



NORTHWEST FLORIDA STATE COLLEGE

NUR-4956-Portfolio II

1 Credit Hour

Summer 2016

- Adjunct Professor: Dr. Lenora L. Cook, RN, NE-BC
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- 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

The Portfolio II course is designed to provide students an opportunity to complete and evaluate their electronic professional portfolio to express their professional nursing expertise and proficiency. This course provides students an opportunity to develop their plan for life-long learning.

Course Prerequisite

Acceptance into the RN to BSN program. Senior year course

Course Materials

Required Text: None

Required References: American Psychological Association. (2010) *Publication Manual*

of the American Psychological Association (6th ed.).

Washington D.C.

ANA website: <http://nursingworld.org>

Florida Nurse's Association: <http://www.floridanurse.org>

American Association of Colleges of Nursing website: <http://www.aacn.nche.edu/>

National Student Nurses Association (NSNA) Membership Brochure

<http://www.nсна.org/Portals/0/Skins/NSNA/pdf/MemBrochure.pdf>

Nursing: Scope and Standards of Practice. Available on ANA website:

<http://www.nursesbooks.org/Main-Menu/Foundation/Nursing-Scope-and-Standards-of-Practice.aspx>

Required Technology: Desire2Learn via NWFSC distance learning site

Microsoft Word 2007 and PowerPoint 2007 (or higher)

CertifiedBackground (CB) Subscription

Note: See content section for email address and sign-in code

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 4956

Learning Objectives:

Upon successful completion of this course the student will:

1. Develop a life-long learning plan with short term and long term goals
2. Review and Revise one’s personal definition of nursing
3. Provide new information regarding one’s belief system or worldview of nursing as is suitable.
4. Expand upon the various professional achievements and contributions one can offer.
5. Prepare and maintain professional curriculum vitae.

Program Student Learning Outcomes Specific to Portfolio II NUR 4956	Student Learning Objectives	Learning Activities
Demonstrate accountability, responsibility, authority, ethical practice, and professionalism as defined by the American Nurses Association Code of Ethics.	Review and revise one’s personal definition of nursing practice.	Write or revise personal Philosophy of Nursing
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.	Provide new information regarding one’s belief system or worldview of nursing as is suitable.	Write or revise personal Philosophy of Nursing

Demonstrate a commitment to lifelong learning to promote personal and professional development.	Develop a life-long learning plan with short term and long term goals	Develop an E-portfolio using CB that is suitable for professional use.
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.	Provide new information regarding one's belief system or worldviews of nursing as is suitable.	Write or revise personal Philosophy of Nursing
Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Update competencies required in the workplace and by professional nursing specialty organizations and cite methods of documenting didactic, practical, and experiential mastery. Update and maintain a professional curriculum vita and E-Portfolio via CB.	Presentation of professional volunteer position Curriculum vita and E-Portfolio via CB

Course Requirements:

1. Update Personal Career Plan
2. Update Professional Curriculum Vitae using example posted under content section of this course.
3. Write or revise personal Philosophy of Nursing
4. Investigate and give a PowerPoint presentation on a professional volunteer position that you believe would be a good fit for you.
5. Develop an E-portfolio using CB that is suitable for professional use.
* Communicate failure to meet due dates to instructor within 24 hours from assignment closure time to arrange alternate and/or additional assignments! **Five percent** of possible score is deducted from the total point score for each day of unexcused delay.

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

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.

Course Evaluation:

CRITERIA	POINTS	DATE DUE
Online Orientation Video and Quiz (Required)	30	June 20, 2016
Updated Personal Career Plan	35	June 21, 2016
Updated Curriculum Vitae using example posted under content section of this course.	35	June 28, 2016
Personal Philosophy of Nursing	200	July 12, 2016
PowerPoint on a professional volunteer job	300	July 19, 2016
E-Portfolio	400	August 8, 26, 2016
TOTAL	1000	All assignments not submitted on the due date by 11:59 PM 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 no later than August 8, 2016 at 11:59 PM in order to receive a grade for the Summer 2016 term. Students who submit work after this date **may** be eligible to earn a grade of 'Incomplete' and the assignment(s) will be graded the following 16 week term. Progression to future courses will be affected due to program pre-requisite requirements if NUR 4956 is not completed before the next semester term registration ends.

