

UNIVERSITY OF CENTRAL ARKANSAS

Department of Nursing
Graduate Nursing Program
APPLICATION PACKET

Application Deadline April 1

The applicant must (have):

1. A baccalaureate degree in nursing from a CCNE or NLNAC accredited program.
2. A minimum GPA of 2.7 (4.0 scale) overall or a 3.00 on last 60 hours of earned credit.
3. Successfully completed a basic statistics course with a grade "C" or above.
4. Must apply to **both** UCA's Graduate School and the MSN program in the Department of Nursing.
 - o The Graduate School application should be completed **ONLINE** (http://www.uca.edu/graduateschool/admission_process/). All fees, official GRE scores and official transcripts **MUST** be received by the Graduate School by the deadline.
 - o Order one (1) set of **official** Graduate Record Examination (GRE) scores. Send them directly to the UCA Graduate School (UCA, **ETS institution code 6012**). ETS will automatically prompt you to send your scores to your selected institution after completing the GRE exam.
 - o Course work completed at ALL other institution (s), must have official transcript (s) sent directly from the institution to the UCA Graduate School (address: Graduate School Office, 201 Donaghey Ave, Torreyson West Rm 329, Conway AR, 72035).
 - o Submit a Departmental Application packet directly to the Department of Nursing (see below).

Department of Nursing MSN Application Materials:

1. Application form.
2. Copy of a valid, current, unencumbered RN license. Verification printed from the state board of nursing site.
3. Completed, satisfactory criminal background check.
4. Three (3) Work References. They must include 1 from someone who has current (within 1 year) direct supervision of the applicant and 2 professional colleagues. Additional evaluations are not considered.
5. Verification of current BSN RN work experience.
Have at least one (1) year experience as an RN *prior* to enrolling in the clinical courses. Clinical practice must be direct and current (within the last three (3) years). Students may enroll in the non-clinical courses while completing the RN practice requirement.
6. Resume' or curriculum vitae' that include work experiences, service and scholarship. Do not include clinical experiences from nursing programs.
7. Essay (guidelines attached).

Return all application items and supporting documentation to:

University of Central Arkansas
Ms. Rose Schlosser, Graduate Program Coordinator
Department of Nursing DHSC 111
201 Donaghey Avenue
Conway, AR 72035

Student Selection

Admission to the MSN program is competitive. All components of the application packet will be considered in the application review process. Applicants will be notified by mail of their admission status. Applicants selected for admission will be scheduled for an interview with Program Coordinator, Rose Schlosser to prepare a plan of study. Questions? Email rschlosser@uca.edu

Applications are only accepted during published application periods. Applications received before or after the application period will not be considered and will be returned.

UNIVERSITY OF CENTRAL ARKANSAS

Department of Nursing

WORK REFERENCE – MSN Applicant

Three work reference forms required. They are to be completed by an individual who has direct supervision over you and two professional colleagues who can provide a valid evaluation of your performance based on the behaviors identified in the reference form

This section to be completed by the applicant.* After completing this top section, give the form to the individual who will complete it with a stamped address envelope (address at end of form). Request the individual to mail the form to us when completed.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

_____ I waive my rights to inspect the contents of the following recommendation

_____ I do ***not*** waive my right to inspect the contents of the following recommendation

Signed _____ Date _____

Recommendation for: (Applicant)

Last Name

First Name

Middle Name

TO BE COMPLETED BY A PERSON RECOMMENDING THE APPLICANT

Name: _____ Position: _____
(Please Print)

Place of Employment: _____ Business Phone: _____

Length of time you have clinically supervised or worked with the applicant: _____

Relationship: (circle one) Direct Supervisor Professional Colleague

Place a check by *ONE* statement in each category that *BEST* represents this applicant.

1. Intellectual Curiosity and Innovativeness

- A follower; accepts things as they are
- Rarely asks meaningful questions or generates new ideas
- Raises some questions and tries to set forth new ideas
- Intellectually curious; frequently generates new ideas
- Outstanding ability to generate new ideas; great intellectual curiosity
- Not able to judge

2. Written Communication Skills

- Unable to express ideas clearly in writing
- Has some trouble with logical order, grammar/punctuation
- Uses correct grammar and punctuation but has trouble with logical order
- Expresses ideas logically and succinctly in writing most of the time
- Outstanding in the written expression of ideas
- Not able to judge

3. Oral Communications Skills

- Inarticulate; ideas not presented clearly
- Weak in oral skills including command of language and articulation
- Articulates fairly well, but order of ideas is not always logical
- Good in articulating ideas clearly and logically ideas
- Very articulate; outstanding command of language
- Not able to judge

