

**INDIANA UNIVERSITY OF PENNSYLVANIA**  
**DEPARTMENT OF NURSING AND ALLIED HEALTH PROFESSIONS**  
**MASTER OF SCIENCE IN NURSING**  
**e-PORTFOLIO PROJECT GUIDELINES**

**Definition:** A portfolio is a collection of items which represent the student's assessment of her/his progress toward achieving the outcomes for the master's degree in nursing program.

**Purpose:** The e-portfolio project will enable the student to

- \* become fully aware of program outcomes
- \* focus course work and other professional activities on topics and projects that will facilitate achievement of program outcomes and personal, professional goals
- \* track progress in meeting program outcomes and personal goals
- \* reflect on projects and activities in a manner that will support synthesis of knowledge, values and skills essential for an advanced practice nurse
- \* support the development of communication skills

The e-portfolios also assist the faculty in program evaluation and accreditation activities.

**Requirements:** As one of the program requirements, each graduate student is required to develop an e-portfolio according to the stated guidelines. An orientation to the e-portfolio project is part of the initial graduate student orientation session. Additional guidance is available from the student's academic advisor, graduate coordinator and from faculty teaching graduate level courses.

Building the e-portfolio is an ongoing process and each student is required to submit the e-portfolio for presentation to peers and faculty review by April 15<sup>th</sup> of each academic year in which the student is enrolled in course work. The final e-portfolio is due in the semester in which the student graduates. (April 1<sup>st</sup> for May & August graduates, November 1<sup>st</sup> for December graduates)

**Components:** Each student will purchase a flash drive and create a folder for each of the following items:

- e-Portfolio guidelines
- Personal Goals
- Resume/Curriculum Vita
- Item of choice
- NURS courses with portfolio assignments and OAT forms

**Procedure for Preparing an e-Portfolio:**

1. During the student's first semester of study, the student will review the program outcomes and prepare a resume/curriculum vita (CV) following the attached Resume/Curriculum Vita Guidelines. The student's resume/CV is to be submitted for review to the student's advisor during the **first two weeks of the first semester of study**. The students should also include a statement of personal goals for the e-portfolio project.
2. Throughout each year of study, the student is to review the program outcomes and place items in the appropriate e-portfolio folder. The items selected serve as evidence documenting progress towards meeting each outcome.
3. Students are required to select at least one additional e-portfolio item of their choice. Items selected may be of various formats such as papers, exams, audiotapes, videotapes, summaries of presentations, etc. Items may also be selected from activities related to the student's employment, professional activity, and professional service. These items may be certificates, professional organization membership cards, published papers, accounts of continuing education, committee reports, etc. Note that the e-portfolio is a **selection** of items and there should be no intent to include all assignments and professional activity documents. The other item selected by the student will be reviewed by the faculty advisor.
4. Students will evaluate each item using the Outcome Assessment Tool (OAT) intended to measure the program outcomes. The faculty member who is teaching the course will also evaluate the assignment using the same Outcome Assessment Tool. At the end of the each academic year, and before the annual Outcomes Day, the student and the adviser will meet to discuss the e-portfolio progress and provide feedback to the student based on the items submitted and the Outcome Assessment Tools completed.
5. Upon completion of each item, the student is to complete the outcome assessment tool. One copy is to be electronically submitted by the student to the instructor of the course. The instructor will complete the form and return it electronically to the student. The student will file this copy under the course folder that corresponds with the OAT form.
6. The student updates her/his **resume/CV** at the end of each year of study and adds the updated document to the resume/CV folder.
7. At the end of each academic year, the student is required to participate in the department's **Annual Outcomes Activity**. This session, scheduled outside of class time, is designed to bring all graduate students and faculty together for a series of activities. These activities may include small group interviews pertaining to program satisfaction, professional activity updates, reports on various department activities, and small group sessions in which students present and discuss their portfolios with others.
8. At the conclusion of the student's program of study, the student adds the final items to the e-portfolio and completes an **e-Portfolio Final Reflection** (see attached guidelines).
9. Faculty advisors review e-portfolio entries each year and review new OAT form submissions and the new resume/CVs. Advisors are responsible to print a copy of the OAT form and initial/date the copy to indicate that it has been reviewed. The completed copy will be placed in the student's file in the departmental graduate office. Resumes/CVs are scored each year using established scoring rubrics.
10. For students to be cleared for graduation the final e-portfolio should have all required elements and corresponding Outcome Assessment Tools.

