



MASTER OF SCIENCE, MAJOR IN NURSING

2008 Application

EXPLORE, ENGAGE, EXCEL!



UNIVERSITY OF MINNESOTA
SCHOOL OF
NURSING

PROGRAM INFORMATION

Master of Science, Major in Nursing

The graduate nursing major is offered through the University of Minnesota Graduate School and accredited by the Council on Collegiate Nursing Education. It provides two program options:

- Plan A/thesis, non-clinical: You select coursework that prepares you to explore a research topic and complete a thesis.
- Plan B/non-thesis, clinical or functional area: You prepare to integrate research into advanced nursing roles and leadership positions.

Plan B Areas of Study

The School of Nursing offers 15 areas of study: Adult Health Clinical Nurse Specialist (AHCNS), Family Nurse Practitioner (FNP), Gerontological Nurse Practitioner (GNP), Gerontological Clinical Nurse Specialist (GCNS), Nurse Anesthesia (NA), Pediatric Nurse Practitioner (PNP), Women's Health Care Nurse Practitioner (WHCNP), Psychiatric Mental Health Clinical Nurse Specialist (PMHCNS), Nurse Midwifery (NMW), Pediatric Clinical Nurse Specialist (PCNS), Children with Special Health Care Needs (CSHCN) and Pediatric Nurse Practitioner/Children with Special Health Care Needs (PNP/CSHCN), Nursing and Health Care Systems Administration (ADMIN), Public Health Nursing (PHN), and Public Health Nursing-Adolescent Nursing (PHN-ADOL).

Tuition & Fees

For current information about tuition and fees, visit the U of M OneStop web site: <http://onestop.umn.edu/onestop/tuition.html> .

Financial Aid

For information on financial aid, contact the Office of Student Finance, University of Minnesota, Twin Cities, 200 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455.

Telephone: 612-624-1111; Toll-free: 800-400-8636.

E-mail: helpingu@umn.edu;

Web site: <http://onestop.umn.edu/onestop/financialaid.html> .

Fellowships and Assistantships

The Graduate School awards a number of fellowships to incoming students. For information about fellowships, contact the Graduate School at 612-625-7579 or visit their web site (<http://www.grad.umn.edu/fellowships/>). Information on fellowships for students of color or disadvantaged students is available from the Office of Equal Opportunity in Graduate Studies, 612-625-6858 or <http://www.grad.umn.edu/oeo/finances/fellowships.html> . Graduate assistantships are also available that can help with tuition costs. Visit <http://www1.umn.edu/ohr/gao/> for more information.

ABOUT YOUR APPLICATION

Application Process

Students are admitted summer or fall term (depending on the area of study) to the graduate program in nursing. You may apply to only one area of study.

Note that the application has two parts; one for the School of Nursing and the other for the Graduate School. Review the checklist on page 5 for complete details. **Your application will be reviewed only when all materials have been received.** This includes everything listed on the checklist. You should submit the School of Nursing application and the Graduate School application at the same time.

The School of Nursing Graduate Admissions & Progression committee and a committee in your selected area of study will review your application and make a recommendation to the Graduate School. You will be notified of the final decision of the Graduate School by e-mail approximately 10-12 weeks after the application deadline.

It is your responsibility to notify the School of Nursing of any changes in name, address, phone number or e-mail, or if you do not plan to enter the program.

Deadlines

Your complete School of Nursing application, \$55 application fee, copy of your Graduate School application, all reference forms, copy of RN license, current resume, and any applicable test scores must be received (not postmarked) by 4:30 p.m. on August 1, 2007 for the Nurse Anesthesia area of study or 4:30 p.m. on November 1 for all other areas of study.

Late or incomplete applications will not be reviewed.

References must accompany your School of Nursing application in a sealed envelope with the recommender's signature across the seal. Be sure to allow enough time and follow up with your recommenders to ensure they are aware of the deadline. No exceptions will be made.

International Students

For visa information, contact the International Student and Scholar Services Office (ISSS) at 612-626-7100 or <http://www.iss.umn.edu>. Their mailing address is: International Student and Scholar Services; 190 Hubert H. Humphrey Center; 301 – 19th Ave. S.; Minneapolis, MN, 55455. E-mail: iss.umn.edu.

