

**MADONNA UNIVERSITY
COLLEGE OF NURSING AND HEALTH**

HOSPICE AND PALLIATIVE STUDIES



**GRADUATE HANDBOOK
2014 - 2016**

www.madonna.edu

Dear Graduate Student in Hospice and Palliative Studies:

Welcome to the Master of Science in Hospice and Palliative Studies. The hospice faculty and I are pleased that you have chosen Madonna University for your graduate education. The hospice and palliative studies major should prepare you to serve diverse client populations during the terminal phase of life, to perform effectively as members of an interdisciplinary team whose goal is to enhance the psychological, social, emotional, physical, and spiritual needs of the hospice patient and family, and to become leaders in the hospice and palliative care movement. You will learn about the important connections between theoretical frameworks and research design, and their application in real life.

We know that you bring unique life experiences that will contribute to the program and enhance classroom experiences. Whether you are on-campus or online, we want you to achieve your professional and educational goals and we plan to assist you in doing so.

This handbook is a supplement to the current Madonna University Graduate Bulletin and will serve as a guide to you regarding the policies and procedures that affect you as a hospice and palliative studies graduate student. The department of Hospice and Palliative Studies follows the admission policies and procedures as outlined in the bulletin. Please ask me or other graduate hospice and palliative studies faculty for clarification of information contained in the bulletin or this handbook or if you have questions or concerns.

We wish you continued success.

Sincerely,

A handwritten signature in cursive script that reads "Kelly J. Rhoades".

Kelly J. Rhoades, Ph.D.
Professor and Chair
Hospice and Palliative Studies

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Madonna University welcomes applications from college graduates who seek professional education on a full- or part-time basis and who meet the admission requirements of the University. Madonna University guarantees equal educational opportunity to all, without discrimination because of race, religion, sex, age, national origin or physical disability.

Admission Requirements - Master of Science in Hospice & Palliative Studies

Admission to the hospice and palliative studies graduate program is determined on the basis of the following:

1. Possession of a bachelor's degree from an accredited institution with an overall undergraduate grade point average of 3.0 on a 4.0 scale (Conditional admission may be granted to those who do not meet the above grade point average).
2. Graduate Record Examination (GRE) for applicants with less than a 3.25 undergraduate grade point average.
3. Two letters of recommendation from supervisors, undergraduate faculty or professional associates.
4. Interview with the Chair of Hospice and Palliative Studies and/or other graduate faculty.
5. Writing assessment: Completion of an extemporaneous writing sample on an issue related to hospice. This may be waived at the discretion of the Chair of Hospice and Palliative Studies, which may include review of existing publications.
6. Admission requirements and procedures follow the policies in the current Graduate Bulletin.
7. Graduate Certificate applicants would follow the above admission requirements.

The criteria listed above will be examined individually to assign an admission status.

Admission Requirements for Foreign Students (I-20 Visa)

Please refer to the current Graduate Bulletin. Note that this is available online at Madonna University's website: www.madonna.edu. All forms for admission also can be located there.

Application Procedure

Please refer to the current Graduate Bulletin or contact the Office of Graduate School (743) 432-5667

Admission Status

- **Regular Admission:** The applicant meets all of the admission criteria.
- **Conditional Admission:** An applicant who does not meet the criteria for regular admission, yet who appears to possess potential for success in graduate study, may be granted conditional admission to the program. This would include applicants with an undergraduate grade point average of less than 3.0 or with a low score on the Graduate Record Exam (GRE) required by the department or an unsatisfactory evaluation of the writing assessment. If the GPA is less than 3.0 or GRE score is low, the applicant will be admitted on the condition that he/she achieves a 3.0 GPA in the first nine hours of course work approved by the department or on a condition set by the admissions committee in the department. The student must qualify for regular status within one year.
- **Special Status:** Students in the process of being admitted to a graduate program may register on a pre-admission status with the permission of the Dean of Graduate School. A maximum of six semester hours of course work taken on special status will be accepted for the degree in the department of Hospice and Palliative Studies. Permission to take graduate courses as a special status student does not guarantee admission to the graduate program.

