



Tennessee Wesleyan
UNIVERSITY

FT. SANDERS NURSING DEPARTMENT

RN-BSN Student Handbook

2023-2024

The information in the RN-BSN Student Handbook is intended to provide you with the current policies and guidelines important to your success as an undergraduate student in the Department of Nursing.

Tennessee
Wesleyan University

Dear RN Student,

Let me be the first to welcome you to Tennessee Wesleyan, we are grateful that you have selected us for your RN to BSN Completion Program! Over the next few semesters, you will be adding new layers of essential skills to your current nursing practice, and I hope these experiences grow into a love for life-long learning.

To assist you on this new adventure, this RN to BSN student handbook is a resource tool that provides quick access to common questions and access to specific policies/procedures for RN students.

Kind Regards,

Kellee Vess PhD, RN
Associate Professor
RN to BSN Program Director

The TWU-FSN, RN-BSN Student Handbook is supplemental to the Tennessee Wesleyan University Catalog and Student Handbook. The TWU RN-BSN Student Handbook contains policies and procedures to assist the student in the development of professional practice and to establish a learning community to quality educational outcomes and a successful learning experience. Hyperlinks to other TWU student policies and procedures listed below:

TWU Nursing Student Handbook

TWU Student Handbook

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Directory

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West Knoxville

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Vickie Rose, Coordinator, Nursing Student Services (865) 777-5104

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Business Office..... (423) 746-5207

Financial Aid Office..... (423) 746-5209

Registrar's Office.....(423) 746- 5222

Bookstore.....<https://www.bkstr.com/tennesseewesleyanstore/home>

Library Contact.....<https://library.tnwesleyan.edu/home>

IT support/ Helpdesk...<https://www.tnwesleyan.edu/about/departments/information-technology.php> or email helpdesk@tnwesleyan.edu

Tennessee Wesleyan University – Fort Sanders Nursing Department

The Tennessee Wesleyan University Fort Sanders Nursing Department (TWU-FSN) evolved in 1999 from a joint effort of two highly respected educational institutions in East Tennessee. The rich heritage in nursing education at Fort Sanders School of Nursing in Knoxville merged with the long tradition of Tennessee Wesleyan University of providing quality education to the community. This initiative created a baccalaureate degree nursing program for basic and registered nurse (RN) students.

Nursing Department Mission Statement

The mission of Tennessee Wesleyan University Fort Sanders Nursing is to prepare professional nurses for lives of significance, leadership and service through quality nursing education within the Christian tradition.

Nursing Department Philosophy

The faculty of the Tennessee Wesleyan University Fort Sanders Nursing Department believe people are unique, biological, emotional, social and spiritual beings with dignity, worth, and inherent rights of freedom and choice. Each person develops values and beliefs which are influenced by the social institutional forces of family, education, government, community and religion. People develop and change throughout the lifespan by interacting with the internal and external components of the environment which impact both human functioning and the state of health. We believe health is a dynamic, multidimensional state of being, based on a wellness/illness continuum. People strive to attain, maintain, and promote a positive state of health by enhancing adaptation to environmental variables. We believe healthcare is a basic human right while the quality of health is an individual responsibility influenced by personal behaviors. We believe nursing is a profession and an academic discipline based on a scientific body of knowledge requiring critical thinking, problem-solving, ethical reasoning, accountability, scholarship and a commitment to lifelong learning. The primary goals of nursing are to maintain, restore and promote optimum health, and to provide end-of-life care with diverse populations in a variety of settings. Safe quality patient care is implemented through the roles of the nurse as a provider of care, manager of care and active member in the profession of nursing. We believe education is a dynamic, on-going process of growth and development that involves acquisition and application of knowledge and skills culminating in new patterns of behavior. The men and women who demonstrate an interest and commitment to nursing are unique individuals with diverse backgrounds and learning styles. Education must take place in a non-threatening, open environment that fosters creativity, self-motivation, the spirit of scientific inquiry and effective communication. The responsibility for learning is shared by both student and faculty; thus, the curriculum is planned, implemented, and evaluated by the faculty with input from students and graduates to assist in meeting educational goals.