Important: All international students coming to the University on an F-1 or J-1 visa must be enrolled full-time each semester, regardless of whether the program is available on a part-time or full-time basis.

Students with Disabilities

The School of Nursing works through The Office of Disability Services to accommodate students with disabilities. To register with Disability Services, contact 612-626-1333 or visit their web site at <http://ds.umn.edu>.

Diversity and Equal Opportunity

The growing diversity of the nation's population underscores the need to prepare future nursing practitioners and researchers who are knowledgeable and sensitive to the population's needs. The School of Nursing seeks to admit and educate a diverse student body, both in order to enrich the students' educational experience and to prepare them to meet the health needs of a diverse society. Student body characteristics that will enhance diversity in the school include leadership qualities, a strong work, community or public service record, special talents and interests, gender (males are underrepresented in the nursing profession), and a wide range of economic, social, racial/ethnic and geographic backgrounds. The University of Minnesota is an equal opportunity educator and employer.

Privacy

All information in your application is private. It will be used exclusively for identification and to determine admission. We recommend you keep a copy of your application. We will not copy the application or parts of it for you. Once you submit the application to us, it becomes property of the School of Nursing Office of Student & Career Advancement Services. No parts of the application will be returned at the end of the admissions process. If you are not admitted, your application materials will not be retained.

REQUIREMENTS

Nursing license

As part of your application you must submit a photocopy of a current registered nurse license. Before you can begin your clinical assignments, you must obtain an R.N. license in the state in which you will work. International students must submit a photocopy of a current RN license from their home country.

If you are an international nurse, you must obtain a Minnesota license by the end of your second semester in residence. You will need to pass the Commission on Graduates of Foreign Nursing Schools (CGFNS) exam and the exam to obtain a Minnesota license (NCLEX). You are encouraged to take the CGFNS exam in your home country prior to enrollment. For more information, contact the Minnesota Board of Nursing: <http://www.nursingboard.state.mn.us> or call 612-617-2270.

Education

You must hold a baccalaureate degree. If your major is not in nursing, you must provide as part of your application written evidence of knowledge (course work or special projects) in each of the following areas: health promotion, community health nursing, leadership/management, and teaching/counseling.

Detailed information about these four areas is on the School of Nursing web site:

<http://www.nursing.umn.edu/MS/ProspectiveStudents/NonBSNDocumentation/home.html> .

Grade Point Average (GPA)

Successful applicants typically have a Grade Point Average (GPA) of 3.4 or above (on a 4.0 scale). If your GPA is lower than 3.0 but you feel that your grades do not accurately reflect your abilities, you may still apply and be considered for admission. You may wish to submit a Graduate Record Exam (GRE) score and essay describing the circumstances surrounding the low GPA.

Graduate Record Exam (GRE) scores

You do not need to submit Graduate Record Exam scores unless you submit narrative, pass/no-credit or other non-graded notations for a majority of the credits toward your baccalaureate degree in your major field of study. The GRE must have been taken within the past five years.

Area of Study Experiential Expectations

The following areas of study have minimum experiential expectations:

- GNP: requires 1 year of work experience with older adults
- PNP and PCNS: requires 1 year of clinical experience, preferably with the population in the anticipated area of

practice

- CSHCN: requires 1 year of experience with children and families, and demonstrated leadership potential
- AHCNS: requires 6 months to 1 year of clinical experience in Medical-Surgical nursing in the U.S.
- NMW: requires 1 year of clinical experience, preferably in labor and delivery
- PMHCNS: recommends current psychiatric nursing experience
- WHCNP: recommends one year of clinical experience in women's health
- FNP: recommends 2 years of clinical experience.
- NA: requires at least 1 year of critical care nursing experience; adult Surgical Intensive Care or Medical Intensive Care experience is preferred.

Contact the specific Area of Study coordinator for more information on how to fill expectations for these areas. Phone numbers and email addresses can be found on the School of Nursing web site: <http://www.nursing.umn.edu> .

