

**PROJECT MANUAL
GRNS 390**

**DEPARTMENT OF NURSING
GRADUATE PROGRAM**

**COLLEGE OF NURSING AND HEALTH SCIENCES
THE UNIVERSITY OF VERMONT**

Approved 12/98
Revised 2/00, 6/01, 7/02, 11/03, 1/2014, 9/2016

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MS Project Timetable

Department of Nursing

	May 2015	October 2015	January 2016
Intent to Graduate form for Graduate College: https://www.uvm.edu/~gradcoll/pdf/Intent%20to%20Graduate%20-%20Fillable2.pdf	February 1	August 1	October 1
Project Committee established by: (Form to Bea Cobeo/DON) DON Committee Form	5/1/15	10/1/15	2/1/16
Proposal Accepted by: (Form to Bea Cobeo/DON) Don Proposal Accepted Form	9/9/15	1/22/16	5/14/16
Comprehensive Exam Completed by: (Schedule with Bea Cobeo/ DON)	3/20/16	8/21/16	11/6/15
Project Defense Notice: (send to Bea Cobeo/DON for posting) DON Project Defense Form	3 weeks prior to Project Defense	3 weeks prior to Project Defense	3 weeks prior to Project Defense
Oral Defense of Project by: (Schedule with Bea Cobeo/DON) Don Completion Form	3/27/16	8/28/16	11/18/16
Final Project Submitted by: (Submit copy to Bea and Scholarworks)	4/10/16	9/18/16	12/2/16

GRNS 390 Master's Project

- Credit: Three Credit Hours
- Prerequisite: GRNS 321, 322, 323, 324
Approval of Project Committee
- Pre/Co-requisite: Comprehensive Exam (Completed prior to Project Presentation)
- Course Description: Student-designed, implemented, and evaluated written project relevant to advanced nursing practice.
- Course Objectives: Upon completion of this course, the student will demonstrate the ability to design, implement, and defend a project relevant to nursing.

Approved 11/87

Revised 11/90, 05/92, 09/96, 12/98, 02/00, 08/02, 04/03, 1/14

Guidelines for Project

Overview

The project option is a capstone experience of the graduate program. The project is an opportunity for you to develop and conduct an innovative project/production relevant to advanced nursing practice with faculty supervision. Students are required to present and defend the project orally upon its completion.

The selection of a project topic is an important decision. Students are strongly encouraged to discuss the merits of their topic with their academic advisor before making a decision. Discussion should start early. It is common for a student to explore and outline topics for a project when enrolled in core courses or the first clinical course.

To register for the project option, the student must have successfully completed the GRNU core courses. Initiate the Project Completion form on the following page and register for GRNU 390. In the semester when you register for your first Project credits, attendance is expected at the seminars for Thesis/Project Series (Scholarly Discussion, see Appendix A).

Faculty advisement is a critical aspect of project development. Keep in mind that faculty appointments are for the academic year; therefore they are not available during the summer months (June through mid-August). You should plan carefully with your academic advisor in establishing the required project committee and in determining the nature and extent of the work you may undertake during the summer months. Projects are usually completed during the last semester of the student's program. Remember that you will need to factor in turn-around time (generally two weeks) when you submit drafts to your committee.

Project Committee

The Project Committee's purpose is to guide you in completion of the project requirement of the Master of Science program in the Department of Nursing. The Project Committee consists of two faculty in the Department of Nursing; the project advisor and chair of your committee must be a member of the Graduate Faculty of the Graduate College. In the Department of Nursing the student's academic advisor may become your project advisor or your academic advisor can assist you in identifying a project advisor. The second member may be any faculty in the Department of Nursing. Your academic advisor can assist you in selecting faculty to serve on your committee.

As you work with your academic advisor to assemble your committee, consider your own background. What are the strengths and gaps in your expertise? What sorts of additional support (scholarly, motivational, practical, psychological) would you find useful? Try to find committee members who will make those contributions.

