

## Instructions for Portfolio

### Applicants with an RN and a Bachelor's Degree in a Field Other than Nursing ONLY

If your baccalaureate degree is in a discipline other than nursing you must submit a portfolio. Applicants are expected to provide the information listed below.

It is important that you carefully respond to all of the items. Admission depends on a clear description of your achievements.

When assembling your portfolio the following information should be included in a MS Word document (.docx format).

#### 1. **Resume including:**

- a. Formal education, degree(s) obtained and major, school attended, dates
- b. All nursing and other positions held
- c. Any relevant CE programs/courses taken
- d. Any published professional articles (in journals, hospital/agency publications, school newspapers, etc.)
- e. Presentations before staff, patient/family and other groups including educational seminars presented to peers as part of job responsibilities) date, title, location
- f. Honors/awards received
- g. Membership in professional and other organizations—offices held, dates of membership
- h. Community service: name of organization, description of activities

#### 2. **A reflective paper divided into five sections.**

This paper is an essential aspect of the admission process and will be carefully evaluated in order to make a decision on your entry into the MSN +DNP program. Follow the guidelines carefully, speaking concisely to all items. The paper will be evaluated on content, clarity of presentation, grammar, spelling, punctuation, etc.

##### **Section 1. Teaching and Counseling**

- Give one example of how teaching and counseling impact your nursing practice.

##### **Section 2. Collaboration**

- Give one example of how you use collaboration in your nursing practice.

##### **Section 3. Leadership**

- Give one example of how you have functioned as a leader in your nursing position. (You do not need to have an official leadership role.)

##### **Section 4. Research**

- Give one example of how research has impacted your nursing practice.

##### **Section 5. Philosophy of Nursing**

- Describe your personal philosophy of nursing.
- Give an example of how your non-nursing degree influences your nursing practice.