

PORTFOLIO ASSESSMENT GUIDE for NU 442-6X

What is a Portfolio: A Portfolio is a formal means of requesting assessment of your prior work/life experience from which you have developed sufficient college-level learning to earn credit for a specific class.

Purpose of this Guide: This document is intended for student self-assessment purposes only. Review it carefully to determine if you are ready to write and submit a Portfolio for the course indicated above. Your self-assessment is not a guarantee that you will be awarded credit for the course. Faculty with expertise in the subject matter will evaluate whether your Portfolio provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through experiential learning. Enrolling in the course may be your best option.

GENERAL GUIDELINES AND REQUIRED PORTFOLIO CONTENTS:

General Guidelines:

- All work must be word-processed, except for items submitted for #1, and signatures.
- Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources.
- Clearly label each section with the bolded title below
- Your Portfolio will not be returned. Make copies of the contents before you submit. You may include clear copies of documentation and keep the originals.

Required Portfolio Contents:

1. **Title Page:** Your Name, Student ID Number, the Course Number and Title for which the Portfolio is submitted, and the Semester in which it is submitted.
Example:

Erin Anybody

Student ID# 555667777

PHIL 401, Ethical Decision Making and Organizational Policy

Fall 2018

2. **Statement of Academic Honesty** (attached)
3. **Documentation** verifying the work/life experience leading to course content knowledge (time cards, evaluations, contracts, certificates of training, letters from supervisors, etc.) Letters from current and former supervisors will be accepted as verifying documentation.
4. A complete **Current Resume** that includes the relevant work

5. A 2 - 5 page (double-spaced) **Autobiographical Essay** that describes the relevant work, when you engaged in it, your role in it, how it is related to your current major and career goals.
6. A separate essay for each of the Learning Outcomes listed below, explaining what and how you have mastered each objective through your experience. Essays should include detailed examples of learning as well as an analysis of that learning. For example, it will not be sufficient to say "I learned to align decision-making with company policy." You will need to give examples where you incorporated policy into your decisions, what difference policy made to how you handled a situation, what the role of policy is in leadership and problem-solving, and what you've observed when policy and decision-making are not aligned. Label each essay **Learning Outcome 1, Learning Outcome 2**, etc. Include the complete Learning Outcome at the beginning of your essay.
7. Other Portfolio requirements (if any) required for assessment: None for this course.

LEARNING OUTCOMES:

1. Apply the professional nurse roles of Provider of Care and Designer/Manager/Coordinator of Care in diverse, unstructured community settings.
2. Demonstrate professional nursing practice characterized by accountability, advocacy, critical thinking, self-directed learning, effective communication, leadership, political awareness, and partnership-building in the community.
3. Apply nursing and other theories including the BSN Philosophy in promoting the health of diverse rural and urban populations, aggregates, and communities.
4. Incorporate the nursing professional values of altruism, autonomy, human dignity, integrity, and social justice in the development and delivery of population-based nursing care.
5. Apply knowledge of group dynamics and group process in a variety of clinical settings.
6. Apply the nursing process and research findings to identify community needs, formulate community health diagnoses, plan interventions, and evaluate outcomes.

DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:

You will need to earn the following to be awarded credit through Portfolio Assessment for this course:

Overall (cumulative) score of 75% or more to achieve a passing score or credit for the course.

- Adequate verification of employment in Community Health Nursing setting (5%)
- Current Resume includes evidence of work history that includes Community Health Nursing experience (15%)
- Autobiographical essay to be graded using Rubric A provided below: (30%)
- Learning Outcomes essay will be graded using Rubric B as Listed below (50%)

Rubric A

	30 %	29-20 %	19-10 %	9-0 %
<u>Writing</u> <u>Spelling,</u> <u>syntax,</u> <u>grammar</u>	Well-organized and contains one or no spelling and/or grammatical errors	Several different errors but organization is evident	Multiple errors OR Shows little organization	Multiple errors AND Shows little organization

Rubric B

	5 %	4 %	3 %	0 %
<u>Writing</u> <u>Spelling,</u> <u>syntax,</u> <u>grammar</u>	Well-organized and contains one or no spelling and/or grammatical errors	Several different errors but organization is evident	Multiple errors OR Shows little organization	Multiple errors AND Shows little organization
	20 %	10 %	5 %	0 %
<u>Content</u>	All components of the essays are completed in detail	All components submitted, but not details are not provided	One component of the essay is missing or details of components are missing	Two or more components of the essay are not included
	25 %	15 %	10 %	0 %
<u>Quality</u>	Each course outcome is addressed with a detailed description of how student has mastered the objective through work experience.	Student addressed each course outcome however adequate evidence is lacking details on one or more components	Student demonstrates a limited application of course outcomes to work experience; details are lacking on all components	Student fails to demonstrate a basic understanding of the course outcomes as they relate to work experience.

Statement of Academic Honesty

The material contained in this Portfolio honestly and accurately reflects my life, learning, and work experience.

I understand that the penalty for falsifying any information or documentation will result in an award of no credit for the Portfolio with no resubmission allowed and may result in other sanctions as described in the Student Code of Conduct.

Print Name

LCSC ID Number

Signature

Date