**THE UNIVERSITY OF VERMONT
DEPARTMENT OF NURSING**

Project Committee Form

Student Name: _____

Project Title: _____

Committee Membership

Project Advisor (Department of Nursing Faculty and Member
of the UVM Graduate College Faculty)

Faculty Member (Second Member – UVM Faculty)

Student Signature & Date

*It is the **student's responsibility** to complete this form and return to the Department of Nursing by the published due dates.*

**THE UNIVERSITY OF VERMONT
DEPARTMENT OF NURSING**

Project Proposal Accepted

Student Name: _____

Project Title: _____

Project Advisor Signature & Date

(Department of Nursing Faculty and Member
of the UVM Graduate College Faculty)

Faculty Member Signature & Date

(Second Member – UVM Faculty)

*It is the **student's responsibility** to complete this form and return to the Department of Nursing by the published due dates.*

The University of Vermont
Department of Nursing

Master's Project Defense Notice

Your name

Title of Project

Project Advisor (with credentials):

Date:

Time:

Room:

**THE UNIVERSITY OF VERMONT
DEPARTMENT**

Oral Presentation of Project Successfully Completed

Student Name: _____

Project Title: _____

Project Advisor Signature & Date

(Department of Nursing Faculty and Member
of the UVM Graduate College Faculty)

Faculty Signature & Date

(Second Member – UVM Faculty)

*It is the **student's responsibility** to obtain each committee member's signature
and submit to the Department of Nursing day of defense.*

Department of Nursing:

Final Copy Received **Date:** _____

Format for Title Page

TITLE Page Set 1.50 left and 1.00 inch margins for entire paper. Spell check. Balance the information on the page. No page number.

TITLE OF YOUR PROJECT

Capital letters, center, and double or single space title.

Double space

A Project Presented

by

Your Name

to

The Faculty of the Graduate College

of

The University of Vermont

Single space
and center

**In Partial Fulfillment of the Requirements
for the Degree of Master of Science
Specializing in Nursing**

January 2017 *

*October, January or May

*Note: Degrees are granted only in October, January and May by the Board of Trustees of The University of Vermont. Use the correct month and year.

**THE UNIVERSITY OF VERMONT
NURSING DEPARTMENT**

This project for the Master's of Science degree by

Name of student

has been approved for the

Department of Nursing

by

Faculty Advisor

Faculty Member

Date

Final Copy Received and Approved

Faculty Advisor

Date

Guidelines for Writing Project

You must prepare a project proposal (Chapters I-III) and have it approved by the members of your committee before you implement or conduct your project. In addition, if your project involves the use of human subjects, your project proposal **must** be approved by the Institutional Review Board (IRB) (<http://osp.uvm.edu>) before you implement or conduct your project. Completion of a tutorial, "Protection of Human Subjects in Research" is required for all projects that have direct involvement with human subjects. The tutorial can be accessed through the following web site: <http://www.uvm.edu/osp>, click on "Human Subjects Research," then "Tutorial." You need to know that the investment you plan to make in scholarship and writing is well grounded and has promise of meeting the standards of your program and the University.

Find out how your committee wants to review your progress. Most likely your committee will want to see several early drafts and will discuss these in some detail with you as you proceed. Ask your committee if they want to read sections of chapters or whole chapters as you complete them. How polished should drafts be when you present them for initial reading? Discuss what a reasonable turn-around time so you can plan your work. Be realistic here; your project advisor is busy with other priorities in addition to reading your drafts!

Remember, your goal is to develop a high-quality project. Feedback from your committee serves that end. Therefore, the committee members' suggestions are something to encourage and welcome.

Use the APA Manual (6th edition) for formatting and writing guidelines. No matter how skilled and experienced, all writers catch themselves with comma splices, dangling participles, run-on sentences, "which" mixed up with "that," and other stylistic-grammatical errors. Remember the project reflects your own scholarly ability, and a poorly written, poorly typed, poorly organized project will serve you poorly. If you have writing problems, visit the Writing Center in the Living and Learning Center. Be sure to ask to speak with the Program Director of the Writing Center.

