



# NORTHWEST FLORIDA STATE COLLEGE

NUR-3955-Portfolio I

1 Credit Hour

Summer 2016

- Adjunct Professor: Dr. Lenora L. Cook, RN
- Office Hours: Available Upon Request
- Phone: (850) 252-2381
- Email: cookL7@nwfsc.edu
- Final Exam: Online Course
- Web Page: N/A
- Reference Number: L01
- Campus/Room: Niceville, FL
- Class Days: Online
- Class Times: Online
- Electronic Resources: Desire2Learn (D2L) via NWFSC distance learning site NWF State College online library

## Course Description

Portfolio I development prepares the baccalaureate nurse student to assume responsibility for individual and professional growth as a lifelong learner. Students will develop short and long-term career goals, annotate evidence of academic and professional education, and critically analyze personal and professional achievement through reflection and deliberate evaluation of nursing competencies. Students will begin construction of an electronic portfolio.

## Course Prerequisite

Acceptance into the RN to BSN program. Senior year course

## Course Materials

Required Text: None

Required References: CertifiedBackground (CB) E-Portfolio subscription:

[www.certifiedbackground.com](http://www.certifiedbackground.com) Note: Please see content

section of course for CB subscription information. Cost: \$6.00

Subscription to CB is required for this course

American Psychological Association. (2010) *Publication*

*Manual of the American Psychological Association*

(6<sup>th</sup> ed.). Washington D.C.

ANA website: <http://nursingworld.org> *Nursing: Scope and Standards of*

*Practice*. Available on ANA website

Required Technology: Desire2Learn via NWFSC distance learning site

Smarthinking or the Academic Success Center (Review of

Personal Career Plan Reviewed prior to submission)

Microsoft Word 2007 and PowerPoint 2007 (*or higher*)

## Student Learning Outcomes

\*\* 1. Demonstrate accountability, responsibility, authority, ethical practice, and professionalism as defined by the American Nurses Association Code of Ethics.

\*\* 2. Apply the combined knowledge derived from the natural sciences, behavioral sciences, the humanities, and nursing theory to the promotion of health, reduction of health risks and prevention of disease through expanded use of the nursing process.

3. Facilitate patient, family, and community preferences, values, and needs in the coordination and integration of care.

\* 4 .Demonstrate a commitment to lifelong learning to promote personal and professional development.

5. Employ current theories and principles of leadership and management in the improvement of quality nursing care.

6. Describe and use appropriate teaching and learning theories to design, implement, and evaluate educational experiences for a diverse population of clients.

\* 7. Use higher order critical thinking skills (e.g. assessment, analysis, synthesis) effectively by integrating best current evidence and clinical expertise to determine their relevance and application to the delivery of optimal nursing care.

8. Apply appropriate theory, practice, and evidence in health promotion and in planning care for complex client situations.

9. Recognize the patient or designee as the source of control and full partner in providing compassionate, socio-cultural appropriate, ethical, spiritual and coordinated care based on respect for the patient's preferences, values, and needs.

10. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

\*\* 11. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

\*\* Student Learning Outcomes threaded throughout the Northwest Florida State College RN to BSN program curriculum.