Indiana University of Pennsylvania  
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## Outcome Assessment Tool for Graduate Nursing Program

Name \_\_\_\_\_ Date \_\_\_\_\_ Course Number \_\_\_\_\_

**Outcome 1: Provide leadership that influences and contributes to the advancement of the nursing profession.**

e-Portfolio Assignment for Outcome 1a (Leadership)

- NURS 619: Leadership Assignment (Change project)
- NURS 614: Engage in the Political Process Activity
- NURS 732 or 743: Practicum Project

| Contributes to the advancement of the nursing profession | Integrates leadership skills into practice | Collaborates with other nursing and health care professionals | Does not collaborate with other nursing and health care professionals | Not Applicable | Student score _____<br>Initials _____<br>Date _____ | Faculty score _____<br>Initials _____<br>Date _____ | Advisor<br>Initials _____<br>Date _____ |
|--|--|---|---|----------------|---|---|---|
| 3  | 2  | 1   | 0   | N/A            |   |   |   |

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## Outcome Assessment Tool for Graduate Nursing Program

Name \_\_\_\_\_ Date \_\_\_\_\_ Course Number \_\_\_\_\_

**Outcome 1: Provide leadership that influences and contributes to the advancement of the nursing profession.**

e-Portfolio Assignment for Outcome 1b (Communication)

NURS 628: Manuscript for Publication

NURS 725 or 729: Videotape and communication critique

NURS 623: Poster

| Convincingly defends a position using effective communication skills | Incorporates appropriate sources and sufficient detail to communicate a position | Expresses ideas in an organized manner appropriate to the audience | Does not express ideas in an organized manner appropriate for the audience | Not Applicable | Student Score _____<br>Initials _____<br>Date _____ | Faculty Score _____<br>Initials _____<br>Date _____ | Advisor<br>Initials _____<br>Date _____ |
|--|--|--|--|----------------|---|---|---|
| 3  | 2  | 1  | 0  | N/A            |   |   |   |

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## Outcome Assessment Tool for Graduate Nursing Program

Name \_\_\_\_\_ Date \_\_\_\_\_ Course Number \_\_\_\_\_

**Outcome 2: Synthesize advanced skills and scientific knowledge into advanced nursing practice roles.**

Skills may include: strategic planning, human resource management, accreditation, evaluation, program development, teaching/management strategies, service, and scholarship

e-Portfolio Assignment for Outcome 2 (Role)

- NURS 722 Examination Assignment **OR** NURS 730: Financial Project
- NURS 723: Program Development **OR** NURS 731: Marketing Project
- NURS 732 or 743: Practicum Project

| Provides evidence of competency in the advanced nursing practice role | Demonstrates skills in the advanced nursing practice role at a beginning level. | Articulate the essential skills of the advanced nursing practice role. | Does not articulate the essential skills of the advanced nursing practice role | Not Applicable | Student Score _____<br>Initials _____<br>Date _____ | Faculty Score _____<br>Initials _____<br>Date _____ | Advisor Initials _____<br>Date _____ |
|---|---|--|--|----------------|---|---|--------------------------------------|
| 3   | 2   | 1  | 0  | N/A            |   |   |                                      |

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## Outcome Assessment Tool for Graduate Nursing Program

Name \_\_\_\_\_ Date \_\_\_\_\_ Course Number \_\_\_\_\_

**Outcome 3: Utilize new knowledge to provide high quality health care, initiate change, and improve the practice of nursing.**

e-Portfolio Assignment for Outcome 3 (Research)

- NURS 622: Research Exam
- NURS 623: Evidence Based Protocol (for students who began cohort **in Fall 2008 or later**)
- NURS 610: Primary Prevention Plan

|  |   |   |  |                |                     |                     |                |
|--|---|---|--|----------------|---------------------|---------------------|----------------|
| Devise a plan that addresses health care problems using relevant research findings | Critique the scientific merit of relevant research findings | Identify relevant research that addresses nursing practice issues | Does not identify relevant research that addresses nursing practice issues | Not Applicable | Student Score _____ | Faculty Score _____ | Advisor        |
|  |   |   |  |                | Initials _____      | Initials _____      | Initials _____ |
|  |   |   |  |                | Date _____          | Date _____          | Date _____     |
| 3  | 2   | 1   | 0  | N/A            |                     |                     |                |