Typing your own project gives you maximum control over the final product. Some graduate students use a typist. Negotiate terms (i.e., time frames, costs) with your typist. If your project is full of technical terms (e.g., chemical formulae), non-standard alphabets (e.g. classical Greek), or charts and graphs, discuss the typist's experience and inquire whether there is an extra fee. **In any case, be sure to give your typist a copy of the format requirements if you choose to employ a typist.**

Project Format

GRNS 390 – Master’s Project is a student-designed, implemented, evaluated, and written nursing project or innovative production, pertinent to advanced nursing practice assisted by faculty advisement. The following guidelines are suggestions for the manner in which the project is written.

Title Page

Acceptance Page

Abstract

Table of Contents

List of Tables

List of Figures

CHAPTER I – Introduction

Project purpose

Rationale/support for importance of project

Relationship to advanced nursing practice

Contribution the project will have on intended recipient

(e.g., patients/families/communities/nurses)

Anticipated benefits which may result from project completion

Chapter II – Review of Literature

Provides context for proposed project

In-depth discussion and critique of the literature on select topics

Summarize findings from the literature indicating major themes, inconsistencies, gaps, and applicability to your project

Convince the reader that the project is distinctive and different from those presented in the existing literature

Chapter III – Method

Procedures and/or process involved in project completion:

- a. identification of need
- b. development of project material
- c. enhancements or inhibitors in implementing project objectives
- d. persons/situations/cases involved (IRB approval as appropriate)
- e. description and discussion of the products of the project (e.g., video, teaching aides, audio-visually, lesson plans including objectives, outline of content, teaching strategies, evaluation methods, etc.).
- f. plan for evaluation of outcome(s) of project

Chapter IV – Evaluation and Discussion

Achievement of project objectives reflect results of evaluation

Implication for practice, education, and/or research

Limitations of project

Comparison of project outcomes with review of the literature

References

Appendix

Project Format Checklist

- _____ Title page (see example page 8)
- _____ Acceptance page (see example page 9)
- _____ Abstract (1 page, single spaced)
- _____ Table of Contents
- _____ Plain, white, quality bond typing paper (not copy paper, not erasable)
- _____ Each chapter started on a new page
- _____ Consistent type size and style
- _____ Required margins
- _____ Adequate print quality
- _____ Correct page numbering
- _____ Correct spacing of text, bibliography, quotes
- _____ Consistent heading/subheading style
- _____ Consistent reference style
- _____ Provide one original and two photocopies of finished bound manuscript

Project Defense

The public presentation of your project is your opportunity to defend your work. You will be expected to clearly articulate the integration of the knowledge you have learned throughout your program of study. Your final written and oral presentation will serve to demonstrate achievement of the required graduate competencies for the Department of Nursing. Prior to your presentation your committee will provide you with at least four specific questions that address the analysis and synthesis of core knowledge expected of all graduates from this program. Your job is to answer these questions via your written and/or oral presentation of your project. Additional questions may be asked at the time of your defense if you have not addressed these questions adequately. Questions will focus on the terminal objectives of the graduate program, namely that graduates of the program will be able to:

1. Incorporate theories and knowledge into advanced nursing practice;
2. Formulate theory-based decisions about nursing practice, education and/or administration;
3. Participate in the conduct of research;
4. Analyze and use research findings as the basis for clinical and organizational decision-making;
5. Assume leadership roles within the discipline of nursing and in health care;
6. Contribute to the improvement of delivery of health care;
7. Assume responsibility for sharing knowledge of nursing to further the goals of the profession.

The following are examples of what you can expect for your specific competency examination questions:

1. Compare and contrast the evidence in the literature to support your efforts in exploring/conducting this project/study.
2. Formulate a perspective as to how your project/study relates to, adds to, and/or changes knowledge about theoretical aspects of nursing practice.
3. Propose how the outcomes of your project/study may have implications for nursing practice at many levels.
4. Debate the leadership processes you might implement in order to address these implications.
5. Distinguish the outcomes of your project/study that are directly related to your contributions as an advanced practice nurse.