\* Student Learning Outcomes specifically addressed in NUR 3955

### Student Learning Activity: Curriculum Vitae and E-Portfolio

<p align="center"><b>Program Student Learning Outcomes Specific to Portfolio I NUR 3955</b></p>	<p align="center"><b>Student Learning Objectives</b></p>	<p align="center"><b>Learning Activities</b></p>
<p>Demonstrate accountability, responsibility, authority, ethical practice, and professionalism as defined by the American Nurses Association Code of Ethics.</p>	<p>State how the nursing portfolio promotes professional practice by measuring and documenting clinical competencies. Differentiate between professional portfolios, resumes and curriculum vitae.</p>	<p>Board Discussion with Cross post</p>
<p>Apply the combined knowledge derived from the natural sciences, behavioral sciences, the humanities, and nursing theory to the promotion of health, reduction of health risks and prevention of disease through expanded use of the nursing process.</p>	<p>Identify career and personal goals and complete a career plan.  Review research on the effectiveness of portfolio compilation on student learning.</p>	<p>Personal Career Plan  Board Discussion with Cross post</p>
<p>Demonstrate a commitment to lifelong learning to promote personal and professional development.</p>	<p>Define attributes of a professional e-portfolio.</p>	<p>Board Discussion with Cross post</p>
<p>Use higher order critical thinking skills (e.g. assessment, analysis, synthesis) effectively by integrating best current evidence and clinical expertise to determine their relevance and application to the delivery of optimal nursing care.</p>	<p>Review research on the effectiveness of portfolio compilation on student learning.</p>	<p>Board Discussion with Cross post</p>
<p>Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</p>	<p>List competencies required in the workplace and by professional nursing specialty organizations and cite methods of documenting didactic, practical, and experiential mastery.</p>	<p>Presentation of Professional Nursing Organization</p>
<p>Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.</p>	<p>List competencies required in the workplace and by professional nursing specialty organizations and cite methods of documenting didactic, practical, and experiential mastery. Prepare and maintain a professional curriculum vita and E-Portfolio.</p>	<p>Presentation of Professional Nursing Organization  Curriculum vita and E-Portfolio using Certifiedbackground (CB) link listed on page one in syllabus. This link requires 13 items to be posted on website.</p>

## Grading Procedures

### Course Requirements and Evaluation:

Criteria	Points	Date due
On-line Orientation and Quiz	25	May 23, 2016
Personal Career Plan <i>including entry level job skills for the next job student plans to seek</i> . Reference Personal Career Plan instructions and Title Page Template posted under content section of this course.	125	May 25, 2016
Board Discussion regarding the use of E- Portfolios or hardcopy Portfolios. Post your comments under the Discussion tab.	250	May 31, 2016
PowerPoint Presentation regarding a Professional Nursing Organization using <i>YouTube</i> or contact professor to give presentation in person on campus.	250	June 8, 2016
Complete E-Portfolio using Certifiedbackground (CB). Check course content for CB link and access code.	200	June 15, 2016
Curriculum Vitae (CV) Note: Use the CV example posted under content section of this course as your template. Post your CV under the course dropbox.	150	June 22, 2016
<b>Total Points</b>	1000	

### Grading/Evaluation Scale:

Points	Numerical Grade	Letter Grade
930 – 1000	93 - 100	A
929 – 830	92 - 83	B
829 – 750	82 - 75	C
749 – 700	74 - 70	D No BSN Credit
699 and below	69 and below	F No BSN Credit

**Grading Rubrics:**

<b>Criteria: Personal Career Plan</b>	<b>Points</b>
Short-term & long term career goals	<b>30</b>
Describe current job/student status	<b>20</b>
Cite additional qualifications that will need to be obtained to meet career goals	<b>20</b>
Analysis of barriers & needs to achieve career goals	<b>20</b>
Timeline for career goals	<b>15</b>
Paper includes a title page, introduction, thesis statement, body, and summary. Written in narrative style, do not use bullets or flowsheets. Use Title Page Template posted under Content section of this course. Turn paper in to D2L Dropbox Page maximum = 3. No minimum, make sure to cover all the above criteria	<b>10</b>
Paper reviewed by either Smarthinking or the Academic Success Center. Advice: <i>Start early so you will not miss these points! If you use Smarthinking, then drop a copy of the tutoring session record in the dropbox and if you use the Academic Success Center, please ask the tutor to e-mail the faculty member so you will receive these points. You cannot wait until the last minute to do this - you must review and incorporate any corrections/suggestions into the final paper - plan to submit about ten days before the due date!</i>	<b>10</b>
Spelling and grammar will be graded, according to <b>APA format</b> . -2% from grade for each APA error	
<b>Total Points</b>	<b>125</b>

