forms). The completed form must be returned to the Academic Office (Room MNT 240 or healthsc@uottawa.ca) once approved by the Assistant Director, Graduate Programs.

7.2. Course descriptions

The master's and PhD course descriptions are available on the Graduate and Postdoctoral Studies website at http://catalogue.uottawa.ca/en/graduate/master-science-nursing/#Coursestext

7.3. Course registration

Students register for courses online through uoZone. The registration procedure is available on the following Web site: http://www.uottawa.ca/graduate-studies/students/registration/guide. To check the status of your course registration, you can refer to your Infoweb account at https://web3.uottawa.ca/infoweb/logon/en.html.

7.4. Registration requirements for clinical courses and clinical placements

In order to register for a course with a clinical component (all MScN and PHCNP), students must comply with the Faculty of Health Sciences requirements. A description of our requirements is available on the Office of Risk Management Web site at http://www.uottawa.ca/services/ehss/CPRM.html. The required forms can also be downloaded from the same Web site. The completed forms must be submitted to Denise Laplante at Email: dlaplant@uottawa.ca

7.5. Modification and cancellation of registration

Students wishing to modify and/or cancel a course must complete the required form. This form can be downloaded from the Web site at http://www.uottawa.ca/graduate-studies/students/forms and be returned to the Academic Office (MNT 240, Montpetit Hall) as a service request through your uoZone account. Consult the University calendar for modification and cancellation deadlines or visit the web site at http://www.registrar.uottawa.ca/Default.aspx?tabid=2671.
7.6 Course schedules
The course schedules for all graduate programs are available on the University of Ottawa website at https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx. Please view both links – Basic Search and Advanced Search.

8. MASTERS of SCIENCE in NURSING PROGRAM - M.Sc. (N)

8.1 Goal
The goal of the program is to educate registered nurses for an advanced practice role and/or doctoral studies. Graduates of the program are prepared to assume leadership roles in improving the quality of nursing care in various health care settings. The program provides rigorous academic preparation based on theory and research to address health-related phenomena experienced by individuals, families, groups, aggregates and communities.

8.2 Objectives
In support of the above goal, the faculty members of the School of Nursing are committed to assisting students to achieve the following objectives:

8.2.1. Critique, compare and contrast theories relevant to nursing.
8.2.2. Demonstrate knowledge of a broad range of research methods.
8.2.3. Apply advanced knowledge and competencies in the provision of direct nursing care in a specific area of nursing practice.
8.2.4. Act as a consultant as required in complex care situations.
8.2.5. Design and evaluate educational interventions for clients and families, colleagues, students and community.
8.2.6. Foster the use of research findings in practice and initiate independent and/or collaborative research projects.
8.2.7. Demonstrate professional, social, and political leadership skills needed to influence change in nursing and health care.
8.2.8. Participate in interprofessional collaboration in planning, implementing and evaluating health care.

8.3 Program options: Thesis or Clinical
The choice of thesis or clinical stream revolves around several issues. Your decision should be made in consultation with your academic advisor.

8.4 Program duration and course sequence
A full-time student is expected to take 24 months (6 sessions) to complete the program. The program can be taken on a part-time basis over a maximum of four years. Not all courses are necessarily offered in each term, therefore it is important to plan carefully with your academic advisor in order to meet all of the requirements within the time limit. It is strongly recommended that you follow the course sequence provided on our website at http://health.uottawa.ca/programs. A template that you can use to document your progress through the program is available on the School website at Forms - Program Plan Template. http://health.uottawa.ca/nursing/guidelines-and-forms and in section 8.8 of this student guide. Please bring your completed program plan when you first meet with your academic advisor or thesis supervisor and when you intend to discuss making any changes from the recommended sequence.

8.5 Distance education
All core and most elective courses are offered by distance modalities to students registered in the Master’s distance program. Francophone students from minority French-language communities situated
in the western provinces, Atlantic Provinces and the Territories can benefit from the Consortium national de formation en santé (CNFS). Any questions regarding access to courses should be addressed to the professor of the specific course. Also consult the « Distance Education » section for a wide variety of useful tools for distance students.

8.5.1 Course delivery

**Distance courses**
Courses where the professor and the students are in class and the students from different regions are present and connected either by audio or video during scheduled class hours.

**Online courses**
Courses where the professor is not physically present in the classroom; the course content is usually available on Virtual Campus (Brightspace). However, the professor may require your virtual or physical presence in class during specific times (example: discussion periods, exams). Consult the professor's internet site for specific directives.

8.6 Master's of Science in Nursing with Diploma in Primary Health Care for Nurse Practitioner
The Master's of Science in Nursing with Diploma in primary health care nurse practitioner is a graduate level program which leads to accreditation as a primary health care nurse practitioner. The program is offered in the clinical option only. The total number of credits is 45. The courses are delivered in house (on campus) and by virtual classroom. The program may be completed in 24 months as a full-time student or three years as a part-time student.