Nursing Department Program Objectives

As a professional nurse embodying the roles of provider of care, manager of care, and member of the profession, the graduate will:

- 1) Coordinate the delivery of health and nursing care through the application of knowledge from the nursing discipline, humanities, and natural and behavioral sciences.
- 2) Synthesize a plan of care using a systematic problem-solving process for the provision and management of care in a variety of settings for individuals, families, and communities from diverse cultures across the lifespan.
- 3) Utilize knowledge of the research process and research findings to enhance evidence-based nursing practice.
- 4) Collaborate effectively with individuals, groups, and members of the health team using various informatics to promote achievement of healthcare goals.
- 5) Demonstrate leadership in the provision and management of healthcare and in the advancement of professional nursing.
- 6) Integrate ethical and legal principles into nursing practice.
- 7) Participate in the social, political, and professional arena that influences the health and welfare of culturally diverse communities of interest.
- 8) Assume responsibility for personal and professional growth and development through lifelong learning.
- 9) Minimize risk of harm to patients and providers through both system effectiveness and individual performance in the clinical experience.
- 10) Incorporate spirituality and a servant-leader perspective into culturally diverse nursing care during the clinical experience.

Professional Standards

The Nursing Department's philosophy and objectives embody an identified set of professional nursing standards. The selected standards include:

- (1) The Essentials of Baccalaureate Education for Professional Nursing (American Association of Colleges of Nursing, 2008).
- (2) Standards of Clinical Nursing Practice (American Nurses Association, 2010)
- (3) Tennessee Nurse Practice Act (2010).
- (4) Quality and Safety Education in Nursing (Case Western University, 2014)

RN to BSN Standards for Online Learning

TWU faculty believes that RN-BSN students enter this program with a wide variety of professional and life experiences, and are therefore considered to be adult learners with the following self-directed learning attributes: Guglielmino (1977)

A highly self-directed learner is one who exhibits initiative, independence, and persistence in learning; one who accepts responsibility for his or her own learning and views problems as challenges, not obstacles; one who is capable of self-discipline and has a high degree of curiosity; one who has a strong desire to learn or change and is self-confident; one who is able to use basic study skills, organize his or her time and set an appropriate pace for learning, and to develop a plan for completing work; one who enjoys learning and has a tendency to be goal-oriented (p. 73).

Based on this definition and the current delivery format of online education, the RN to BSN should maintain the following online learning “Netiquette” behaviors:

1. Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
2. Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
3. Don't type in ALL CAPS! If you do it will look like you are screaming.
4. Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
5. Always remember to say "please" and "thank you" when soliciting help from your classmates.
6. Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
7. If you ask questions, many people respond. Summarize all answers and post that summary to benefit your whole class.
8. Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
9. If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.
10. Check the most recent comments before you reply to an older comment.
11. Run a spelling and grammar check before posting anything to the discussion board. (List obtained from: essential-netiquette-guidelines)

TWU RN-BSN Program Overview

The Tennessee Wesleyan Fort Sanders Nursing Department offers an online RN to BSN program for registered nurses to earn a Bachelor of Science in Nursing degree. The program features a flexible schedule designed specifically for working registered nurses returning to school. You can complete the program in as little as three semesters, depending on earned University credits and the rate at which courses are taken.

Students who have completed an Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science degree from a regionally accredited post-secondary institution will be considered to have met the Wesleyan Essentials (WE) at Tennessee Wesleyan with the following exceptions:

- Must complete a minimum of 30 hours of general education courses from each of the following areas: humanities/fine arts, social/behavioral science, and natural science/mathematics.
- Must complete at least one religion course.
- Must complete any pre-requisites for upper-division major courses.

To earn your BSN, you must complete 64 nursing credit hours: 33 of these hours are taken within the upper division nursing curriculum, and the remaining 31 credit hours are placed in escrow based on your previous nursing course work. You will have the opportunity to challenge up to 12 credit hours (pharmacology, health assessment, and advanced nursing). A total of 120 credit hours are needed for graduation.

Online Program Format

The RN-BSN program is delivered mostly in an asynchronous online format, except for an online synchronous orientation session and a few scheduled synchronous class sessions each semester. Orientation day is designed to orient students to the program, review the Learning Management System (SAKAI), library/student resources, and provide opportunities for course overviews and general advisement. Scheduled synchronous class sessions allows for active engagement and community building through meaningful discussion and sharing of ideas.

Applying to the Online RN to BSN Program

1. Complete the online application through Tennessee Wesleyan University website <https://www.tnwesleyan.edu/academics/rntobsn.php>
2. For more information about the Online RN to BSN Program, contact the TWU-Fort Sanders Nursing Department at (865)777-5100, Ashley West

Tuition & Fees

The online RN to BSN is offered at a rate of \$325 per credit hour. Tuition for employees of Covenant Health is a discount rate of \$300 per credit hour. Challenge Exam Fee is \$175 per credit hour.

Admission Requirements

The requirements for admission to Tennessee Wesleyan and application to the Nursing Department are the same as for the traditional student, with the following additional requirements. Qualified applicants must:

1. Be a graduate of a regionally accredited Associate of Applied Science in Nursing (AAS) or Associate of Science in Nursing (ASN) Program. (For the purpose of admission into the RN to BSN Program, the AAS degree will be considered equivalent to the ASN degree.)
2. Have an overall college GPA of 2.75.
3. Provide evidence of a non-restricted RN license.
4. Provide proof of professional work experience as a registered nurse.

RNs who have graduated from a non-NLNAC/CCNE accredited school will be required to validate prior learning by ACT-PEP nursing exams. A conditional acceptance will be granted to RN applicants awaiting NCLEX-RN results. Applicants conditionally admitted to the RN to BSN program may complete 3 semester hours of course work (NU 305 Transition to Professional Nursing) and Challenge Exams (Health Assessment, Pharmacology, and Advanced Nursing). This conditional acceptance will be removed upon receipt of an active RN license. RN licensure is required for program progression.

Providing that the above admission criteria have been met, applicants will be exempt from University adult studies admission requirements as outlined in the admission section of this catalog. Further exceptions to these requirements will be subject to individual reviews by the Nursing Admissions Review Committee.

There are two official starts each year for the RN-BSN Nursing Program

For Fall (August) Admission: Application deadline July 20th

For Spring (January) Admission: Application Deadline December 15th

Advisement Overview

Academic/Faculty Advisor - Each student accepted into the TWU-FSN RN to BSN program will be assigned a faculty advisor. Your faculty advisor can assist you if you have questions related to the following:

- Progression through the program.
- Counsel related to personal and interpersonal difficulties that have an impact on the academic experience.
- Guidance related to difficulty with time management, organization, study skills, or academic achievement

Advisement Process

Prior to advisement week your advisor will contact you via email to schedule an advisement appointment. RN students are responsible for responding to the email and finalizing the advisement appointment. Once the advisement appointment is determined, the advisor will enter the meeting in MS Team Calendar application, which generates an email reminder for both participants. This advisement appointment must be completed prior to the finalization of the student's course schedule for the next semester.

Program Contact Information

Coordinator of Admissions

Ashley West
9845 Cogdill Road, Knoxville, TN 37932
awest@tnwesleyan.edu
(865) 777-5100

RN-BSN Program Director

The Program Director is responsible for the implementation and oversight of the accredited undergraduate RN-BSN program consistent with the mission and goals of the Nursing Department and the University. The Director collaborates with online and campus-based faculty and support resources to foster student success and program effectiveness in distance learning environments.

You may contact the RN-BSN Director if you have unresolved advising issues or questions after you have contacted your faculty advisor.

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Requirements related to Nursing Curriculum

1. Students must earn a grade of “C” (70%) or above in all general education courses taken to meet Tennessee Wesleyan University’s Wesleyan Essentials (WE) requirements.
2. Students must earn a grade of “C” (80%) or above in all nursing courses. A grade of “D” is considered failure of the nursing course. Students who withdraw from a nursing course but desire to continue in the program shall submit an application for readmission within 60 days.
3. A nursing course may be repeated only once if a failing grade is obtained. No more than one nursing course may be repeated. A student must successfully repeat a failed course before taking other nursing courses. A student failing two or more nursing courses is not eligible for readmission to the nursing major.