English Language Proficiency

If your native language is not English, you must take the Test of English as a Foreign Language (TOEFL) and score at least 586 (written), 240 (computerized), or 95 (iBT). Information is available on the TOEFL website at <http://www.toefl.org> .

If the TOEFL is not available in your country, you must take the Michigan English Language Assessment Battery (MELAB) and score at least 85. Information about the MELAB is available at <http://www.lsa.umich.edu/eli/melab.htm> .

You are exempt from taking the test if, within the past 24 months, you have completed 24 quarter credits or 16 semester credits in residence as a full-time student at a recognized institution of higher learning in the United States. Transfer students may be asked to take a locally administered English test after arrival on campus.

Immunization

You must obtain health clearance from the Boynton Health Service (on-campus health center) as a condition of enrollment. If admitted, you will receive a "Student Immunization Record" form to be completed by a health care provider. Immunization includes: Mantoux Tuberculin Test (two-step); Measles/Mumps/Rubella (MMR, two-step); Hepatitis B (three-step); Varicella (two-step); Tetanus/Diphtheria. For additional information, see the Boynton Health Service Web site: <http://www.bhs.umn.edu>. You may request a declination if the vaccine is contraindicated because of potential allergic reactions or pregnancy. A health care provider signature is required.

APPLICATION CHECKLIST

Step 1: Complete the Graduate School Application- <http://www.grad.umn.edu>

There are two Graduate School application options depending on whether you already have a graduate degree from (or were previously/currently enrolled in) a Graduate School program at the University of Minnesota, or if you are new to our University. With either option, you must submit official transcripts from each post-secondary institution you have attended. They must be sent from the institution directly to the Graduate School. Be sure to request your transcripts early enough so they reach the Graduate School by the specified deadline (August 1, 2007 for Nurse Anesthesia or November 1 for all other areas of study).

Option A: New to the University of Minnesota

For those that have never been a graduate student at any of the University of Minnesota campuses.

- U of M Graduate School application**
The application is available through the Graduate School's online "Apply Yourself" (AY) system. Print a copy of the Graduate School application to include with the School of Nursing application. It is advisable to print one for your records as well. The application must be submitted by August 1, 2007 for Nurse Anesthesia or November 1 for all other areas of study
- \$55 fee (\$75 for international students)**. This fee is for the Graduate School application

Option B: Current or Former University of Minnesota Graduate School Student

For those that have a U of M graduate degree, or have previously been admitted to and registered in a Graduate School program.

- U of M Change of Status form**
Obtain from the Graduate School web site: http://www.grad.umn.edu/current_students/registration/readmission.html or by calling 612-625-3014. Print a copy of the form to submit along with the School of Nursing application. The School of Nursing adheres to our program deadlines, not the deadlines listed on the Graduate School web site. Be sure to submit this form to the Graduate School by August 1, 2007 for Nurse Anesthesia or November 1, 2007 for all other areas of study.
- \$55 fee (\$75 for international students)**

Step 2: Complete the School of Nursing M.S. Application- <http://www.nursing.umn.edu>

Submit all School of Nursing application materials (including references) in one envelope to ensure accurate and timely processing. Submit application materials to:

U of MN School of Nursing, 5-140 Weaver-Densford Hall;
308 Harvard Street S.E.; Minneapolis, MN 55455

All application materials must be received (not postmarked) by 4:30 p.m. on August 1, 2007 for Nurse Anesthesia or 4:30 p.m. on November 1 for all other areas of study. Late or incomplete applications will not be reviewed. **Applicants must send official transcripts directly to the Graduate School (not the School of Nursing). The School of Nursing is not responsible for forwarding transcripts to the Graduate School.**

- School of Nursing application**
Complete all sections. Demographic information is optional.
- \$55 application fee**. This fee is for the School of Nursing application. Make checks payable to the University of Minnesota.
- Copy of your Graduate School application**
- Photocopy of your current RN license**
- Current resume** (attach copies of publications)
- English language proficiency test scores**
Submit photocopies of scores, if applicable (see page 4).
- GRE scores** (if applicable)
- Two completed Admission Reference forms**
Two references from past professors or supervisors are required. You must use the forms included with this application. The letters must accompany this application. They must be in sealed envelopes with your recommender's signature across the seal.
- Nurse Anesthesia Clinical Performance Evaluation** (*in addition to the Admission Reference forms*). Nurse Anesthesia applicants must submit three additional Clinical Performance Evaluation forms. You may ask the same individuals to complete both references (i.e., three references completing five forms). These also must accompany the application and be in sealed envelopes with the recommender's signature across the seal.