8.7 Specialization in Women Studies
The Master's program in nursing (thesis option) participates in the collaborative program in women's studies at the master's level. This program was established for students wishing to enrich their training in nursing by including an interdisciplinary component in women's studies. The specific requirements of the collaborative program include two core "FEM " courses and a thesis on a topic related to Women's Studies. Students in the collaborative program must complete 3 credits additional to those required in the regular program.

Students should normally apply for acceptance in the women’s studies collaborative program at the same time as they apply for admission to the master’s program in nursing. Consult the Institute of Feminist and Gender Studies website at [https://socialsciences.uottawa.ca/feminist-gender-studies/programs](https://socialsciences.uottawa.ca/feminist-gender-studies/programs).
8.8 Program plan template

STUDENT’S NAME*: ____________________________________________ STUDENT NUMBER: ____________

## PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

<table>
<thead>
<tr>
<th>Master of Science in Nursing</th>
<th>Master of Science in Nursing / PHCNP</th>
<th>Master of Science in Nursing with a Specialization in Women’s Studies</th>
<th>Master of Science in Nursing for Nurse Practitioners</th>
<th>Diploma in Primary Health Care for Nurse Practitioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Option</td>
<td>21 cr core courses, 9 cr elective</td>
<td>Plus NP courses</td>
<td>Plus 6 cr FEM</td>
<td>30 cr core courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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</table>

## COURSE(S) PRIOR TO ADMISSION

### YEAR 1
20___ - 20___

### YEAR 2
20___ - 20___

### YEAR 3
20___ - 20___

### YEAR 4
20___ - 20___

Student Signature: ___________________________________________________________________________ Date: ____________________

Submit to the Administrative Assistant, RGN 3051 once completed and signed at graduate.nur@uottawa.ca

Revised June 2016
9. DOCTORATE in PHILOSOPHY - NURSING - Ph.D. (N)

9.1. Goal
The goal of the doctoral program in nursing is to prepare scientists capable of conducting innovative research that result in new and significant contributions to nursing knowledge. The students engage in creative thinking, critical appraisal and synthesis of scholarly work in their field of interest using a wide range of philosophical, theoretical and methodological perspectives.

9.2. Objectives

The graduate of the PhD program will be prepared to:

9.2.1. Demonstrate a commitment to the advancement of nursing knowledge that values diverse approaches to knowledge generation.
9.2.2. Design and conduct original research relevant to the discipline/profession of nursing.

9.3 Fields of Study

The PhD program consists of three fields:

- Evidence Informed Decision Making in Nursing and Health Care;
- Nursing Practice and Delivery Systems and;
- Sociopolitical, Educational and Historic Contexts of Nursing.

9.4 Program duration and course sequence

The PhD program is full-time and students are expected to complete the program in four years. Not all courses are necessarily offered in each term; therefore, it is important to plan carefully with your thesis supervisor in order to meet all of the requirements within the time limit. It is strongly recommended that you follow the course sequence provided on our website at http://health.uottawa.ca/programs. A template that you can use to document your progress through the program is available on the School website at Forms - Program Plan Template. http://health.uottawa.ca/nursing/guidelines-and-forms and in section 9.6 of this student guide. Please bring your completed program plan when you first meet with your thesis supervisor and when you intend to discuss making any changes from the recommended sequence.

9.5 Course delivery

All courses are offered on-campus to students registered in the PhD program.
PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

Doctorate in Nursing

15 credits of core courses
Comprehensive Exam + Thesis

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<tr>
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<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td>COURSE(S) PRIOR TO ADMISSION</td>
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<td>YEAR 1</td>
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<tr>
<td>20____ - 20____</td>
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<td></td>
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<tr>
<td>YEAR 2</td>
<td></td>
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<tr>
<td>20____ - 20____</td>
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<tr>
<td>YEAR 3</td>
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<td>20____ - 20____</td>
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<tr>
<td>YEAR 4</td>
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<td>20____ - 20____</td>
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</tbody>
</table>

Student signature: ___________________________________________ Date: ____________________

Graduate Studies Office: ________________________________________ Date: ____________________

Submit to the Administrative Assistant, RGN 3051 once completed and signed at graduate.nur@uottawa.ca

Revised July 2013
10. THESIS

10.1. Preparing a thesis or a research paper

The Graduate and Postdoctoral Studies webpage http://www.uottawa.ca/graduate-studies/ - Theses section introduces most aspects of preparing a master's or PhD thesis including: thesis supervision, topic registration, writing, annual progress reports, submission and evaluation, oral defence, university regulations, and information about many other helpful resources.

10.2. Thesis regulations

The University academic regulation II-7 Theses is available at https://www.uottawa.ca/administration-and-governance/academic-regulation-II-7-theses. Please familiarize yourself with this regulation.

