



## **ASN Academic Portfolio Guidelines**

Each ASN student is required to maintain an academic portfolio throughout the ASN program. A portfolio is a purposeful collection of data related to the student's progress in achieving student learning outcomes. By the completion of the program, the portfolio will display evidence of the evaluation of self and others, reflection on personal growth throughout the curriculum, and formulation of a plan for attainment of student learning outcomes. The portfolio will be required for graduation and will be due during week 14 of Fall/Spring semester and week 9 of Summer semester.

### **Introduction**

The academic portfolio guidelines are designed to provide an explanation of what should be included in each section. The portfolio will be started in the first semester nursing course and maintained throughout the curriculum. Assignments will be added each course. A "Portfolio Validation Form" must be completed for each entry. This form explains the evidence which meets the portfolio entry.

### **Objectives**

- Demonstrate student professional growth through the ASN program.
- Assess student academic achievement at the end of the ASN program.
- Provide documentation for ASN student learning outcomes.

### **Aultman College Core Abilities & Outcomes**

- Think critically and solve problems
- Demonstrate information literacy
- Model ethical and civic responsibility
- Communicate effectively

## **ASN Student Learning Outcomes**

1. Provide nursing care within the legal and ethical scope and standards of nursing practice.
2. Promote an interdisciplinary approach for the effective use of resources.
3. Utilize the nursing process to influence client outcomes across the lifespan.
4. Adapt holistic teaching and learning principles to promote health.
5. Incorporate a variety of communication modes for effective exchange of information.
6. Demonstrate caring, safe, and competent nursing interventions in diverse healthcare settings.

It is expected that each student will address all student learning outcomes and college core abilities by the end of the program. A validation form which reflects the evidence for each entry must accompany each course submission of student work. The goal is to document that all six outcomes have been clearly met by the end of the program.

## **Guidelines for Portfolio Requirements**

- Use a 3 inch, 3-ring notebook to accommodate assignments throughout the curriculum.
- Use section dividers (need a minimum of 3 dividers and 6 section dividers).
- Use presentation sheet protectors.
- Divide the portfolio into 3 major sections:
  - I. Personal/Introduction
    - A. Resume (see LRC for resources or use one developed for a course)
    - B. Cover letter (see guidelines listed below):

A cover letter should be included as the first document in your binder. This is a formal letter, written to the Academic Portfolio Review Committee (Program Effectiveness Committee). The Learning Resource Center (LRC) provides resources and assistance for writing a formal letter and resume. The cover letter should include following:

      - Address your commitment to nursing.
      - Reflect upon how the selected assignments or activities demonstrate what you have learned during your education at Aultman College.
      - Plans for continued professional development, identifying current areas of strength and areas needing improvement.

The following questions may help you in completing this self-evaluation:

      - How do the assignments you included demonstrate your compassion, critical thinking abilities, commitment to quality and safety, therapeutic nursing interventions?
      - What are the overall strengths and weaknesses in the included assignments?

- How have you grown personally and/or professionally during the course of your education?
- What is your plan to ensure continued professional growth, over the next two years?

II. Attainment of student learning outcomes: Must display evidence of each student learning outcome: **use a labeled tab divider to divide assignments by which SLO they represent.**

1. Provide nursing care within the legal and ethical scope and standards of nursing practice (Core Ability: Model Ethical and Civic Responsibility)
2. Promote an interdisciplinary approach for the effective use of resources.
3. Utilize the nursing process to influence client outcomes across the lifespan. (Core Ability: Think Critically and Solve Problems)
4. Adapt holistic teaching and learning principles to promote health.
5. Incorporate a variety of communication modes for effective exchange of information.(Core Abilities: Demonstrate Information Literacy; Communicate Effectively)
6. Demonstrate caring, safe, and competent nursing interventions in diverse healthcare settings.