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

Career Plan- Post in Course Dropbox by due date and include in E-Portfolio via CB

Job Status	Qualifications	Additional Qualifications	Career Goals	Barriers	Timeline	Submission	Grading Scale
Update current job and student status Any revisions suggested from prior course must be included.	Update qualifications needed for current job/student status	Update additional qualifications obtained since Portfolio I course.	Update short-term & long-term career goals Discuss how you plan to build professional relationships.	Update on an analysis of barriers & needs to achieve career goals	Update timeline	Submit to course dropbox and post copy of revised career plan in CB account.	Included in APA format Title -2% time issue found
2	3	5	7	10	5	2	

Curriculum Vitae- Use my personal CV posted under content section of this course as a template.

Contents	Function	Organization & Presentation	Well-written and Scholarly	Total Points
Update contact information, education, licensure, certifications, professional experience with description of job performed and skills required, special projects completed , presentations given, in-services given, committees, publications, special awards or recognition (even attendance awards count), volunteer work, membership in professional organizations, scholarships, research experience, etc.	Update any additional positions held, include at least two functions that clarify the scope of responsibility for <u>each</u> position held.	List in an order that begins with the most recent. Use one inch margins for this assignment.	Use correct grammar, punctuation, spelling, capitalization, and APA listing for abbreviations, and numbers. Any revisions suggested from prior course must be included. (no APA Title Page is required) Post copy of revised Curriculum Vitae in dropbox and E-portfolio via CB.	
15	10	5	5	35

Personal Philosophy of Nursing- Post in Course Dropbox and include in E-Portfolio via CB.

Assumptions	Elements	Goals	More instructions	Total Points
Discuss your personal assumptions related to your nursing practice in a scholarly fashion. You may use a nursing theorist for support.	Discuss 2-4 elements of nursing that are important to you.	Discuss goals for your nursing practice.	Keep paper to one page and use APA 'Formatted Title Page' posted under content section of course. You may add a reference page if references are used. Turn paper in to dropbox prior to the due date and check for similarity report. You may submit again before the due date if similarity report indicates paper revisions. APA format required -2% points each issue.	
75	75	50		200

PowerPoint-Professional Nursing Volunteer Opportunity-Post slides and link in dropbox

Description	Nursing Skills Needed	Activities	Grammar Spelling	Total
<p>Describe a professional nursing volunteer opportunity that interests you. The opportunity should be one that requires the student to be a nurse. Presentation needs to either include voiceover or written narration below each slide. Presentation should last 5-7 minutes. Information on slides is organized logically and is accurate. (60 points)</p> <p>Slides give information about opportunity with bullet statements which must include a narration (written or voiceover). Make sure visuals do not distract from the content of the presentation and they support the narration. (60 points)</p> <p>Every bullet is followed by a capital letter (10 points) Each bullet has eight words or less (10 points) Font style is simple and legible (10 points) No complete sentences (10 points) No ALL CAPS (10 points) No more than 3-4 bullets per slide (10 points)</p>	<p>Describe how this opportunity uses your nursing skills, teambuilding skills, and communication skills.(30 points)</p> <p>Discuss the responsibilities associated with the opportunity. (30 points)</p>	<p>Discuss the activities and how activities are handled so as not to incur professional liability. (30 points)</p> <p>Post copy of PowerPoint presentation in E-portfolio CB account. (30 points)</p>	<p>Correct spelling, grammar, punctuation</p> <p>-2% each APA error</p>	
180	60	60		300

E-Portfolio – Place a final copy of your final E-Portfolio via CB.

Remember, this is your E-portfolio so make certain you are pleased with the results prior to posting.

Philosophy	Career Goals	Curriculum Vitae	PowerPoint Presentation	Grammar Spelling	Points
<p>Philosophy of Nursing</p> <p>Use only updated/ revised versions</p>	<p>Career Goals</p> <p>Use only updated/ revised versions</p>	<p>1. Post copy of CV in a) course dropbox (100 points) b) CertifiedBackground E-portfolio. (100 points)</p> <p>2. Include a headshot of yourself (25 points)</p>	<p>PowerPoint Presentation</p>	<p>Use correct spelling, grammar, and punctuation. Note: 2% will be deducted from grade for each APA error.</p>	

		3. Include a personal web address. Note: Personal web address is a workable address that intonates professionalism. (25 points)			
50	50	250	50		400

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 August 8, 2016 in order to receive a grade for the Summer 2016 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](http://www.nwfsc.edu/LearningSupport/) at <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](#). **Smarthinking** 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/>

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>

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).