**Discussion Board**

<b>Criteria: Use of Portfolios in Nursing</b>	<b>Points</b>
Locate 1 - 2 peer-reviewed references in the professional literature that pertain to the use of the portfolio in nursing and drop the articles in the course dropbox.	<b>100</b>
Write a discussion board post on the use, attributes, and values of the using portfolios in nursing. Offer a brief description of each article and discuss additional information the author offers. Use the Title Page Template posted under the content section of this course. Provide a cross post to another student's posting. (25 points)	<b>100</b>
Define resume, curriculum vitae, portfolio, and e-portfolio. Differentiate between each one.	<b>50</b>
Spelling and grammar will be graded, according to APA format. -2% from grade for each APA error	
<b>Total Points</b>	<b>250</b>

<b>Criteria: PowerPoint Presentation regarding a Professional Nursing Organization</b>	<b>Points</b>
Students may record their presentation using <i>YouTube</i> or in-person. Presentations made on YouTube must show the students face while giving the presentation as well as slide show. Voice over power points slides <b>will not</b> meet the requirement for this class. PowerPoint Presentation regarding a Professional Nursing Organization using <i>YouTube</i> or give your presentation in person on campus. Contact professor to schedule a date and time.	
Name of organization, purpose of the organization, reasons for membership, costs, benefits of membership are covered in 5 – 7 minutes.	<b>75</b>
Information on slides is organized logically and is accurate.	<b>50</b>
Slides give information about organization with bullet statements which are supported by narration and visuals do not distract from the content of the presentation. Visual material supports the narration.	<b>50</b>
<ul style="list-style-type: none"> <li>• Every bullet is followed by a capital letter (10 points)</li> <li>• Each bullet has eight words or less (15 points)</li> <li>• Font style is simple and legible (10 points)</li> <li>• No complete sentences (15 points)</li> <li>• No ALL CAPS (10 points)</li> <li>• No more than 3-4 bullets per slide (15 points)</li> </ul>	<b>75</b>
Spelling and grammar will be graded, according to APA format. -2% from grade for each APA error. Presenter does not exceed time maximum.	
<b>Total Points</b>	<b>250</b>

<b>Criteria: E-Portfolio/CertifiedBackground</b>	<b>Points</b>																											
Complete E-Portfolio using CertifiedBackground (CB). Check course content for CB link and access code. The link and access code is provided under the content section of the course.																												
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Criteria: Curriculum Vitae (CV)	Points
<p><b>(USE CV EXAMPLE IN CONTENT SECTION OF COURSE)</b></p> <ul style="list-style-type: none"> <li>• Contact information</li> <li>• Education, licensure</li> <li>• Certifications</li> <li>• Professional experience with description of job performed and skills required</li> <li>• Special projects completed</li> <li>• Presentations given (include those submitted for college course requirements)</li> <li>• In-services given (include those submitted for college course requirements)</li> <li>• Committees</li> <li>• Publications</li> <li>• Special awards or recognition (academic achievement, clinical expertise, exemplary employee, attendance, awards should all be listed)</li> <li>• Volunteer work</li> <li>• Membership in professional organizations</li> <li>• Scholarships</li> <li>• Research experience</li> </ul>	<b>100</b>
<p>For each position held, include at least two functions that clarify the scope of responsibility. For example, 2007 – 2011, Charge Nurse, Oncology Unit, St Thomas Hospital. Coordinated the treatment of 250 outpatients ranging in age from 0 – 90. Managed a staff of 23 full-time registered nurses, 15 part-time/PRN RNs nurses, 3 APRNs, 4 administrative clerks, and 2 licensed patient care assistants</p> <p><i>Past position job functions and responsibilities should be written in the past tense.</i></p>	<b>25</b>
<p>May be arranged chronologically (beginning with most recent) or functionally, but should be in logical order that gives reader a concise overview of your experience and education.</p>	<b>25</b>
<p>Spelling and grammar will be graded. Use of APA format: grammar, punctuation, spelling, capitalization, abbreviations, and numbers. Use one inch margins for this assignment. -2% from grade for each error.</p>	
<b>Total Points</b>	<b>150</b>

### Class Attendance

Successful students enrolled in distance learning SHOULD review each course at least **once every seven days**. This is monitored electronically and failure to sign into each course may result in administrative withdrawal from the course.

