



Faculty of Nursing MN Course-based Oral Examination Guidelines

The Faculty of Nursing requires a final oral examination of the Master of Nursing course-based project.

1. SCHEDULING

In advance of the completion of Nursing 634, the student begins discussing with the supervisor the timeline to set the date and time of the oral exam. It is the responsibility of the supervisor to schedule the date for the project oral examination, and recommend all additional examining committee members to the Associate Dean, Graduate Program for approval. It is the student's responsibility (with help from the supervisor) to arrange the presentation venue (in an agency setting or at the University of Calgary). The place/audience for the presentation will vary with each student depending on the nature and type of project.

2. COMPOSITION OF COURSE-BASED SUPERVISORY COMMITTEE

As identified in the Master's Project Manual (2015), the MN course-based supervisory committee will consist of 3 members: Student's Supervisor (Chair), 1 doctoral prepared member from faculty, and 1 preferably master's prepared member (from the project setting/agency) as applicable.

3. COMPOSITION OF MN COURSE-BASED ORAL EXAMINATION COMMITTEE

The oral examination committee will consist of the course-based supervisory committee as above, and one additional internal external member who will be added to the final examination committee.

4. INTERNAL EXTERNAL EXAMINER

The Internal External Examiner named above meets the following criteria:

- Has not collaborated with the supervisor in the last five years
- Is not personally related to the student, and has not worked with the student
- Has not been a supervisor in the student's department/program for the last three years
- Normally PhD prepared
- External to the Faculty of Nursing, but internal to the University of Calgary

5. ORAL EXAMINATION FORMAT

The final oral examination of the student's completed scholarly project will consist of one of the following options:

- 1) A traditional oral examination with supervisory/examination committee members, with the option of a presentation to the public at a later date, or
- 2) A combined public presentation/examination committee exam on the same day - where the last half of the exam will consist of supervisory/examination committee members only. Upon conclusion of the public presentation, the student will have the opportunity to answer any questions by those in attendance. The examination committee and the student will then convene in a private room where the exam process continues. The Examination Committee members continue with additional rounds of questions to the student related to the project.

The articulation/defense of the project will be the common element for all students. In the oral exam the student will present the project to the committee members and other interested persons for up to 30 minutes. The format will be a power-point presentation. The duration of the exam including the public oral presentation will not exceed 2 hours (excluding committee deliberation). Once questioning is complete, the student is asked to withdraw from the room for the committee deliberation. An individual examiner's report is not required.

6. PROJECT ORAL EXAMINATION CHAIR

The student's supervisor shall serve as the oral examination chair.

7. POST-EXAMINATION

In the deliberation process all members including the student's supervisor are voting members. In this vote the examiners are considering the oral exam process only, as the project committee has already approved the project itself in NURS 634 suggesting that project is ready to defend. Specifically the examiners are considering the scholarship of the power point, oral presentation, defense of the project, and response to questions. Before any discussion of the student's performance each member must identify, by *secret ballot*, which recommendation he/she favors (pass or fail). This allows the committee an opening for full discussion of the student's performance. Following this discussion each committee member will vote again. After the final vote each examiner must record a recommendation of pass or fail on the Official *Faculty of Graduate Studies Report of Oral Examination Form*, delivered to the Graduate Programs office within 24 hours of the exam for immediate forwarding to FGS. **A unanimous decision must be reached.**

RECOMMENDATION OF A "PASS"

If the decision is a pass, the supervisor will provide feedback to the student.

FAILURE TO REACH A UNANIMOUS DECISION ON THE FINAL ORAL EXAMINATION FOR A COURSE-BASED MN PROJECT

If the examiners are unable to achieve unanimity regarding the oral exam, there must be no further discussion in the examination room, and the supervisor (chair of the exam) must select "Failure to Reach a Unanimous Decision" on the Final Oral Examination Report form. The supervisor should immediately inform the Associate Dean, Graduate Programs in the Faculty of Nursing regarding the "lack of unanimity". The final decision will be at the discretion of the Associate Dean, Graduate Programs who, before rendering the decision, may consult with anyone involved in the post-examination deliberation.

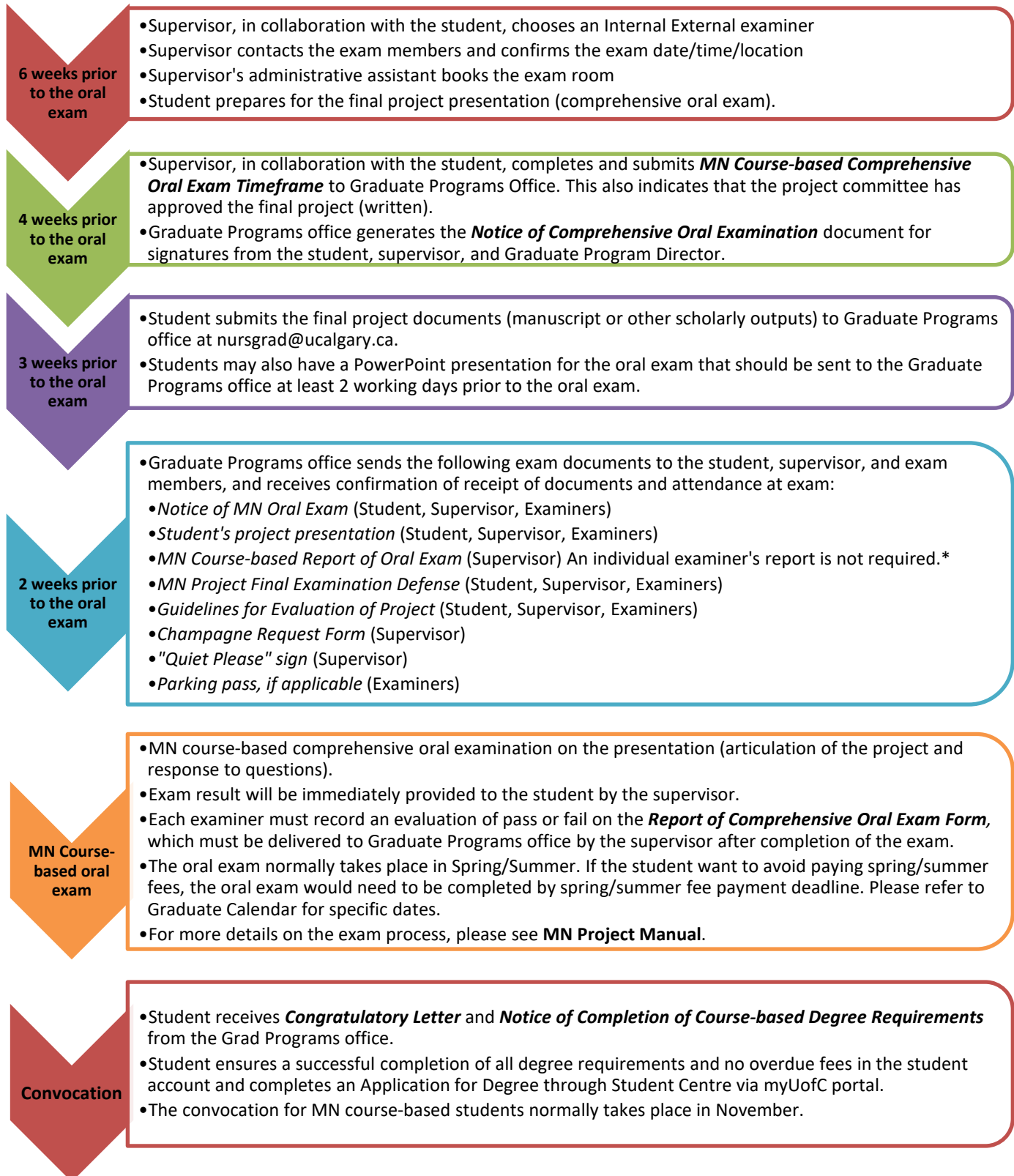
RECOMMENDATION OF A "FAIL"

- If the committee's recommendation to the Associate Dean, Graduate Programs in the Faculty of Nursing is "fail", this result will immediately be provided to the student by the supervisor.
- Within 5 working days of the failed oral examination, each examiner must submit a written report to the Associate Dean Graduate Programs providing reasons for his/her vote.
- The Associate Dean Graduate Programs may uphold the "fail" in the case of a clear fail or refer to FGS for decision in the case of an unclear fail.
- If the Associate Dean Graduate Programs upholds the "fail" after consultation with the Supervisor, the Associate Dean Graduate Programs then summarizes the essential points from the memos to the student, copied to the supervisor.
- The graduate program, within ten working days from the examination, will send a notice of failed oral exam to the student.

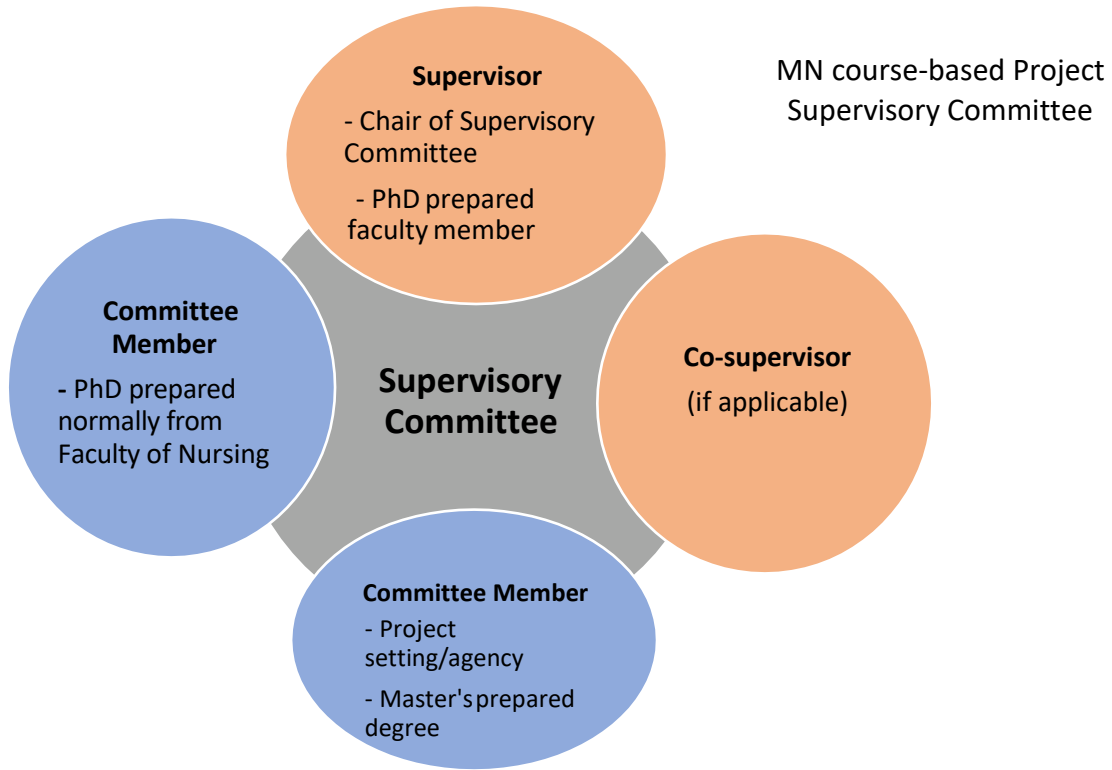
RE-TAKE of ORAL EXAMINATION

Normally, the student will be allowed a re-take of the oral examination no sooner than 2 months and no later than 6 months of the failed examination. Normally, the same project oral examination committee members will be involved in the re-take of the exam. Only *one* re-take will be permitted

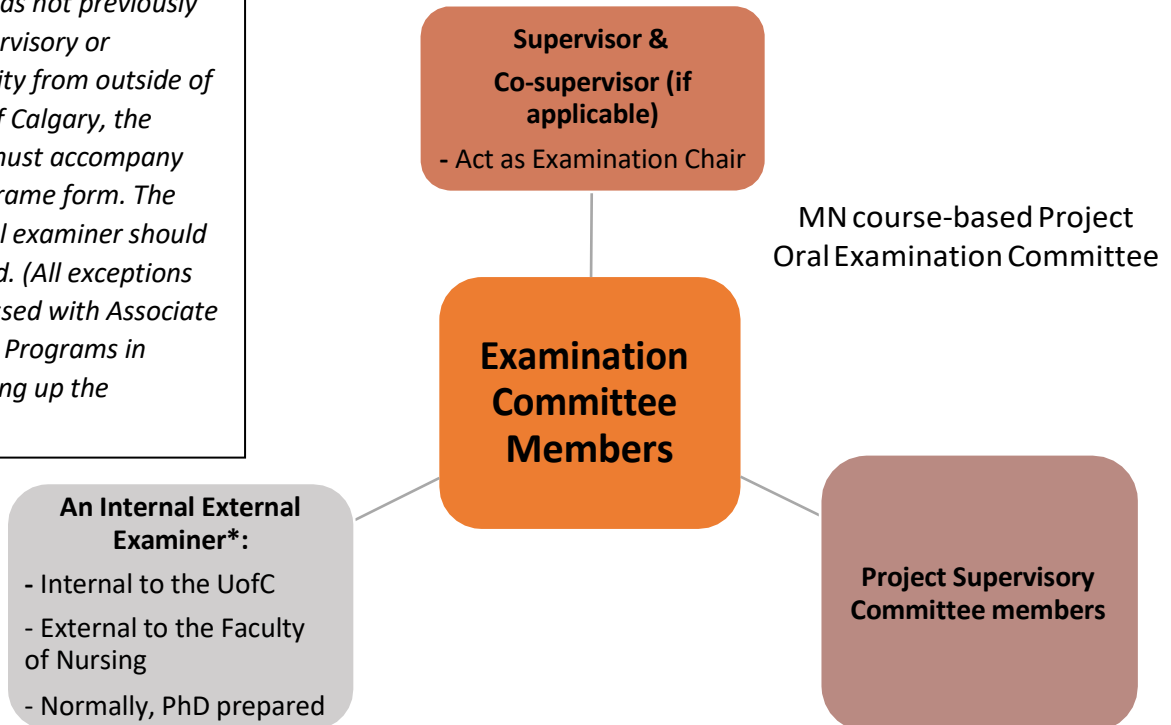
Faculty of Nursing Graduate Programs MN Course-based Project Oral Examination Timeline



**Faculty of Nursing Graduate Programs
MN Course-based Project Oral Examination Committee**



**if you wish to choose an examiner who has not previously served in a supervisory or examiner capacity from outside of the University of Calgary, the examiner's CV must accompany the Exam Timeframe form. The Internal External examiner should be PhD prepared. (All exceptions should be discussed with Associate Dean, Graduate Programs in advance of setting up the examination.)*



GUIDELINES FOR MN COURSE-BASED PROJECT ORAL EXAMINATION

CATEGORY	CRITERIA FOR ORAL EXAMINATION	Comments
Scholarly Content	<ul style="list-style-type: none"> • Provides outline at the beginning of presentation to introduce topic • Provides Background to Project • Presents accurate and insightful content • Appropriate Citations and acknowledgements noted • Significant Findings/Outcomes/Practice Implications • Situates topic/project within Nursing and larger health care systems • Articulates significance of work for Advanced Practice • Incorporates relevant research and literature • Summarizes and synthesizes ideas • Thoughtfully answers questions from audience and examiners that reflects advanced understanding of the project • Reflects on Challenges/ Growth in doing the project 	
Presentation Style / Audience Engagement	<ul style="list-style-type: none"> • Presents in logical order Transitions occur between thoughts • PowerPoint is creative and visually engaging • Speaks in a clear, audible and distinct voice • Uses professional vocabulary • Maintains eye contact with audience • Regulates the pace of speech • Uses appropriate nonverbal communication • APA format accurately and consistently incorporated 	