Portfolio Guidelines
Graduate Nursing Comprehensive Assessment

A portfolio is a collection of materials that is compiled to document professional experiences and competencies in digital format. It represents the student's assessment of her/his progress toward achieving specific goals. Items are added to the portfolio in an ongoing process to show mastery of the graduate program outcomes and specialty competencies as designated by professional organizations.

The portfolio will be initiated during the first semester of full time study, and will be maintained throughout the program. AT the end of this document are specific guidelines about how to set up your electronic portfolio. Please refer to these instructions.

The JMU Graduate School requires each student to complete a Comprehensive Assessment in order to graduate. In the JMU Master of Science in Nursing Program, the Portfolio serves as the final assessment. The portfolio is submitted for the evaluation for candidacy as an M.S.N. student, and therefore must be prepared as these guidelines specify. During the final semester of the program, a reflective narrative will be written to provide a self-assessment of growth and achievement in the program. The portfolio final review will occur by two faculty members: the course professor of the final practicum course, and academic advisor, or appointed faculty. If this is the same person, the graduate program director will identify a second reader. **NOTE: The final semester before graduating, the portfolio is due November 1st for December graduates and March 1st for spring and summer graduates (the final semester of study).**

The following articles are important references for students beginning portfolio development:

Oermann, M. H. (2002). Developing a professional portfolio in nursing. *Orthopaedic Nursing, 21*, 2, 73-78.
Twaddell, J. W. & Johnson, J. L. (2007). A TIME for nursing portfolios. *Advances in neonatal care, 7*, 3, 146-150.

The portfolio is reviewed by the faculty in the designated courses listed below:
NSG 651 (Leadership Development) or NSG 634 (Nurse Practitioner)
NSG 650: Organizational Behavior or NSG 671: NP Practicum I
NSG 676 or 678: NA/CNL Practicum I or NSG 672: NP Practicum II
NSG 677 or 679: NA/CNL Practicum II or NSG 673: NP Practicum III

The portfolio will be evaluated and will comprise 5% of the course grade. Within each of the courses, it will be a part of student's progress in the course and will contribute to progression in the program. If a failing grade is given, the student will not progress in the program. Feedback from each course will be documented and must be included in the portfolio with each review.

Description of ePortfolio Contents

The portfolio will be compiled in Canvas as an ePortfolio and include sections to reflect specific topics within the portfolio. Copy and paste the following link into your web browser:
https://canvas.jmu.edu/eportfolios/18380

1. **Cover Page**
   > **Note**: Cover Page Template available in Canvas in ePortfolio folder provided by faculty.
2. **Previous Portfolio Evaluations**
   > **Note: Previous Portfolio Evaluations from your faculty must be included** when you
   submit your portfolio.
3. **Resume/Curriculum Vitae:** A professional document listing your educational and previous
   employment/volunteer credentials. Your resume DOES NOT have to be limited to 2 pages; include
   a narrative summary of your practica experiences. Use the template provided to create your
   resume.
   > **Note**: Resume Template available in Canvas in ePortfolio folder provided by faculty. Please
   > make sure you also upload a downloadable version of you resume, to be available to your
   > future potential employers.
4. **Professional Objectives and Goals**: A one-page document outlining your professional goals and
   objectives. Be sure to include any additional certification or credentials you expect to obtain.
   Include a statement addressing your objectives planned for five years from now.
5. **Student Learning Outcomes (SLO):** The Student Learning Outcomes identify what students will
   achieve throughout the entire program. Include the SLO table and note how you achieved each
   SLO through various course assignments that you completed for that semester. These assignments
   provide evidence of achievement. <u>By the final semester, you must cite two examples of completed
   and graded assignments that provide documentation of meeting each SLO.</u> Include in the final
   portfolio submission 3-4 items (papers or other assignments) that, when grouped, represent all of
   the SLOs. These assignments must have received a grade B or better. Please scan and/or upload
   these documents in this section of your portfolio for easy access by faculty. Template can be
   downloaded from Canvas course.
   > **Note**: SLO Template available in Canvas in ePortfolio folder provided by faculty.
6. **Self-Evaluation**: *(complete only in Practicum I and II for NP students, and practicum I for NA/CNL
   students).* Graduate education has as its hallmark the ability to engage in self-assessment
   concerning one's own learning, skills, and expertise. Describe the skills/abilities/experiences that
   distinguish you as an advance practice RN. Please also describe areas for future growth. Focus
   your evaluation on specific skills related to your area of advance practice including clinical
   practice or teaching and pedagogy.
7. **Professional Competencies**: Copy and paste the competencies for your particular program as
   follows: AONE Domains (Nurse Administrator), the AACN CNL End-of Program Competencies, or
   NONPF domains and competencies (Nurse Practitioner). Using this information, document the
   dates and courses in which you met the domain or competency requirements.
   > **Note**: Professional Competencies Template available in Canvas in ePortfolio folder
   > provided by faculty.
8. **Reflective Narrative**: *(complete only in your final Practicum course).* The Reflective Narrative is
   due at the last review of the portfolio in the final residency/practicum. You will write a first
   person reflective narrative that is an in-depth analysis that describes individual experience and
   growth during graduate study. This reflection allows you to discuss in detail the most significant
   learning activities and progress made toward reaching professional goals. Specifically, the
   reflective narrative must include the following:
   a. Summarize your experience while in the program. Specifically describe your personal
      growth and learning