Transfer Students

Students may transfer into the program from another institution with a maximum of six semester hours of graduate credit applied toward the Master's Degree. Transfer courses are evaluated by the Chair and appropriate graduate faculty for their equivalency to a Madonna University curriculum plan and accepted only if equivalency is established.

Second Master's Degree

When a student applies for admission into Hospice and Palliative Studies and has already obtained a Master's Degree, the student must complete a minimum of 24 semester hours at Madonna University. (See the [Madonna University Graduate Bulletin](#) for details). The student's previous academic record will be reviewed individually to determine course equivalencies. A graduate transcript that is more than five years old will be reviewed in detail relevant to the current curriculum.

Pre-requisite Courses

The Master of Science in Hospice and Palliative Studies curriculum requires a student to achieve prerequisite knowledge for research courses. The Hospice and Palliative Studies prerequisite is HSP 5000, History & Philosophy of Hospice. The Business research course BR 6430, Research Design prerequisite course is BR 5170, Quantitative Methods for Leadership Roles or recent completion of an undergraduate statistics course. The Pastoral Ministry prerequisite for MT 6750, Foundations of Christian Moral Life, is THE 2740, Moral Theology Course. Assessment of prerequisites for individual students will be completed at the admission interview.

Certificate Requirements

A student who applies for any graduate certificate must meet all the admission requirements of the Master of Science in Hospice and Palliative Studies. The student must take all the required hospice and palliative studies core curriculum courses to complete the Graduate Certificate in Hospice and Palliative Studies (15 s.h.) or the student must take the three bereavement courses in the series to complete the Graduate Certificate in Bereavement (9 s.h.).

TUITION, EXPENSES, AND FINANCIAL AID

Please refer to the current [Madonna University Graduate Bulletin](#) for information about tuition, related expenses and availability/eligibility for financial aid.

GENERAL POLICIES AND PROCEDURES

Please refer to the current [Madonna University Graduate Bulletin](#) for general policies and procedures. The following brief comments amplify these regulations.

Leave of Absence

Graduate Hospice and Palliative Studies students may feel free to schedule "stop outs" in their degree progress should family or work require an interruption. Some students do not register for classes in Spring/Summer (Term III). No special permission need be obtained for brief stop outs.

However, if the time frame is to extend over two or more semesters, the student is asked to notify the Office of Graduate School in writing that a Leave of Absence is being planned for a tentative length of time. This courtesy helps the college keep accurate statistics and will obviate the necessity of correspondence about attrition and its causes. If the student has not registered for classes within two chronological years, records will be withdrawn from the active file and he/she will need to reapply and become subject to any new requirements formulated since the first admission. Reinstatements are evaluated on an individual basis. Students who left in academic good standing need only to resubmit a new application form to allow evaluation of their status.

Grievance Appeal Process

If a student is dissatisfied with a grade awarded for a course, a student must follow the prescribed grievance procedure:

1. Discuss problem with faculty member in a scheduled appointment within 20 working days of course end. (It is absolutely unacceptable to approach a faculty member before or after class or in the midst of a class to discuss dissatisfaction with one's grade. The student is asked to make every attempt to schedule an appointment with the faculty member outside of class.)

2. If the problem is not resolved, student and faculty schedule an appointment to meet with the Chair of Hospice and Palliative Studies within five working days.
3. If the problem is still not resolved, student, faculty and Chair of Hospice and Palliative Studies schedule an appointment with the Dean of the College of Nursing and Health within five working days.
4. If the problem remains unresolved, the student presents in writing the problem to Hospice and Palliative Studies Appeal Board (all Hospice and Palliative Studies graduate faculty and student representative) within five working days citing dates, issues and proposed resolution. The aggrieved student may be present to explain his/her case. The committee recommends an action to the Dean of the College of Nursing and Health who must relay the decision in writing to the student within five working days.
5. In the event the graduate student rejects the resolution, that student may, within five working days, present the facts to the Dean of Graduate School for a decision. The Dean may consult the Executive Committee and within five working days of receiving the appeal, the Dean will respond to the student.
6. If the problem is not resolved, the student may submit the appeal to the Campus-Wide Student Appeal Board following published procedures.
7. Hospice and Palliative Studies students may be tested for alcohol and/or other drugs based on their clinical placements or if deemed necessary by the department of Hospice and Palliative Studies. If a student does test positive for drug use, the student will be required to be re-tested at any time at the student's expense. Following the University's Alcohol and Drug Policy, the student will also be required to complete a mandatory educational program related to the use of alcohol and illicit drugs.

MASTER OF SCIENCE IN HOSPICE AND PALLIATIVE STUDIES

Historical Overview of Hospice and Palliative Studies

The Hospice Education Program at Madonna University has been in existence since 1984. Since that time, the Hospice Education Program has granted certificates of completion and provided a minor for Madonna University students earning a major in other fields. In 1992 the Hospice Education Program initiated both a Bachelor of Science Degree and an Associate Degree in Hospice Education. A feasibility study for graduate study in hospice was completed in 1995, and the initial course offerings in the Masters of Science in Hospice began in the Fall of 1996. The program became an Academic Department at Madonna University in the Fall of 1999. Specialty concentration in Bereavement was added to the curriculum in the Fall of 2000. The name of the program was changed in 2008 to reflect this growth: *Hospice and Palliative Studies Department*.

Hospice Philosophy

The Hospice and Palliative Studies faculty of the College of Nursing and Health at Madonna University

believe in the Hospice Philosophy as defined by the National Hospice and Palliative Care Organization. In accordance with this belief, our purpose is to comprehensively prepare individuals to serve diverse client populations during the terminal phase of life, to perform effectively as members of an interdisciplinary team whose goal is to enhance the quality of life by focusing on the physical, psychological, social, emotional, and spiritual needs of the hospice patient and family, and to become leaders in the hospice/palliative care movement by their expertise in a selected cognate area and competency in research methodology.

Hospice provides support and care for persons in the last phases of incurable disease so that they may live as fully and as comfortably as possible. Hospice recognizes dying as part of the normal process of living and focuses on maintaining the quality of remaining life. Hospice affirms life and neither hastens nor postpones death. Hospice exists in the hope and belief that through appropriate care, and the promotion of a caring community sensitive to their needs, patients and their families may be free to attain a degree of mental and spiritual preparation for death that is satisfactory to them. Hospice offers palliative care to terminally ill people and their families without regard for age, gender, nationality, race, creed, sexual orientation, disability, diagnosis, availability of a primary caregiver, or ability to pay (National Hospice and Palliative Care Organization, www.nhpc.org).

Objectives

Students who complete the Master of Science in Hospice and Palliative Studies (MSHP) will be able to demonstrate the following competencies:

1. Synthesize hospice history and trends as a means of understanding the past and current hospice movement.
2. Analyze hospice models of care that support palliative, interdisciplinary interventions in an advanced hospice/palliative care practice.
3. Analyze advanced bereavement models and relevant interdisciplinary theories that support bereavement counseling and spiritual interventions in advanced hospice and palliative care practice.
4. Evaluate current transcultural, ethical/moral, and legal issues pertaining to hospice patients/families to develop a professional code of conduct in advanced hospice and palliative care practice.
5. Develop expertise in cognate area and apply concepts to areas in hospice and palliative care.
6. Apply research methodology to the resolution of problems in advanced hospice and palliative care practice.

Advisement and Plan of Study

Each student is required to complete a Plan of Study Worksheet within one semester of admission to the MSHP program. To complete this requirement students are responsible to schedule an appointment with

the Chair of Hospice and Palliative Studies or delegated faculty advisor. At this meeting, the student and advisor will develop a proposed course sequence consistent with the program requirements. The original will be retained in the student's file and a copy returned to the student. If the student finds it necessary to alter this plan, the change should be discussed with the advisor who will update their individualized Plan of Study Worksheet. All changes of the Plan of Study will be signed and dated by the advisor.

While the Plan of Study Worksheet provides direction for the academic program, students are encouraged to consult with their advisor, either by email, phone, or by scheduled appointment, to review their progress prior to registration. Advisors post office hours outside their offices and are available at other times by appointment.

Practicum

Students will have the opportunity to work directly in the hospice setting during HSP 6020: Hospice Seminar/Practicum. Ideally, a student's clinical experience will be consistent with the educational experience and the student's written course objectives. Students have input regarding clinical placement. The student indicates to the class instructor two practicum sites in order of preference. The instructor contacts the hospice agency initially, exploring placement potential for the student. Then the instructor notifies the student of the placement. Under no circumstances will a student contact an agency. Specific information regarding the practicum will be available prior to enrolling in this class from the course faculty. It should be noted, however, that a student's work place will not be considered as a potential clinical placement. For schedule planning, students should anticipate 90 clock hours for the practicum in addition to class meetings.

Master's Candidacy

Students achieve master candidacy status once they have completed half of the required hours of course work for the program, with a minimum 3.0 grade point average. Candidacy is considered an academic milestone; it brings recognition and encouragement that the student is at least halfway toward completion of the Master's Degree.

HOSPICE & PALLIATIVE STUDIES CORE**COURSES** (15 sh)

HSP 5000 History & Philosophy of Hospice	3 sh
HSP 5010 Dimensions of Bereavement: Theory, Research & Practice	3 sh
HSP 6000 Advanced Holistic Palliative Care	3 sh
HSP 6010 Ethical & Legal Issues in End-of-Life Care	3 sh
HSP 6020 Hospice Seminar/Practicum	3 sh

BEREAVEMENT COGNATE (9 sh)

HSP 5200 Grieving Family Systems	3 sh
HSP 5300 Dimensions of Complicated Grief	3 sh
HSP 5400 Developing Comprehensive Bereavement Programs	3 sh

BUSINESS COGNATE (9 sh)

MKT 5160 Essentials of Marketing	3 sh
MGT 5300 Leadership of Organizational Behavior	3 sh
MGT 5500 Human Resource Management & Development	3 sh

EDUCATION COGNATE (9-11 sh)

EDU 5060 Research & Educational Practice	
OR	
NUR 5020 Teaching-Learning Principles & Strategies	3 sh
EDU 5650 Education & the Community	2 sh
EDU 5810 Selected Topics in Educational Leadership	1-3 sh
EDU 5950 Curriculum Leadership	3 sh

NURSING COGNATE (9 sh)

NUR 5010 Profess Foundations for Advanced Nursing Practice Roles	3 sh
NUR 5150 Translating & Integrating Scholarship into Advanced Nursing Practice	3 sh
NUR 5480 Theoretical & Scientific Foundations for Advanced Nursing Practice	3 sh

PASTORAL MINISTRY

(9-11 sh)

EV 5300 Conversion & Reconciliation 2 sh

OR

MT 6750 Foundations of Christian Moral Life 3 sh

(Pre-req. For MT 6750 is THE 2740)

PM 6600 Pastoral Counseling 2 sh

PM 7000 Ministry to the Elderly 2 sh

PM 7150 Pastoral Care of the Sick

(Required)

PM 7200 Pastoral Care of the Family 2 sh

REQUIRED RESEARCH COURSES (6 sh)

Bereavement, Business, Education, Nursing, and Pastoral Care Cognate:

BR 6430 Research Design 3 sh

HSP 6840 Research Project/Thesis 3 sh

NSG 5760 Disc Inquiry

(recommended for Nursing Cognate)**PRE-REQUISITES**

HSP 5000 History & Philosophy of Hospice 3 sh

THE 2740 Moral Theology 2 sh

or equivalent for MT 6750 Foundations of Christian Moral Life

BR 5170 Quantitative Methods for Leadership Roles 3 sh

for BR 6430 Research Design

(Strongly encouraged)**ELECTIVES**

Students also have the opportunity to take the following electives:

WRT 5050 Writing for Graduate School & the Professions 3 sh

HSP 5800 Current Trends & Topics in Hospice 3 sh

MGT 5300 Leadership of Organizational Behavior 3 sh

MGT 6400 Power, Politics & Networking 2 sh

Research Competency

Students in the MSHP are expected to develop their research skills throughout the program (BR 5170; BR 6430) and demonstrate this skill in their final Project/Thesis. All students will receive preparation for Project/Thesis development in HSP 6840, which is the final course requirement for degree completion.

Project/Thesis Ideas and Focus of Study

Students are urged to begin identification of a project/thesis topic early in their course of study even though this may mean rejecting many preliminary ideas. Work on a Master's Degree means one is specializing in or focusing on a specific area in the Hospice and Palliative field. For the most expeditious use of study time, students should begin early to collect, organize, and file interesting citations for future research. Please see current Madonna University Research Guide and the Madonna University Graduate Bulletin for further thesis requirements and information specific to the MSHP. Available online at Madonna University's website: www.madonna.edu

Selection of Research Advisor

The student usually selects a Research Advisor after completion of all core course work. This person is to be a member of the Hospice and Palliative Studies graduate faculty. The Chair of Hospice and Palliative Studies provides assistance as needed with this selection. All further Project/Thesis information is presented in detail within the Research Project/Thesis time-line in the Madonna University Research Guide.

Project/Thesis Completion for Students Who Have Been Out of the Program

Former hospice and palliative studies graduate students who seek to complete the Project/Thesis portion of their program are asked to follow these guidelines:

1. If an absence of two or more years has occurred, he/she should apply for readmission into the program through the Office of Graduate School. If a less than two year absence has occurred, the student can proceed to guideline #2.
2. Contact the Chair of Hospice and Palliative Studies and arrange an appointment.
3. At the time of the above appointment:
 - a. The student's ASR will be reviewed to determine the year HSP 6840 was taken and the grade received
 - b. The student's progress on their Project/Thesis during HSP 6840 and the faculty's comments on the proposal will also be reviewed
 - c. Based on this review and evaluation, the student may be required to audit HSP 6840
 - d. The Chair of Hospice and Palliative Studies and the student will develop a plan and time frame for the completion of the Project/Thesis

- e. Copies of the plan will reside with the student and in the student's file for future reference
- f. The student will contact a Project/Thesis advisor as indicated by the Chair of Hospice and Palliative Studies

INSTITUTIONAL RESOURCES

Center for Research

Madonna University provides students with assistance in the development of their research skills. In addition to the research content in classes, the Center for Research is available to support both student and faculty projects. The Director of the Center for Research is available as a consultant to both the student and advisor for the development of research projects, referral for statistical support, and development of the final project. The Center for Research maintains a selected library of resource material available for student use. The Research Guide for Graduate School outlines procedures for completion of project/thesis. This book is on sale in the Madonna University Book Store, or available online at: www.madonna.edu. **You must obtain this guide and read/refer to it if you are completing a project/thesis.**

Library Resources

The Madonna University Library provides academic and research support services to faculty and students. Unique features of the library include an automated catalog, computerized database searching capability and CD-ROM programs. Library "reserve" articles for selected courses are now available to students online, through the e-reserve system. The library has access to additional resources through interlibrary loan services with major hospital and university libraries.

Technology Learning Services (TLS)

Academic Computer Services provides a "hands-on" experience for students enrolled in courses necessitating computer utilization. Staff assistance is available to help students with the employment of hardware and software. Software programs are available to aid students in the compilation and analysis of data for course work and thesis research. For online courses, Madonna University utilizes Blackboard as the forum for online instruction. Student support resources are also available for learning about online courses. Blackboard Help Desk can be reached at 734-432-5800. The Ford Motor Company Technology Wing opened in the Fall of 2001 for a total update of TLS.