11. FINANCIAL SUPPORT, AWARDS, PRIZES and RESOURCES

11.1. Graduate and Postdoctoral Studies

Information about awards and financial support relevant to nursing graduate students can be found on the university web site at https://www.uottawa.ca/graduate-studies/students/awards.

11.2. Financial Aid and Awards Service

The Financial Aid and Awards Service encourages University of Ottawa students to fulfill their dream of pursuing postsecondary education. The Service accomplishes this by providing students with access to a variety of financial resources, tools and information; by rewarding academic excellence with awards; offering valuable expertise on government loans and creating job opportunities for students through the Work-Study program. You can obtain more information on the university web site https://www.uottawa.ca/financial-aid-awards/.

11.3. Conference and research travel grants

The Office of the Vice-Provost, Graduate and Postdoctoral Studies recognizes the importance of sharing with the broader scientific community the work of graduate students and postdoctoral fellows. Therefore travel and research grants are available for students. For more information, consult https://www.uottawa.ca/graduate-studies/students/forms (see Awards and financial support)

11.4. Assistantships

The School of Nursing offers teaching and research assistantships. Although priority is given to University of Ottawa admission scholarship holders, the School also awards assistantships to other students based on the availability of positions. These positions are posted on the following website under Student Jobs and on our employment board, 3rd floor, Guindon Hall. Do not hesitate to contact the Administrative Assistant, Graduate Programs at graduate.nur@uottawa.ca if you require additional information. Full time graduate students, holding such employment must not exceed an average of ten hours per week per semester.

11.5. Assistance for funding applications

Thesis students can also seek the advice and assistance of the Faculty of Health Sciences Senior Research Advisor, Anne-Marie Gagnon. The Senior Research Advisor is available to provide support when writing research grant applications or applying for financial awards.
11.6 Other Awards and prizes for graduate students in nursing

<table>
<thead>
<tr>
<th>GRADUATE PROGRAM</th>
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</thead>
<tbody>
<tr>
<td>THE MCGEE TROPHY</td>
</tr>
<tr>
<td>Awarded annually to a student in the Doctoral program with the highest academic standing in the NSG 7100 - Theoretical and Philosophical Perspectives in Nursing course. This prize emphasizes the exceptional knowledge and utilization of innovative theoretical concepts in practice and research.</td>
</tr>
</tbody>
</table>

Please consult the University of Ottawa’s webpage - Online Scholarships and Bursaries - available at [https://scholarships.uottawa.ca/](https://scholarships.uottawa.ca/). This online tool gives you access to a directory of the numerous scholarships and bursaries offered at the University of Ottawa. Many of these funding opportunities are only available to graduate nursing students so we encourage you to apply!

12. USEFUL LOCATIONS

<table>
<thead>
<tr>
<th>![flag]</th>
<th>School Administrative Office</th>
<th>Room RGN 3051, ☑ 613-562-5473</th>
</tr>
</thead>
<tbody>
<tr>
<td>![envelope]</td>
<td>Mail</td>
<td>Room RGN 3051</td>
</tr>
<tr>
<td>![book]</td>
<td>Academic Office</td>
<td>Room MNT 240, ☑ 613-562-5853</td>
</tr>
<tr>
<td>![book]</td>
<td>Health Sciences Library Information Services Circulation Desk FAX Interlibrary Loans</td>
<td>Room RGN 1020 ☑ 613-562-5800 ext 8294 ☑ 613-562-5407 ☑ 613-562-5401 ☑ 613-562-5210</td>
</tr>
<tr>
<td>![computer]</td>
<td>Computer Laboratory</td>
<td>Room RGN 2015</td>
</tr>
<tr>
<td>![smile]</td>
<td>Staff and Graduate Student Lounge</td>
<td>Room RGN 3004</td>
</tr>
<tr>
<td>![flag]</td>
<td>Graduate Student Work Stations Request with the Administrative Assistant</td>
<td>Room RGN 3036 Room RGN 3036B Room RGN 3046 Room RGN 3046B</td>
</tr>
<tr>
<td>![globe]</td>
<td>Campus map - <a href="http://www.uottawa.ca/map/">http://www.uottawa.ca/map/</a></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 1

Student check list - First meeting with your Academic Advisor

Schedule an Appointment
☐ Contact your academic advisor to schedule an appointment as soon as possible.

The Day of your Appointment - Bring the following documents:
☐ Current Curriculum Vitae
☐ Narrative Report submitted with your request for admission (As per the law on confidentiality, this document in your student file is not accessible to the advisors and may not be sent to them by the Academic Secretariat).
☐ A copy of your completed personalized program plan

Your academic advisor expects you to be prepared for this meeting. If you have not completed the above check list or do not have the necessary documents, your academic advisor could reschedule the meeting for a later date.

Do not forget that you are responsible for keeping your program plan up to date and planning subsequent meetings with your academic advisor, preferably once during each term, once a year and as needed.