III. Evaluation:

- Peer review – include a rubric completed by a peer that evaluates the achievement of the objectives.
- Include a blank rubric for feedback from faculty.
- Start in the first semester and maintain throughout the curriculum.
- Assignments will be added each course. Examples are not inclusive of all assignments required of all students
- Minimum requirement is to present one or more assignment or learning activity for each ASN student learning outcome
- Complete a **typed** “Portfolio Validation Form” for each entry.
- Display professionalism as determined by the parameters of each assignment, such as:
  - I. Neatness
  - II. Spelling, grammar, and capitalization
  - III. Conciseness and clarity
  - IV. Content
  - V. Creativity
- Complete all entries in the format indicated by specific course faculty.

**PORTFOLIO VALIDATION FORM**

DIRECTIONS: Please complete and include a copy of this validation form with each portfolio entry. Please answer all the questions and include specific information requested. This is your way of validating your attainment of each student learning outcome. **Must be typed.**

- Semester and year this validation completed: \_\_\_\_\_
- Name the specific course for which this activity was completed: \_\_\_\_\_
- This entry shows progress toward or attainment of which ASN student learning outcome(s)? Check the appropriate outcome:
  - \_\_\_\_ 1. Provide nursing care within the legal and ethical scope and standards of nursing practice (Core Ability: Model Ethical and Civic Responsibility)
  - \_\_\_\_ 2. Promote an interdisciplinary approach for the effective use of resources.
  - \_\_\_\_ 3. Utilize the nursing process to influence client outcomes across the lifespan. (Core Ability: Think Critically and Solve Problems)
  - \_\_\_\_ 4. Adapt holistic teaching and learning principles to promote health.
  - \_\_\_\_ 5. Incorporate a variety of communication modes for effective exchange of information. (Core Abilities: Demonstrate Information Literacy; Communicate Effectively)
  - \_\_\_\_ 6. Demonstrate caring, safe, and competent nursing interventions in diverse healthcare settings.
- This validation is an example of: (circle most appropriate):
  - Beginning work    In progress over time    Best work    End of curriculum
- Conclusion/Reflection: How does this work validate your attainment of the outcome(s)? What did you learn from this experience? How did you benefit professionally? What would you do to make improvements in the future?

**Examples of Assignments: ASN Academic Portfolio**

<b>Program Outcomes: The ASN graduate will be able to:</b>	<b>Documentation (including grading rubric)</b>
1. Provide nursing care within the legal and ethical scope and standards of nursing practice.	<ul style="list-style-type: none"> <li>● Precepting paperwork re: delegation</li> <li>● Summary of service learning</li> </ul>
2. Promote an interdisciplinary approach for the effective use of resources.	<ul style="list-style-type: none"> <li>● Simulation scenarios</li> <li>● Role development in 201</li> <li>● During precepting</li> <li>● Paper re: family-centered care</li> </ul>
3. Utilize the nursing process to influence client outcomes across the lifespan.	<ul style="list-style-type: none"> <li>● Nursing care plans</li> <li>● Nursing Process paper in 100, 103 , 105, 201, 203</li> <li>● Examples of clinical paperwork</li> <li>● Care of mothers, babies, children</li> <li>● Standardized testing</li> </ul>
4. Adapt holistic teaching and learning principles to promote health.	<ul style="list-style-type: none"> <li>● Teaching/Learning Plan in 102</li> <li>● Any other teaching done in other courses as an assignment or for a clinical</li> <li>● Poster in 104</li> </ul>
5. Incorporate a variety of communication modes for effective exchange of information.	<ul style="list-style-type: none"> <li>● Nutrition poster in 101</li> <li>● Teaching/Learning plan 102</li> <li>● Poster in 104</li> <li>● Presentation in 105</li> </ul>
6. Demonstrate caring, safe, and competent nursing interventions in diverse healthcare settings.	<ul style="list-style-type: none"> <li>● Clinical skills competencies in the lab setting</li> <li>● Clinical rotations in outside the acute care hospital</li> <li>● Standardized testing</li> </ul>

Cover Letter information from:

Caputi, L. (2010). *Teaching nursing: The art and science* (2nd ed.). Glen Ellyn, Ill.: College of DuPage Press.