    b. Experiences that were catalysts for the change/growth.

    c. Describe how your understanding of nursing as a discipline has changed for you as a nurse, and also for you as an individual.

    d. Describe the three most significant learning experiences you have had in the entire program, and why these are the most important.

    e. What are your career goals upon graduation?

    Reflective Narrative Sample available in Canvas in ePortfolio folder provided by faculty.

9. **Practicum Experiences**: list each of your practicum experiences to date and include a description of the setting, the student/patient population served, contact hours, your role within the setting, and a list of skills performed. NP students please also provide a color copy of a Typhon chart pdf file detailing your hours completed by site and number or patients seen per rotation.

10. **Academic Transcripts**: Access myMadison and your student record to print and provide a one-page document displaying an unofficial transcript of your coursework with grades to date.

11. **Clinical/Residency Evaluations**: Include in chronological order a copy of all your preceptors' practicum evaluations to date.

12. **Certifications, Licenses & Professional Development**: Include a copy of your current RN license and CPR certification. If you have any additional nursing or healthcare related certifications, please include these. Copies of CE certificates (or a summary of these) earned during the last year may be included in this section.

13. **Letters of Recommendation**: Please include current (not older than two years) letters of recommendation from professional sources including current or previous nursing supervisors, previous or current non-nursing employers/supervisors, practicum preceptors, and a JMU faculty member who taught you during MSN study. Letters should be typed on letterhead and include the name, title, and signature of the person providing the recommendation.

14. **Professional Service**: Provide thank you letters or written evidence of your professional or volunteer service for **healthcare** related academic, professional and community organizations. *Evidence of Professional Service <u>or</u> Creative Scholarship must be documented at least one time during your degree program while attending JMU.

15. **Creative Scholarship**: Scholarship refers to systematic and diligent inquiry for the purpose of creating, discovering, developing, integrating, creatively applying, or refining knowledge. For this portfolio you may include evidence documenting formal research, the development of evidence based practice guidelines, integrating research into practice or patient education/classroom teaching, and sharing this with the broader professional community through poster presentations or paper presentations at professional meetings, or submission of articles to professional journals. A presentation needs to be work that you present to health care professionals (not a presentation given in class). Include the title of your presentation, location, date, and the audience. *Evidence of Professional Service <u>or</u> Creative Scholarship must be documented a minimum of one time during your degree program while attending JMU.

16. **Additional Materials**: You may include any other documentation of professional or academic achievement or competency not covered in another section. This is not for papers done while a student at JMU. If something is especially noteworthy that did not fit in another section, it should be included here.

Directions for Students:
Getting Started on Your Graduate Nursing
ePortfolio in Canvas

- **How do I log into Canvas?**

    - **Laptop/PC**: Type http://canvas.jmu.edu. You must have an account to log in to Canvas, and also your JMU eID and password. If not, you can create an account when you are invited to a course.

    - **Smartphone/table**t: connect with your eID and password via "Canvas" app. URL: canvas.jmu.edu. ("Canvas" app is more basic, but it can be used to check messages and grades).

- **How do I create a new ePortfolio?**

    - Click the **Settings** link**.** (right-upper corner)
    - Click the **ePortfolio** link (left mid-page)
    - Click on **Create an ePortfolio** (right-upper corner)
    - Type the name into the **ePortfolio Name** field: first initial, last name Portfolio (e.g. MMast Portfolio)
    - Decide if your ePortfolio will be public or not (you can change this setting later).
    - Click on **Make ePortfolio** button

- **Create nursing table of contents** (also called sections)

    - To add pages, click on the **Organize Sections** link (down on left-page menu)
    - Click on **Add Section** link
    - Type in a name for the section
    - Click **Done Editing** to save section
    - Repeat this process for all the 16 nursing sections in the table of contents (listed below)
        - You can also rename a page by clicking the **pencil icon**,
        - You can rearrange sections by clicking and dragging,
        - You can delete sections by clicking the **trash can icon**

NURSING ePORTFOLIO TABLE OF CONTENTS (SECTIONS):
1. Cover Page
2. Previous Evaluation Forms
3. Resume
4. Professional Goals and Objectives
5. Student Learning Outcomes
6. Self-Evaluation
7. Professional Competencies

8. Reflective Narrative
9. Clinical or Residency Experience
10. Academic Transcripts
11. Clinical or Residency Evaluations
12. Certification and Professional Development
13. Letters of Recommendation
14. Professional Scholarship
15. Creative Scholarship
16. Additional Materials

- **Organizing ePortfolio pages for each item in the table of contents.**

  o Click the **Settings** link.
  o Click the **ePortfolios** link to access all your ePortfolios.
  o Click the title of your ePortfolio.
  o Click on the page (section) you want to edit
  o Click the **Edit This Page** link (right side of page)
  o Now you can rename the page, attach or edit documents and text
  o Here are the options you should use to <u>upload documents</u> into the sections:

    ▪ **Course Submission** (add assignments in Word or PDF format from classes in Canvas)
    ▪ **Image/File Upload** (uploads photos)

  o To upload, double click on item. In Canvas, click the **Choose File** button and the **Save Page** button to save the changes you have made.

    Note: Please make sure that all documents that have a link (.pdf and Word files) are moved/uploaded on top of the page for easy access. To move a document on top of the page, click on **Edit This Page** link, and then drag the left upper corner of the document upwards.

- Here are some recommendations for each section in the table of contents:
  o We do not recommend creating portfolio pages in rich text (except for Cover Page) because format changes when zipped and downloaded.
  o Attach most documents as files (see below):

    1. **Cover Page** (Create in rich text)
    2. **Previous Evaluation Forms** (pdf)
    3. **Resume** (pdf or Word)
    4. **Professional Goals and Objectives** (pdf or Word)
    5. **Student Learning Outcomes** (pdf or Word)
    6. **Self-Evaluations** (pdf or Word)
    7. **Professional Competencies** (pdf or Word)
    8. **Reflective Narrative** (pdf or Word)
    9. **Clinical or Residency Experience** (pdf or Word)

   10.Academic Transcripts (Copy and paste in any format)
   11.Clinical or Residency Evaluations (Scan as image)
      a. Clinical I
      b. Clinical II
      c. Clinical III
   12. **Certification and Professional Development** (pdf or image)
   13. **Letters of Recommendation** (pdf or image)
   14. **Professional Service** (pdf or Word)
   15. **Creative Scholarship** (pdf or Word)
   16. **Additional Materials** (any format)

 Note: You can save all Word files as PDF if you prefer.

- **Set privacy settings**

  - Click the **Settings** link.
  - Click the **ePortfolios** link to access all your ePortfolios.
  - Click the title of your ePortfolio.
  - To change the settings for your ePortfolio, click the **ePortfolio Settings** link (lower left corner). You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.
  - To make your ePortfolio public choose the **Make it Public** checkbox.

- **Enable Comments**

  - Below the content of each page, there is a place for comments. You can add a comment by typing in the text box and clicking the **Add Comment** button.
  - Click the **Allow Comments on This Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.
  - Click the **Save Page** button

- **How to share your portfolio**

  - To share your private portfolio with a professor, click on the **Back to Portfolio Dashboard** link on the right side of the page.
  - Under "Your ePortfolio is Private" there will be a blue link.
  - Right click on the link and "copy link" or "copy link location". Do NOT just copy the actual text.
  - You can now paste link into an e-mail to your professor.

- **Final Notes**

- Sample ePortfolio available at https://canvas.jmu.edu/eportfolios/18380

- Download your ePortfolio regularly and soon after graduation, before your JMU Canvas account will be shut down. The ePortfolio can be downloaded as a zip file, as described on the bottom of your ePortfolio dashboard. The downloaded file will contain all the contents of your ePortfolio, but they will not be organized or listed in any particular order.
- Canvas does a good job with its onsite help "**Getting Started Wizard**" or **?How Do I…?**
- Questions about Canvas?
    - Contact: JMU Computing Helpdesk: http://www.jmu.edu/computing/helpdesk/#.
    - Phone: (540) 568.3555