If you are applying for a dual degree in Nursing and Public Health, please contact the School of Public Health for information about application materials and requirements.



2008 APPLICATION

MASTER OF SCIENCE, MAJOR IN NURSING PROGRAM

Please follow the accompanying instructions when filling out this application. You must complete this form entirely. Submit it and all materials listed on the Application Checklist (page 5), to the School of Nursing. Type or print clearly. All requested information is required, except where noted. Remember to keep a copy of this application for your records.

2008 Deadlines: The application and \$55 application fee must be received by August 1, 2007 for Nurse Anesthesia; November 1, 2007 for all other areas of study.

A PERSONAL INFORMATION

Last name	First	M.I.	U of MN ID#
Mailing address (street, apartment number)			
City	State	Zip	
Home phone	Cell phone	E-mail (list U of MN e-mail if available)	
Please list any former/maiden names			

B RESIDENCY INFORMATION

State of legal residency _____

Country of citizenship _____

If you are not a U.S. citizen, what type of visa do you have or expect to secure?
O-1 _____ F-1 _____ Permanent resident _____ Other (*specify*): _____

C ENGLISH LANGUAGE PROFICIENCY

See page 4 of instructions for information about tests and exemptions.

___ English is my native language or I qualify as being exempt from taking the TOEFL or MELAB test.

___ English is not my native language. I have completed the TOEFL or MELAB test and am enclosing a photocopy of my scores with this application, along with the information below.

Exam date _____

Exam taken (iBT OR TOEFL) _____

Score _____

D**PROGRAM SELECTION**

Please check one of the options below. (See page 2 of the instructions for information.)

Plan A: thesis, non-clinical program

If you select this option, you must contact the Director of Graduate studies before submitting your application.

Plan B: non-thesis, clinical or functional specialty

If you select this option, check one of the areas of study listed below.

Plan B areas and semester of admission (when coursework begins)

- Children with Special Health Care Needs (CSHCN): Summer
- Family Nurse Practitioner (FNP): Summer
- Gerontological Nurse Practitioner (GNP): Summer
- Nurse Anesthesia (NA): Summer
- Pediatric Clinical Nurse Specialist (PCNS): Summer
- Pediatric Nurse Practitioner/Children with Special Health Care Needs (PNP/CSHCN): Summer
- Pediatric Nurse Practitioner (PNP): Summer
- Adult Health Clinical Nurse Specialist (AHCNS): Fall
- Nurse Midwifery (NMW): Fall
- Psychiatric-Mental Health Clinical Nurse Specialist: (PMHCNS) Fall
- Women's Health Care Nurse Practitioner (WHCNP): Fall
- Gerontological Clinical Nurse Specialist (GCNS): Summer
- Nursing and Healthcare Systems Administration (ADMIN): Summer
- Public Health Nursing (PHN): Summer
- Public Health Nursing-Adolescent (PHN-ADOL): Summer

E**DUAL DEGREE**

The University of Minnesota's dual degree option provides students with a Master of Public Health and a Master of Science with a major in Nursing. An additional option provides students with a Master of Science, major in nursing, and a minor in essential Public Health Sciences.

The goal of these options is to provide students with an interdisciplinary educational experience that prepares them to work collaboratively with other disciplines in the promotion of the public's health.

To be admitted to the Master of Science with a major in Nursing and an area of study in Public Health Services, students must apply to and meet the admission requirements of the School of Nursing. To be admitted to the dual degree option, students must apply to and meet the requirements of both the School of Nursing and the School of Public Health. Applicants for both options must have a current registered nursing license in good standing and a Baccalaureate degree from an accredited institution.

Please select one:

I plan to apply for a dual degree: an MS in Nursing with Public Health Nursing as my area of study, and an MPH in the School of Public Health.