### Instructor Comments

There are no optional assignments in this class. All assignments must be completed to pass this course. **Readings and assignments are subject to change to accommodate the learning needs of the baccalaureate student with class consensus.**

Satisfactory completion of the course is based on achievement of the course objectives and completing all assignments. By the end of the semester, a student must achieve at least 750 accumulated points or

a 75% numerical score on the course assignments and/or examinations. Scoring below 75% constitutes failure to meet course objectives and the entire course must be repeated in order to progress in the baccalaureate nursing program.

**All assignments not submitted on the due date will have 5% deducted from the assignment grade for each day the assignment is late, unless prior arrangements are made with the faculty member at least 24 hours prior to due date. All assignments must be submitted to dropbox by June 26, 2016 in order to receive a grade for the Fall 2015 term.**

Students are strongly encouraged to review all instructor comments and ask questions of the instructor as needed. Faculty review email and course Q & A every 24-48 hours on college working days (weekdays and non-college holidays).

### Minimum Technical Skills and Specialized Technology Utilized

This course is totally online. All instructional content and interaction takes place over the World Wide Web (www). In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. Students must have the ability to use search engines for supplementary course information, teaching/learning materials, and utilize the on-line format for learning. Students must have the ability to use a word processor such as MSWORD and the ability to utilize the APA format writing style.

### Emergency College Closure

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

### Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

### Turnitin

Northwest Florida State College subscribes to *Turnitin*, an online plagiarism detection and prevention service. This is built into the D2L Dropbox. By enrolling in this class, you are consenting to upload all your papers to *Turnitin*, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers. Students are encouraged to review the similarity report for all their submissions prior to the assignment due date so they can make changes and submit a revised document, if needed.



## Videos

This course employs lecture capture software to provide you with your instructor's orientation video. You are required to watch the instructor's orientation video and pass the orientation quiz with 100% accuracy. You may take the orientation quiz an unlimited number of times. This videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you.

This course also requires a proctored presentation. Students may use *YouTube* software that is available in D2L and requires the use a student provided webcam. If students prefer not to use *YouTube*, they may come to the Niceville campus on October 29, 2015, Bldg. 420, Room 155 between 1:00 and 3:00 PM to give their presentation in person for the course instructor.

## Special Technology Utilized by Students

Students must have the ability to use search engines for supplementary course information & teaching/learning materials and utilize the on-line format for learning. Students must have the ability to use a word processor such as MSWORD and the ability to utilize the APA format writing style.

## Technical Meltdown Prevention

Students are encouraged to plan ahead and know that at some point the computer &/or on-line access the student has grown to depend upon will **not work**. This will not be considered a worthy reason to prevent the timely completion of work. Students are encouraged to back-up word processing and PowerPoint work and to have alternative on-line access. Students are also encouraged to consider completing assignments early so that power outages do not become technical meltdowns that lead to deadline hysteria! Here are some on-line alternative access possibilities: the nursing computer lab is open as posted on the door of the lab, the NWFSC Learning Resource Center, and each NWFSC campus/center has at least one computer lab that is open to students for on-line access. Of course, public libraries generally supply on-line access.

## RESOURCES

**The Academic Success Center (ASC)** is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring at http://www.nwfsc.edu/LearningSupport/](http://www.nwfsc.edu/LearningSupport/)

**Reading to Learn (R2L)** is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: [Reading to Learn](#). **Smarterthinking** is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

## Library, Online Reference Materials, and Resources

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](http://lrc.nwfsc.edu/) <http://lrc.nwfsc.edu/>

## Assistance for Military and Veterans

Northwest Florida State College supports our military and veterans students. You may contact NWFSC Eglin AFB Education Services Building at 850-200-4180 or NWFSC Hurlburt Center Educational Services Building at 850-200-4190. You can also our website: [Support Our Military:](http://www.nwfsc.edu/Students/Enrollment/Admissions/Military.cfm) <http://www.nwfsc.edu/Students/Enrollment/Admissions/Military.cfm>

## Students with Disabilities

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).