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## Outcome Assessment Tool for Graduate Nursing Program

Name \_\_\_\_\_ Date \_\_\_\_\_ Course Number \_\_\_\_\_

**Outcome 4: Evaluate the effectiveness of advanced nursing practice initiatives.**

e-Portfolio Assignment for Outcome 4 (Critical Thinking)

NURS 732 OR 743: Practicum Project

| Evaluate the outcomes of advanced nursing practice initiatives | Implement advanced nursing practice initiatives | Develop advanced nursing practice initiatives | Does not develop advanced nursing practice initiatives | Not Applicable | Student Score _____<br>Initials _____<br>Date _____ | Faculty Score _____<br>Initials _____<br>Date _____ | Advisor Initials _____<br>Date _____ |
|--|---|---|--|----------------|---|---|--------------------------------------|
| 3  | 2   | 1   | 0  | N/A            |   |   |                                      |

## Resume/Curriculum Vita (CV) Guidelines

A resume/curriculum vita is a record of an individual's professional profile. There are many ways to present one's profile in a resume/CV and students are encouraged to use a style of their choice. It is expected that a student will file a resume/CV in their portfolio during the **first two weeks of the first semester of study**. Yearly updates to the resume/CV will be made. Each year a complete updated copy of the resume/CV is to be filed. All copies of the resume/CV remain in the e-portfolio.

**Be sure to date the resume/CV so that it is clear to the reader when each resume/CV was completed.**

The *Resume/Curriculum Vita Scoring Rubric* will be used for calculating the total resume/CV score. (See attached)

Include the following categories in your resume/CV. Items with an \* are **critical elements and must be included**.

- Name\*
- Address\*
- Contact Information\* (i.e., home/work telephone numbers, e-mail address)
- Education\*
- Professional Experience/Work Experience\*
- Licensure/Certification\*
- Professional Activities (such as conference attendance, professional affiliations, committee membership, consultation)\*
- Community Service (related to professional expertise)\*
  - Academic Honors
  - Publications
  - Presentations
  - Grants
  - Research Experience
  - References Upon Request
  - Other

**Other suggestions for an excellent resume/curriculum vita:**

- **Use proper grammar and spelling**
- List education and work experience beginning with the most recent experiences and going back in time
- Include dates and type of involvement for activities, service, membership, etc.
- Be consistent in your use of abbreviations
- Include site/location for committee participation
- Include information about continuing education such as hours of CEU credits, date, sponsor, location
- Include only pertinent professional work experience and activities
- Font size 10-12 points



## **Resume/Curriculum Vita Scoring Rubric**

### **Appearance (0 – 2 points)**

- 2** Creative use of selected special effects (i.e. varying font size, bold, italics, capitalization); appropriate use of white space
- 1** Quality print job; appearance satisfactory with limited use of special effects; better use of white space could improve overall appearance
- 0** Limited or no use of special effects; too much or too little use of white space

### **Content (0 - 3 points)**

- 3** All major categories included with detailed and descriptive information well organized (chronological with dates included and no obvious omissions); professional activities well documented; no spelling or grammar errors; writing is clear and concise
- 2** Has included all relevant categories; information adequate but could be better organized; limited documentation of professional activities; no spelling or grammar errors; writing is satisfactory
- 1** Relevant categories not included; information provided is scanty, missing or not well organized; professional activities not clearly identified or missing; one/two minor typos or major grammar error; writing is not clear or concise
- 0** Relevant categories not included; professional activities not clearly identified or missing; more than two spelling or major grammar errors; poorly written

### **Calculate total score by adding scores from each part**

- 5 = excellent
- 4 = satisfactory
- 3 = marginal
- 2 or less = poor

## **e-Portfolio Final Reflection**

In the final semester of study, the student is to add the final updated resume/CV, a final reflection paper and any remaining Outcome Assessment Tool forms to the portfolio flash drive.

The student is to do a full review of the entire e-portfolio and formulate some final thoughts about the achievement of program outcomes.

This final reflection is to be typewritten in narrative form, is to be at least two pages in length, and is to include responses to the following:

- \* An overall assessment of how successful the student has been in meeting personal goals and program outcomes
- \* An identification and explanation of one or two items in the portfolio that have some particular significance
- \* What the portfolio project means to them

The student may choose to add additional comments.