I do not plan to apply for a dual degree in Public Health.

F**PROFILE ESSAYS**

Please respond to all of the following essay questions. Prepare your responses carefully, as they are your opportunity to tell the Admissions Committee about yourself in ways that might not be evident from your academic record. The School seeks to admit and educate a diverse student body, both in order to enrich the students' educational experience and to prepare them to meet the health needs of a diverse society. Student body characteristics that will enhance the diversity in the school include leadership qualities, a strong work record, community or public service record, special talents and interests, gender (males are underrepresented in the nursing profession), and a wide range of economic, social, racial/ethnic and geographic backgrounds. Each essay should be approximately 250 words (one page). Use a separate sheet of paper for each question. Type and double-space your answers, and put your name on all sheets:

Essay 1: What are your short-term and long-term professional goals for after you complete a master's degree with a major in nursing? Please be as specific as possible. If there is a particular area of study and/or client population you want to focus on during your graduate study, please elaborate.

Essay 2: Describe your professional leadership, research and work experience in relation to practice settings, client populations served, number of years of experience and how they have prepared you for graduate education in nursing.

Essay 3: What research question(s) or what areas of inquiry would you like to pursue in your coursework?

Essay 4: What other information would you like the Admissions Committee to know about you and how you would enhance the diversity of the student body (see diversity characteristics above).

G**BACKGROUND**

Minnesota State Law requires that health care facilities complete background checks on all employees (and students). If an employee (or student) has been convicted of certain crimes, he/she may not be allowed to work in that facility. All prospective nursing students need to be aware of this law, because a student convicted of these crimes may be unable to complete the clinical requirements of the nursing program. All questions should be addressed to: Minnesota Department of Human Services, Division of Licensing, Background Study Unit, 444 Lafayette Road, St. Paul, MN 55155-3842.

If you answer the following question in the affirmative, you will not be excluded for review for admission; your circumstances will be individually evaluated.

Have you ever been found guilty of cheating or any other disciplinary offense at any college or professional school? If yes, please describe on a separate sheet the offense, sanction, date of occurrence and

Yes No

H
CERTIFICATION

I certify that, to the best of my knowledge, all information I have provided on this application and in supporting documentation is correct, complete and composed by me. I understand that any omission, information or misrepresentation may void my admission or result in dismissal or revocation of any degree awarded upon this admission.

Privacy Statement: The information requested on this application will be used to identify you and determine your qualifications for admission to this program. Demographic information is optional; all other items are required. Failure to provide required items will result in your application not being considered. The private information on this form is accessible only to staff, the School of Nursing Graduate Admissions and Progressions Committee, employees at the University who have a need to know the information to perform their job responsibilities, and outside organization and government bodies in limited circumstances as authorized by state or federal law. In addition, you may review your own file except for any confidential letters of recommendation (if applicable) for which you have waived

Applicant's signature

Date

I
SUBMISSION

Please submit materials to the address below in one envelope to ensure accurate and timely processing. **All application materials must be received by 4:30 p.m. on August 1, 2007 for the Nurse Anesthesia area of study, or 4:30 p.m. on November 1, 2007 for all other areas of study.**

University of Minnesota School of Nursing
5-140 Weaver-Densford Hall
308 Harvard Street S.E.
Minneapolis, MN 55455

Phone: 612-625-7980

Toll-free: 800-598-8636

Fax: 612-625-7727

E-mail: SONStudentInfo@umn.edu

Web site: <http://www.nursing.umn.edu>

DEMOGRAPHIC INFORMATION

The School of Nursing seeks to admit and educate a diverse student body, both in order to enrich students' educational experiences and to prepare them to meet the health needs of a diverse society. Student body characteristics that will enhance diversity in the school include leadership qualities, a strong work, community or public service record, special talents and interests, gender (males are underrepresented in the nursing profession), and a wide range of economic, social, racial/ethnic and geographic backgrounds.

The information requested below is optional. It may be used to support Affirmative Action efforts in the admissions process, and will be used for summary reports required by federal and state laws and regulations.

You will not be penalized if you choose not to provide this information.

Name

Gender:

- Male
- Female

Predominant ethnic background:

- White
- Black
- American Indian or Alaskan native
- Asian or Pacific Islander
- Multi-ethnic background or other (please list)

1) _____

2) _____

3) _____

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu. Web: <http://www.eoaffact.umn.edu> .



2008 ADMISSION REFERENCE FORM

MASTER OF SCIENCE, MAJOR IN NURSING PROGRAM

The person whose name appears below has applied for admission to the University of Minnesota School of Nursing Master of Science program. The Graduate Admissions and Progression Committee at the school would appreciate your assessment of the candidate's professional abilities and personal qualities. Please complete this reference and return it to the candidate in a sealed envelope, with your signature across the seal. Note that **all application materials must be received by 4:30 p.m. on August 1, 2007 for the Nurse Anesthesia area of study or 4:30 p.m. on November 1, 2007 for all other areas of study**-please promptly return this form to the applicant to ensure timely submission.

APPLICANT INFORMATION (COMPLETED BY APPLICANT)

Last name	First	MI	U of MN ID#
Mailing address (street, apartment number)			
City	State	Zip	
Phone/s	Email address (use U of MN email if available)		

I hereby wave any right of access to this confidential letter of evaluation.	
Signature	Date

EVALUATOR INFORMATION (COMPLETED BY EVALUATOR)

Name and degree(s)	
Title/Employer	
Work address	Phone/s
Signature	Date

APPLICANT EVALUATION

How well do you know the applicant:
 very well fairly well minimally unknown

How long and in what context do you know the applicant?

(continued)

1. Evaluate the applicant in comparison to all others applying to a graduate degree program:

Applicants abilities	Top 5%	Top 10%	Top 25%	Top 50%	Below average	Unable to assess
Intellectual capability						
Nursing Competency (if applicable)						
Personal integrity						
Motivation/Initiative						
Dependability						
Emotional maturity						
Ability to work with others						
Quality of written communication						
Quality of oral communication						
Analytical ability						
Leadership potential						
Potential for success in advanced practice (MS Program applications)						
Potential for success as a researcher/ scholar (PhD applicants)						

Strongly recommend Recommend Recommend with reservations Do not recommend

2. Please submit a one page-letter of recommendation in which you:

- Evaluate the applicant's preparation, initiative, and aptitude for independent work following completion of the M.S. degree (MS program applicants) or PhD degree (PhD program applicants).
- Evaluate the applicant's maturity, motivation, self-confidence and strength of commitment to an advanced practice career (MS program applicants) or a research career (PhD program applicants).
- Describe strengths and weaknesses in the applicant's oral and written communication skills.

EVALUATION SUBMISSION

Return to the applicant this form and your letter in a sealed envelope with your signature across the seal. The applicant must submit all application materials by 4:30 p.m. on August 1, 2007 for the Nurse Anesthesia area of study or 4:30 p.m. on November 1, 2007 for all other areas of study – **no exceptions will be made**. Please promptly return the form and letter to the applicant to ensure timely submission. If you have any questions, please contact the School of Nursing Office of Student & Career Advancement Services at 612-625-7980.

- 3. Work planning
Comments: _____
- 4. Technical competencies within the professional working field
(i.e. manual dexterity).
Comments: _____
- 5. Documentation and record keeping
Comments: _____
- 6. Judgment (basic knowledge applied without aid)
Comments: _____
- 7. Ability to handle emergency situations
Comments: _____
- 8. Leadership ability
Comments: _____
- 9. Dependability (promptness, use of sick leave, etc.)
Comments: _____
- 10. Motivation (self-development activities)
Comments: _____
- 11. Integrity and professional ethics
Comments: _____
- 12. Active interest in professional organizations
Comments: _____

Evaluator signature

Date

SUBMITTING THE EVALUATION

This evaluation will not be made available to the applicant.

Return this evaluation to the applicant in a sealed envelope with your signature across the seal. The applicant must submit all application materials by 4:30 p.m. on August 1, 2007 for the Nurse Anesthesia area of study – **no exceptions will be made**. Please promptly return the evaluation to the applicant to ensure timely submission. If you have any questions, please contact the School of Nursing Office of Student & Career Advancement Services at 612-625-7980.