When you are ready to present your project, talk with your committee to establish clear expectations of what will happen at the presentation itself.

The title of your project and the place and time of your presentation will be posted on the Graduate Student bulletin board prior to the presentation date. You are encouraged to invite family and friends to attend and share this important occasion with you.

You will have approximately 20 minutes to make a formal presentation about your project. Your presentation will be followed by a period of questions from those attending your project presentation. This is a formal presentation and appropriate professional attire is expected.

Develop a one-page abstract of your project, in accordance with APA criteria, to distribute at your presentation.

Prepare to present the highlights of your project's purpose, process, outcomes, and significance to advanced nursing practice.

Bring the following to your presentation:

- Defense of Project Successfully Completed Form (page 9)
- Acceptance Form (page 11)

Submit a final bound copy of the project to your committee chair by the specified date in order to meet graduation requirements.

Project/Thesis Seminar Syllabus

Co-requisite: GRNS 390/391 Project/Thesis

Credits: 1- 3

Description:

This seminar is required during the semester in which students enroll in project/thesis credits for the first time. The seminar is focused on the development of the master's level project or thesis to ensure a timely completion. Seminar content includes the procedures for project/thesis committee selection, library resources, writing and editing the project or thesis, and the IRB process.

Students are expected to work with the supervising professors in the development of the proposal and timeline. Students will exchange their proposed study for peer review to get feedback on clarity of their writing before each chapter is submitted to the supervising professor.

Course Objectives:

At the completion of this course the student will be able to:

1. Formulate a nursing research question or problem based on a review of literature.
2. Develop and adhere to a timeline for completion of the project or thesis.
3. Create mock grant proposal.
4. Apply a conceptual or theoretical framework to guide the development of the research study.
5. Write a literature review.
6. Develop a research design or project plan appropriate for the identified problem.
7. Describe and justify a plan for protection of human subjects in research.
8. Demonstrate professionalism in peer review.

Assignments:

- Review the manual for Project or Thesis.
- Attend all sessions of scholarly discussion (6-7 sessions during the semester).
- Create a timeline (dates agreed upon by student and lead faculty member) for your project/thesis that includes proposal, committee selection, completion of chapters 1,2,and 3 and IRB submission.
- Create a mock grant proposal for your project/thesis.
- Choose a committee (see manual for more detail).
- Write chapters 1 (include a conceptual or theoretical framework to guide your work) & 2 (literature review).

- Review peer chapters and have chapters reviewed by peers.
- Submit chapters 1&2 to faculty for review.
- Write Chapter 3 (comprehensive description of the method for your project/thesis: quality improvement strategies, qualitative/ quantitative methods, recruitment of participants, data collection, etc.).
- Submit chapter 3 (how you will do your project) for review by peer.
- Rewrite chapters 1 and 2 based on faculty and peer input.
- Complete and submit an IRB proposal and secure full approval for your project/thesis.

The above assignments are designed to prepare you to carry out your project/thesis plan; analyze/evaluate findings from your project/thesis (with appropriate support from a statistician or methods mentor); complete Chapter 4 in journal article or regular format; create a presentation for your defense; and present your project/thesis to your committee and the greater UVM community.

Required Reading:

- Bonnel, W. & Smith, K. (2014). Proposal Writing for Nursing Capstones and Clinical Projects. New York: Springer Publishing

Recommended Reading:

- Penrose, A. & Katz, S. (2010). Writing in the Sciences, Exploring Conventions of Scientific Discourse. New York: Longman
- Garrard, J. (2011). Health Sciences Literature Review Made Easy. Sudbury, MA: Jones and Bartlett Learning

Methods of Evaluation:

- Evidence of completion and submission of the timeline with ongoing adherence to the dates
- Completion and submission of the project/thesis manuscript for review
- Successful presentation of your project/ thesis before your committee and the greater Department of Nursing community