4. Sensitivity to Others

- No concern for ideas or needs of others, antagonistic
- Has trouble being respectful of others ideas needs; rarely tactful
- Tends to be respectful of others ideas and needs
- Usually considerate and tactful
- Very alert and tactfully responsive to others needs and ideas
- Not able to judge

5. Group Skills

- Never contributes toward group goals
- Interferes with attainment of group goals
- Has some difficulty as a member/leader of group
- Often regarded as a constructive group member/leader by peers
- Very effective as a leader/member in assisting group toward constructive goals
- Not able to judge

6. Reliability

- Neglects following through with obligations/appointments
- Work is incomplete, carelessly done
- Completes work carefully, but with prodding
- Meets obligations independently most of the time
- Thoroughly reliable; needs no supervision
- Not able to judge

7. Perseverance

- Gives up without trying
- Becomes discouraged easily when working toward goals
- Works on goals which are easily attainable but avoids difficult goals
- Is always persistent in pursuing all goals
- Not able to judge

9. Response to Stressful Situations

- Remains withdrawn, angry, confused, unrealistic, or depressed when under pressure
- Has difficulty proceeding constructively
- Tries to proceed constructively: occasionally is withdrawn or angry
- Self-controlled, rarely loses temper or withdraws
- Not able to judge

11. Toleration of Ambiguity

- Always requires excessive details of assignments/exams in order to meet supervisor/instructor assignments
- Is uncomfortable in less structured situations; seeks guidance inappropriately
- Attempts to function with less structure and seeks guidance appropriately
- Usually can function comfortably in less structured situations
- Functions very effectively and comfortably without a rigidly defined, extremely imposed structure
- Not able to judge

8. Accountability

- Projects blame on others as reason for own actions
- Gives excuses for own actions
- In general accepts responsibility for own actions
- Nearly always accepts responsibility for own actions
- Thoroughly accountable for own actions
- Not able to judge

10. Ability to Make Decisions

- Totally indecisive
- Has difficulty analyzing problems and arriving at decisions
- Analyzes a situation correctly but has difficulty deciding on a course of action
- Generally competent in making decisions and taking action on them
- Excellent in considering consequences of decisions and taking appropriate action
- Not able to judge

12.

Potential for Graduate Study

- Excellent
- Above Average
- Adequate
- Weak

13. Considering all the individuals in this field whom you are personally acquainted, how would you evaluate this applicant?

- Upper 5%
- Upper 25%
- Middle 50%
- Lower 25%
- Lower 5%

14. Recommendation

- Strongly recommend
- Recommend
- Neutral
- Do not recommend
- Not able to judge

Signature of person completing form: _____

Date: _____

Contact Information: phone _____ Email _____

Thank you

Please return form directly to:

University of Central Arkansas
Ms. Rose Schlosser, Graduate Program Coordinator
Department of Nursing
201 Donaghey Avenue
Conway, AR 72035

UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing
VERIFICATION OF CLINICAL PRACTICE

PART I: To be completed by Applicant

Applicant's Name _____

Describe your nursing care of clients within the past 5 years by addressing the following:

Name and type of agency _____

Address of agency _____

If agency was an acute care agency or hospital, describe focus of unit

Types of clients: _____

Length of time employed _____ Dates of employment: _____

Part II: To be completed by an immediate supervisor:

Name (Print) _____

Your position with the agency _____

Your relationship with the applicant _____

In the space below please address the patient/client population that the above graduate school applicant has cared for within your agency or institution.

I hereby certify that the above description of clinical practice of the above applicant is correct.

Signature: _____

Business Address: _____

Business Telephone: _____

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Department of Nursing

ESSAY

An essay of no more than 4 pages, double spaced, font size 12, responding to the following questions:

- a) Discuss how your selected MSN track fits with your career goals.
- b) Provide an example of how your attributes and values will make you effective in your selected MSN track.
- c) Discuss your future employment goals in your chosen MSN track. Include the geographic area and population with which you want to work.
- d) Describe how you are going to manage your current obligations (home, family, work) while taking courses (theory and clinical) for the MSN degree.

Essay Scoring is based on how well each question is answered based on thoroughness, logic, clarity, insight, and on the proper use of conventional mechanics of the English language including: grammar, spelling, and vocabulary use.

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CRIMINAL BACKGROUND CHECK

The University of Central Arkansas Graduate Program in Nursing requires that all applicants purchase a criminal background check through www.CertifiedBackground.com

Phone: (888) 666-7788 info@certifiedbackground.com

Student Instructions:

CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check.

The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

1. Go to <http://www.CertifiedBackground.com> and click on "Students."
2. In the Package Code box, enter package code: NI49 (letters capital N, capital i, numbers 4 and 9)
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours.