Weber State University

Master of Science in Nursing Program

Master’s Project Handbook
# Table of Contents

Introduction to the Master’s Project .................................................................................................................. 5

Master’s Project Development Process .............................................................................................................. 6

2nd Semester: MSN6800 - I (1 cr) ..................................................................................................................... 6
3rd Semester: MSN6800 – II (1 cr) .................................................................................................................... 6
4th Semester: MSN6800 – III (2 cr) ................................................................................................................... 7

Registration for Master’s Project Hours ............................................................................................................. 7

Selection and Approval of Master’s Project Committee ..................................................................................... 8

Changes to Master’s Project Committee ........................................................................................................ 8
The Role of the Master’s Project Committee Chair ........................................................................................... 8
The Role of the Master’s Project Coordinator .................................................................................................. 10

Development of Master’s Project Proposal ........................................................................................................ 11

Selecting a Master’s Project Topic .................................................................................................................. 11
Developing a Master’s Project Proposal ........................................................................................................... 11
Approval of Master’s Project Proposal ............................................................................................................... 11
Developing a Timeline for Master’s Project Completion .................................................................................... 12

Master’s Project Final Report ............................................................................................................................ 13

Copyright Information ..................................................................................................................................... 13
Major Sections of the MSN Project Report ......................................................................................................... 14
Formatting Requirements for Master’s Project Report ..................................................................................... 14
Printing Requirements for Master’s Project Report .......................................................................................... 15
Additional Tips for Writing the Master’s Project Report ................................................................................... 15

APPENDIX - Support Documents for Master’s Project Completion ............................................................... 17

Master’s Project Committee Approval & Proposal Approval Form .................................................................. 18
Master’s Project Committee Change Approval Form ......................................................................................... 19
Master’s Project Final Approval Form .............................................................................................................. 20
Sample Title page ........................................................................................................................................ 21
Sample Copyright Page .................................................................................................................................. 22
Sample Table of Contents (Individual MSN Project TOC will vary) .............................................................. 23
Sample List of Figures ..................................................................................................................................... 24
Sample List of Tables ...................................................................................................................................... 24
Note: The information, including formatting instructions, contained in this Master’s Project Handbook, supersedes any instructions given in previous version of this Handbook.
Introduction to the Master’s Project

The master’s project is a graduation requirement for completion of the Weber State University (WSU) Master’s of Science Nursing (MSN) Program. It represents the culminating activity that integrates the knowledge and skills acquired during the master’s degree program of study. The project provides evidence that the student has engaged in scholarly activities designed to enhance the practice of nursing from the vantage of either the nurse administrator or the nurse educator. An additional objective of the master’s project is to afford faculty the opportunity to provide direct mentoring, professional socialization, and assessment related to the student’s mastery of graduate-level knowledge and skills. The completed master’s project and culminating report is a visible and permanent record of the quality of work that a graduate student has accomplished in the WSU School of Nursing, Master’s of Science Nursing Program.

The master’s project topic should be relevant to the domain of knowledge in the area of concentration that the student has chosen. The Master project is a thorough study and theoretically grounded discussion of a specific topic that results in a scholarly written synthesis of the literature and the integration of the information into a program application or product that addresses the student-identified need or issue. For the nurse administrator student, the project application/product may be a well-designed and feasible nursing administrative business plan or a new staffing model; for the nurse educator student, this may be a comprehensive curriculum for an evidence-based teaching module or a high-fidelity clinical-simulation case study. The processes related to the development of the master’s project include:

- Problem identification
- Advanced level inquiry related to a specific area of interest
- Information retrieval and utilization
- Critical analysis and decision making skills
- Project planning and management skills
- Project implementation and planned-change process
- Scholarly creativity

Once the research and other literature for the master’s project topic are studied, the student will synthesize the knowledge gathered into a project application/product. Following the development of the project application/product, the student will create a culminating project report. This report will provide a theoretical basis supporting the project topic, a review of the literature, application of this material to the student’s chosen concentration, a discussion of the project as a whole, its limitations, and additional uses of the project application/product. In addition, as an appendix to the project report, a facsimile of the project application/product will be included. The required format for the master’s project report is that presented in the American Psychological Association’s (APA) Manual, (6th ed.). The Master’s Project is substantially more than a term paper for a 6000-level course. Depending on the topic and the project application/product, it can range from 25 pages to 75 pages, exclusive of tables, figures, and the list of references.
The purpose of this handbook is to provide general guidelines for the completion of the master’s project. The procedures described in this document will assist graduate students to complete a master’s project that meets the requirements of the WSU MSN Program.

(Note: All MSN Program requirements, which include the Master’s project, must be completed within 3-years following admission to the program. MSN Program coursework/credits older than six academic years will not apply toward graduation.)

**Master’s Project Development Process**

The master’s project is a thorough study of a specific topic that results in a written synthesis of the literature and related evidence and the integration of the information into an application or product that addresses the identified issue or need. It is to be completed on an individual basis with the guidance of the Master’s Project Committee Chair and committee member. The Chair of the Project Committee must be a Weber State University nursing faculty member and possess a minimum of a master’s of science degree in nursing. Students may obtain assistance in selecting a project committee chair from their MSN faculty advisor, MSN6800 instructor, or the MSN Program Director.

It is important that the student carefully plan and execute the sequenced activities related to the development and completion of the master’s project. The 4-credit MSN6800 Master’s Project Development and Implementation course is designed to support completion of the master’s project. This course is divided into three separate components and completed during the 2nd, 3rd, and 4th semesters of the MSN Program, as follows:

**2nd Semester: MSN6800 - I (1 cr)**

Upon completion of this component, the student will be able to:

1. Identify a Master’s project topic appropriate to either the Nurse Educator or Nurse Administrator Track
2. Contact MSN Project Committee Chair to discuss and refine project topic
3. Develop a Master’s project proposal
4. Complete Master’s Project Committee and Proposal Approval Form
5. Apply knowledge and skills gained in MSN6100 to locate and appraise evidence relative to the master’s project
6. Create the Chapter I: Introduction to Master’s Project
7. Create the Chapter II: Literature Review (limited to the state-of-science related to project topic, relevance of project topic, and theoretical framework for the project application/product)

**3rd Semester: MSN6800 – II (1 cr)**

Upon completion of this component, the student will be able to:

1. Complete the Chapter II: Literature Review (expand to include evidence that supports selected project application/product design, implementation processes, and change strategies)
2. Create master’s project report’s Chapter III: Development of Master’s Project Application/Product
3. Describe the setting in which the project application/product is intended to be used
4. Describe the intended audience or future users of the project application/product
5. Describe the process through which the project was designed
6. Begin development of the project application/product
7. Describe the proposed change strategy and implementation process for the project application/product
8. Describe the proposed means by which the effectiveness of the project application/product will be evaluated

4th Semester: MSN6800 – III (2 cr)

Upon completion of this component, the student will be able to:

1. Finalize development of the project application/product
2. Create the Chapter IV: Summary of Master’s Project
3. Create comprehensive reference list
4. Create appendices, including a copy of the master’s project application/product
5. Combine Chapters I, II, III, IV, References, and Appendices into a cohesive Master’s Project Report

(Note: Refer to the individual MSN6800-I, II, & III component syllabi and assignments for detailed instructions for completion of the master’s project expectations)

Registration for Master’s Project Hours

- Program graduation requirements include the completion of a minimum of four credit hours of MSN 6800 - Master’s Project Development and Implementation.

- Prerequisites to MSN6800 Master’s Project Development and Implementation registration include MSN6100, MSN6120, and MSN6141. (All MSN Program requirements must be completed within three academic years of admission to the program. MSN Program coursework older than six academic years will not apply toward MSN Program graduation.)

- Students must register for a minimum of one credit of MSN 6800 Master’s project Development and Implementation during the 2nd and 3rd semesters of the MSN Program.

- Student must register for a minimum of two credits of MSN 6800 Master’s project Development and Implementation during the final semester of the MSN Program.

- A maximum of four credits of MSN 6800 will be applied toward graduation requirements.

- If the student has completed all MSN coursework, but has not yet completed the Master’s project graduation requirement, to remain in the MSN Program the following conditions apply:
The student must register and pay for a minimum of one credit of MSN 6850 Project Development and Implementation Extension Course for each consecutive academic semester until the student has fulfilled all requirements associated with the Master’s project requirements.

Selection and Approval of Master’s Project Committee

The master’s project is completed under the direction of a Master’s Project Committee. The project committee is comprised of a committee chairperson and one committee member (MSN Project Coordinator). The project committee chair must have sufficient expertise in the subject area of the student's project topic and must have attained at minimum of a Master’s of Science degree in nursing. Adjunct WSU nursing faculty members are eligible to serve on the Master’s project Committee.

Though optional, the student may contract a third member of the committee who possesses a specific expertise in the topic of the master’s project. This individual may be external to the WSU School of Nursing, but must hold a minimum of a master’s degree.

Changes to Master’s Project Committee

- In some cases, it may be necessary for a student to change the membership of his or her project committee. To accomplish a change of the Master’s Project Committee, the student will complete a new Approval of Project Committee Form (Appendix). This form will be submitted to the Director of the MSN Program for review and signature. The most recently completed form will be the official committee membership record.
- Generally, changing the Project Committee memberships will likely delay the timeline for completion of the project. Subsequently, a student should carefully weigh the advantages and disadvantages of making this change.

The Role of the Master’s Project Committee Chair

*Note: The student will work closely with the chairperson of his or her Master’s Project Committee. Therefore, the student is encouraged to select a Project Committee Chair whose work style and personality is compatible with that of the student.*

- Assists the student to complete a scholarly project that reflects a valuable contribution to the nursing profession.
- Consults with the student throughout the development of the master’s project application/product, and the culminating project report.
- Reviews sequential document drafts throughout project application/product development and creation of the culminating project report; providing recommendations for improvement/revision.
- Provides approval of final master’s project report and project application/product; providing recommendations for improvement / revision.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Role of Master’s Project Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st</strong></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
| **2nd**  | • Assist student in developing master’s project topic and proposal  
• Provides final approval of master’s project proposal  
• Signs Master’s Project Committee & Proposal Approval Form  
• Meets with student and committee member to discuss project expectations, timeline, etc.  
• Provides final approval of student’s developmental timeline for project application/product completion  
• Reviews selected evidence for depth, breadth, and appropriateness in support of master’s project. Provides suggestions and constructive feedback to student, as applicable  
• Reads and evaluates master’s project Chapter I: Introduction. Provides constructive feedback relative to revisions / improvement, as applicable  
• Provides final approval of content and quality of Chapter I: Introduction  
• Returns to student all drafts within 2-weeks of student submission of document  
• Reads and evaluates master’s project Chapter II: Literature Review (topic relevance & theoretical framework) for content and quality of information. Provides constructive feedback relative to revisions / improvement, as applicable  
• Provides final approval of content and quality of Chapter II: Literature Review  
• Returns to student all drafts within 2-weeks of student submission of document  
• Complete and submit grading rubric to MSN 6800 instructor in assignment of letter grade for MSN6800-I (1 cr) |
| **3rd**  | • Reads and evaluates master’s project Chapter III for content & quality of information. Provides constructive feedback to student, as applicable  
• Provides final approval of content and quality of Chapter III for master’s Project  
• Returns to student all drafts within 2-weeks of student submission of document  
• Reviews and evaluates master’s project application/product drafts for content & quality of information. Provides constructive feedback to student, as applicable  
• Returns all drafts within 2-weeks of student submission of document  
• Complete and submit grading rubric to MSN 6800 instructor in assignment of letter grade for MSN6800-II (1 cr) |
| **4th**  | • Provides continued support, as needed, to student in the development of master’s project application/product  
• Evaluates final master’s project application/product and provides student constructive feedback  
• Returns all drafts within 2-weeks of student submission of document  
• Provides final approval of content and quality of Chapter IV: Summary, Reference page, and Appendix  
• Returns all drafts within 2-weeks of student submission of document and provides formative feedback  
• Provides final approval of master’s project report  
• Signs Master’s Project Final Approval form  
• Complete and submit grading rubric to MSN 6800 instructor in assignment of letter grade for MSN6800-III (2 cr) |
The Role of the Master’s Project Coordinator

- Available for consultation with the committee chair and student throughout the development of the master’s project.
- Working with project committee chair, reviews sequential project drafts throughout creation of project application/product, and the culminating project report; providing recommendations for improvement/revision.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Master’s Project Coordinator Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Note: Individual committee member expectations may vary and should be discussed and verified with each member of the master’s project committee)</td>
</tr>
<tr>
<td>1st</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
| 2nd      | **Assist student in developing master’s project proposal**  
|          | **Reviews master’s project proposal and provides initial constructive feedback to student (content & format)**  
|          | **Meets with student and master’s project committee chair to discuss project expectations, timeline, etc.**  
|          | **Signs master’s project committee and proposal approval form**  
|          | **Supports student progress relative to search for research & non-research evidence, reviews appraisal documentation**  
|          | **Supports student progress relative to development of master’s project Chapter I: Introduction**  
|          | **Supports student progress relative to development of master’s project Chapter II: Literature Review**  
|          | **In conference with master’s project committee chair, assigns letter grade for MSN6800-I (1 cr)** |
| 3rd      | **Supports student progress relative to master’s project Chapter III for Master’s project**  
|          | **Supports student progress relative to the development of master’s project application/product**  
|          | **In conference with master’s project committee chair, assigns letter grade for MSN6800-II (1 cr)** |
| 4th      | **Supports student progress relative to Chapter IV: Summary, Reference page, and Appendix for APA organization and formatting**  
|          | **Supports student progress relative to combined Chapters I – IV, references and appendix into a single document (Master’s Project Report)**  
|          | **Reviews final draft of master’s project report and application/product**  
|          | **Signs Master’s Project Final Approval form**  
|          | **In conference with master’s project committee chair, recommends letter grade for MSN6800-III (2 cr)** |
Development of Master's Project Proposal

The development of a master’s project involves several steps. The first is the selection of an appropriate topic, issue, or problem within a student’s selected graduate program of study. Once an appropriate topic has been selected, the student will develop a formal proposal and a developmental timeline. The following will provide guidance in accomplishing these tasks.

*(Note: The student is encouraged to select a Master’s project topic while completing the first semester course work in MSN6100.)*

Selecting a Master’s Project Topic

Choose an area in which you have a strong and sustained interest, passion, personal investment, or commitment. When the outcome is important to you, it is easier to remain motivated and persevere during the difficult phases of the project development. Take the earliest opportunity to do some reading in your area of interest and explore topics and current trends in the field. Choosing a topic, and then narrowing it to a manageable project, are often difficult tasks. It is important that you work closely with your project committee chair on this component of the process.

There are several factors to consider when selecting a topic. First, is the project realistic for the allotted timeframe? Will a project on this topic advance your professional development and/or career goals? Do you have access to the necessary resources? Finally, will this topic fulfill the purposes of the master’s project requirement; such as, allow you to demonstrate your ability to develop an application/product, as well as make a contribution to the professional area of your interest?

Developing a Master’s Project Proposal

The written proposal is a defined plan for the master’s project. Proposals should contain an introduction to the problem, a statement of the problem and its significance, the aims of the project application/product, and a description of the methods that the student will use to examine the problem and carry out the project. The length of proposals may vary, and some may only require a couple of pages, depending on the project. The student may find it necessary to rework the proposal several times to achieve clarity, brevity, and completeness. The student will need the approval of the master’s project committee to proceed with the project development. The proposal document format should reflect APA (6th ed.) guidelines, including a title page, body, and reference page.

Approval of Master’s Project Proposal

The master’s project proposal is ultimately approved by the master’s project committee chair. Upon approval of the committee chair, the student will obtain the chair’s signature on the Master’s Project Committee and Project Proposal Approval Form (Appendix); the student will obtain the approval signature of the other member(s) of the committee.

After all members of the master’s project committee have approved the project proposal, the student will return the Master's Project Committee and Proposal Approval Form to the MSN
Project Coordinator who will submit to the Director of the MSN program for final review and approval.

One copy of the completed Master's Project Committee and Proposal Approval Form will be returned to the student, a copy will be distributed to each member of the project committee, and the original will be placed in the graduate student's file. The student must have a completed and signed Master’s Project Proposal Approval Form on file in the MSN office prior to beginning further work on the project.

**Developing a Timeline for Master’s Project Completion**

The following is a suggested timeline for the development, execution, and completion of the master’s project. The developmental timeline includes:

- Selection of a topic
- Development and approval of a project proposal
- Creation of the project introduction, literature review, development of the project application/product, and strategies for implementation and evaluation of the project application/product
- Creation of the culminating project report that discusses the project as a whole, including its limitations and additional uses within the student’s area of interest.

**Recommended MSN Project Development Timeline**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Timeline Checklist</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td><strong>Explore an area in which the student has a strong and sustained interest, passion, personal investment, or commitment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Perform literature review for research and non-research related evidence relative to area of interest (Examine the current state of the problem / issue)</strong></td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td><strong>Finalize master’s project topic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Select Master’s Project Committee Chair and Committee member</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Create master’s project proposal and obtain approval signatures from committee members (Master’s Project Committee &amp; Proposal Approval Form)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Submit completed and signed approval form to MSN Program Director</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Perform search for research &amp; non-research evidence and submit list of sources to master’s project committee</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Create Chapter I: Introduction to MSN Project</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Submit initial and subsequent drafts of Chapter I for committee review and approval</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Create Chapter II: Literature Review</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Submit initial and subsequent drafts of Chapter II for committee review and approval</strong></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td><strong>Create Chapter III: Development of Project Application / Product</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Submit initial and subsequent drafts of Chapter III for committee review and approval</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Begin development of master’s project application/product</strong></td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Timeline Checklist</td>
<td>Due Date</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4th</td>
<td>▪ Submit initial and subsequent drafts of Chapter III for committee review and approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Submit completed master’s project application/product to master’s project committee chair and committee member(s) for review and approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Create Chapter IV: Summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Combine Chapters I, II, III, &amp; IV and submit completed master’s project report to master’s project committee chair and committee member(s) for final review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Upon receiving final approval of master’s project committee, obtain committee members’ signature on Final Approval of Master’s Project Form, including the final approval signature of the MSN Program Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Print three full copies of MSN Project document and distribute to the following: MSN Project Committee Chair, and Committee Member(s), and MSN Program Director for inclusion in student file</td>
<td></td>
</tr>
</tbody>
</table>

**Master’s Project Final Report**

The student, working with the Master’s Project Committee, will create the master’s project application/project and author the Master’s Project Final Report. The MSN Project Report is to be formatted using APA Manual (6th ed.) guidelines. You should use level headings to organize the report, labeling the main sections (Refer to *Major Sections of the MSN Project Report*).

**Copyright Information**

As per the United States Copyright Act of 1976, students automatically hold the copyright to their work. It is illegal for anyone to reproduce any part of the work without the author’s permission. So that inherent copyright is explicitly stated, include a copyright notice within the project document, immediately following the title page. A sample is provided in the Appendix.

**Permissions**

If the project report includes large sections of other copyrighted works (including, but not limited to, tables, graphs, lists, photos), written permission from the publisher or author must be submitted with the document. Indicate in the document that the material is “Use with Permission”. Materials included that are consistent with “fair use”, such as short or standard block quotations, do not need this written permission.
Major Sections of the MSN Project Report

The following outline provides the order in which the major component of your MSN Project report is to be organized. A detailed discussion of what is included in each component is provided in the MSN6800 course syllabi and assignment descriptions. Please refer to the MSN6800-I, -II, and -III course materials.

Title Page (see Appendix for format)

Signed Final MSN Project Approval Form (see Appendix for form)

Copyright Page (see Appendix for format)

Abstract

Table of Contents (see Appendix for sample)

List of Tables or Forms – if used (see Appendix for sample)

List of Figures – if used (see Appendix for sample)

Acknowledgement (optional – see Appendix for sample)

Body of the MSN Project Report

- Chapter I: Introduction
- Chapter II: Literature Review
- Chapter III: Development of Project Application / Product
- Chapter IV: Summary

References

Appendices (Include important material used in the project such as a copy of the project application/product, copies of proposed evaluation materials, and any other relevant information to the project)

Formatting Requirements for Master's Project Report

Document formatting must comply with the APA (6th ed.) *. This includes recommended fonts, margins, spacing, pagination, title page, running head, and abstract, chapters and APA level headings. The APA Manual does not provide a guideline for a Table of Content.

- Following are formatting guidelines for the Table of Contents (TOC):
  - Title is bold, upper and lower case (APA heading Level 1)
  - Text is full justified (even on both left and right sides)
  - Double-space between chapter titles, single space between sections within chapters
  - Indents, as needed, are 5-spaces.
Pagination Exceptions: Refer to following list for proper numbering protocol. Page numbers are printed bottom center of the pages:

- Title Page (no page number)
- Signed Final MSN Project Approval Form (no page number)
- Copyright Page (no page number)
- Abstract (Roman numeral “i”)
- Table of Contents (begin with Roman numeral “ii”)
- List of Tables or Forms – if used (use Roman numeral)
- List of Figures – if used (use Roman numeral)
- Acknowledgement (use Roman numeral)

(Page numbering on the remaining sections of the project report begins with Arabic numerals (1, 2, 3, 4…), and page numbers are printed in the upper right-hand corner aligned with the running head.)


Printing Requirements for Master’s Project Report

- The manuscript must be printed using the same font throughout the document. For consistency, readability, and professional appearance, students are required to use Times New Rome 12 font, black ink color (Exception: Appendices - Project application/product requires colored ink).

- Any materials in the appendices that do not meet the 1-inch margin required on all sides must be reduced on a photocopy so that 1-inch empty space appears on all sides.

- The manuscript must be printed on white, 8” x 11.5”, 20 Lb. paper (Exception: Appendices - Project application/product requires colored or varied paper type).

- The manuscript must be assembled in the prescribed order. A minimum of three full copies must be printed and bound with a protective cover on both the front and the back of the document. These copies are to be distributed to the master’s project committee chairperson, committee member, and the MSN Program Director for inclusion in your permanent student record.

Additional Tips for Writing the Master’s Project Report

- Repetition within the report: There are places within the project report in which the student will revisit information from a previous section or chapter. This is expected and even advised. However, it is important to avoid “lifting” entire sentences or paragraphs from the previous text. As with paraphrasing the work of another author, the student must paraphrase his or her own work as well!
• Outline the report before beginning to write. If one has not previously used an outline to organize a scholarly paper, now is the time to begin. Outlining is extremely useful in organizing the report and helping the author focus on what to write next.

• Ongoing development of project topic: Once the master’s project topic has been selected, whenever possible, use that topic for class assignments. In this way, the student can build his or her reference file and explore related literature.

• The writing style needs to be:
  o Written in the third person
  o Clear and concise (yet often redundant)
  o Non-biased
  o Straight forward (non-creative)
  o Adequately and appropriately cited
APPENDIX - Support Documents for Master's Project Completion
Dumke College of Health Professions  
School of Nursing  

Master's Project Committee Approval & Proposal Approval Form

Student must receive a signed copy of this Master’s Project approval form before beginning work on his or her project. This form also serves as an agreement by faculty to serve on the student’s Master’s Project committee. Committee members’ signatures indicate agreement to guide the student’s experience with regard to the design, development and reporting of the Master’s Project and Summary Report.

The area of project focus is: ☐ Nursing Administration ☐ Nursing Education

Topic of Project: ____________________________________________

Purpose of Project: ___________________________ _____________________________

Target date for completion of Project: _______________________________________

Student Name: _____________________________ Signature: ______________________

Date of Submission: _____________________________

The MSN Project committee is composed of two Weber State University (WSU) School of Nursing faculty members. These include the Committee Chair and one Committee Member. The student has the option of contracting with a third Committee Member either internal or external to the WSU School of Nursing. All members of the committee must have sufficient expertise in the subject area of the student’s project and must hold a minimum of a master’s degree.

<table>
<thead>
<tr>
<th>Committee Chair</th>
<th>Title/Degree</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN Project Coordinator</td>
<td>Title/Degree</td>
<td>Signature</td>
</tr>
<tr>
<td>Committee Member (Optional)</td>
<td>Title/Degree</td>
<td>Signature</td>
</tr>
</tbody>
</table>

Approved: _____________________________ Date

Once approved, one copy of this form will be sent to the student and each member of the committee. If changes to the committee membership are made, a new Master’s Project Approval & Committee Approval Form must be completed reflecting the changes.
Master’s Project Committee Change Approval Form

The purpose of this form is to document potential committee members’ agreement to serve on the Master’s Project Committee. Signature indicates agreement to guide the student’s experience with regard to the design, conduct, evaluation, and reporting of the Master’s Project.

The area of project focus is:  □ Nursing Administration  □ Nursing Education

Topic of Project: ____________________________________

Purpose of Project: ____________________________________

Target date for completion of Project:_______________________________

Student Name: _____________________________  Signature: ______________________

Date of Submission: _________________________

Once approved, one copy of this form will be sent to the student and each committee member, and one copy will be placed in the student’s file. If any changes need to be made, a new form must be completed.

Please state the reason for the committee revision:

________________________________________

Committee Chair (Name)  Title/Degree  Signature

_____________________

MSN Project Coordinator (Name)  Title/Degree  Signature

_____________________

Committee Member (Name) (Optional)  Title/Degree  Signature

_____________________

Approved: ________________________________

Director of the MSN Program Signature  Date
Dumke College of Health Professions  
School of Nursing  

*Master's Project Final Approval Form*

This acknowledges that _________________________________ has successfully completed a MSN Project titled:

__________________________________________________________________________________________

This master’s project, developed and written under the direction of the candidate’s master’s project advisory committee, has been accepted and approved by the faculty of the Weber State University School of Nursing, in partial fulfillment of the requirements for the Master’s Degree in Nursing with a concentration in:

☐ Nursing Administration  ☐ Nursing Education

____________________________  ______________________________  ______________________________
Committee Chair  Title/Degree  Signature

____________________________  ______________________________  ______________________________
Committee Member  Title/Degree  Signature

____________________________  ______________________________  ______________________________
Committee Member  Title/Degree  Signature  
(Optional)

Approved: ______________________________  ____________________________
Director, MSN Program  Date
Sample Title page

THE TITLE OF THE MASTER’S PROJECT IS INSERTED
IN THE TOP PORTION OF THE TITLE PAGE

(Double-spaced, 80 characters max., including spaces and punctuation. All letters capitalized, no bold. Do not include APA Running-head on this title page)

A Master’s Project

Presented to

The Faculty of the Weber State University

School of Nursing

In Partial Fulfillment

Of the Requirements for the Degree

Masters of Science

By

Student Name

Semester / Year

(No page number should appear at the bottom of this page)
Sample Copyright Page

© 2014

Student Name

ALL RIGHTS RESERVED

(No page number on this page)
**Sample Table of Contents** *(Individual MSN Project TOC will vary)*

(Note: Lower case Roman numerals should appear at bottom of page, beginning with “i”)

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Figures .........................................................</td>
<td>iii</td>
</tr>
<tr>
<td>List of Tables ..........................................................</td>
<td>iv</td>
</tr>
<tr>
<td>Acknowledgements ......................................................</td>
<td>v</td>
</tr>
<tr>
<td>Chapter</td>
<td></td>
</tr>
<tr>
<td>I. Introduction ..........................................................</td>
<td>1</td>
</tr>
<tr>
<td>Current State of Knowledge ...........................................</td>
<td>2</td>
</tr>
<tr>
<td>History, Background, and Context of MSN Project issue or topic</td>
<td>6</td>
</tr>
<tr>
<td>Purpose and Significance of MSN Project topic ...............</td>
<td>9</td>
</tr>
<tr>
<td>Proposed MSN Project Application / Product ..................</td>
<td>12</td>
</tr>
<tr>
<td>II. Literature Review ...................................................</td>
<td>13</td>
</tr>
<tr>
<td>Overview of Literature Review .......................................</td>
<td>14</td>
</tr>
<tr>
<td>Review of Related Research ..........................................</td>
<td>18</td>
</tr>
<tr>
<td>Theoretical Framework of MSN Project Application / Product</td>
<td>19</td>
</tr>
<tr>
<td>Conclusions ...................................................................</td>
<td>29</td>
</tr>
<tr>
<td>III. Development of MSN Project Application / Project ......</td>
<td>30</td>
</tr>
<tr>
<td>IV. Summary ...................................................................</td>
<td>48</td>
</tr>
<tr>
<td>References .....................................................................</td>
<td>60</td>
</tr>
<tr>
<td>Appendices .....................................................................</td>
<td>66</td>
</tr>
<tr>
<td>A. MSN Project Application / Product .........................</td>
<td>67</td>
</tr>
<tr>
<td>B. Evaluation Handbook .................................................</td>
<td>70</td>
</tr>
</tbody>
</table>
Sample List of Figures

Note: Lower case Roman numerals should appear at bottom of page

List of Figures

Figure

1. Title of first figure ………………………………………………………………33
2. Title of second figure ……………………………………………………………40
3. Title of third figure ……………………………………………………………55

Sample List of Tables

Note: Lower case Roman numerals should appear at bottom of page

List of Tables

Table

1. Title of first table ……………………………………………………………14
2. Title of second table ……………………………………………………………22

Sample Acknowledgement

Note: Lower case Roman numerals should appear at bottom, center of page.

Acknowledgements

Write Acknowledgements in indented paragraphs. Double-spaced. No minimum or maximum characters or words. Page numbers are lower case Roman numerals following the Table of Content, (and List of Figures and/or List of Tables, if included).