Program Completion

All RN to BSN students has the option to complete this program within 3 semesters. An accelerated option is available upon request and is available to only those RN students who meet the following criteria:

- Holds an active Tennessee RN License
- Completed all Wesleyan Essential (General Education) requirements, except for a 3-credit hour religion or nutrition course.

Curriculum Plan Option: Traditional (Fall Semester Start)

Fall (7 cr. hrs.)	Spring (5 cr. hrs.)	Summer	Fall (9 cr. hrs.) Dec Grad
NUR 305- Transition to Professional Nursing Practice (1 st 7 weeks)	NUR 413 – Community Health	Challenge Exams NUR 301, 303, 431	NUR 443 – Nursing Synthesis for the RN
NUR 405- Nursing Research (2 nd 7 weeks)	NUR 416- Community Health Capstone	HE 263 – Nutrition (if Needed) R100 or R 207- Religion Course (if Needed)	NUR 442/ 451 – Leadership& Management for the Registered Nurse/ CAPSTONE
NUR 315 – Professional Issues			

Curriculum Plan Option: Accelerated (Fall Semester Start)

Fall (12 cr. hrs.)	December Mini	Spring (9 cr. hrs.) May Grad
NUR 305- Transition to Professional Nursing Practice (1 st 7 weeks) / NUR 405- Nursing Research (2 nd 7 weeks)	NUR 301, 303, & 431 Challenge Exams	NUR 443 – Nursing Synthesis for the RN
NUR 315 – Professional Issues	HE 263 – Nutrition (if Needed)	NUR 442 – Leadership/Management for the Registered Nurse
NUR 413 – Community Health	R100 or R 207- Religion Course (if Needed)	NUR 451 – Leadership/Management Clinical Capstone
NUR 416- Community Health Capstone		

Challenge Exam Policy

RN to BSN students can challenge 12 credit hours of upper-level course curriculum. These courses include NUR 301 Pharmacology, NUR 303 Health Assessment, & NUR 431 Advanced Nursing.

Challenge Requirements: The student will have 2 attempts to achieve 80%. Students must complete all Challenge Exams by the first day of class of the semester the student is planning to graduate. For example, students planning a December (winter) graduation needs to have all challenge exams completed by August prior to the ceremony date. Students planning a May (spring) graduation needs to have all challenge exams completed by January prior to the ceremony date.

Challenge Exam Coordinator: Heather Swift MSN, RN
 Contact email: hswift@tnwesleyan.edu

NUR 301 Pharmacology (4 credit hours) – The student must pass an instructor made exam or activity at 80% or greater.

NUR 303 Health Assessment (4 credit hours) - The student must pass an instructor made exam or activity at 80% or greater.

The second requirement is the completion of a head-to-toe assessment, which can be done face-to-face with an instructor, or video recorded. The student is responsible for

selecting a volunteer patient (18 yrs. or older), recording the assessment, or arranging a time to meet with the instructor.

NUR 430 Advanced Nursing (4 credit hours) – The student must pass an instructor made exam or activity at 80% or greater.

Remediation for unsuccessful challenges will require completion of the following:

- For each topic missed, complete an active learning template and/or identify three critical points to remember.
- Minimum one-hour Focused Review

Example Template for Remediation

Topic Missed	Three Critical Points
	<ol style="list-style-type: none"> 1. 2. 3.
	<ol style="list-style-type: none"> 1. 2. 3.
	<ol style="list-style-type: none"> 1. 2. 3.

Remediation must be completed before the student can complete his/her second attempt. After two unsuccessful attempts, the student will be required to complete designated ATI (Assessment Technologies Institute) learning modules, interactive video case studies, and end of module test questions. Students will be required to pay an ATI student enrollment fee.

Leave of Absence

Students who wish to take a leave of absence from the program must complete the procedure listed in the TWU student handbook and notify the Program Director if his or her intent to initiate a leave of absence.

Class Attendance and Participation

Preparation and active participation are essential to success in this program. Active participation involves reading the assigned material while making notes and freely discussing and deliberating with class members and faculty. It is expected that each

student will need to engage in two-way (or more) discussions in order to meet the level of learning that is required for this course. It will be necessary that you examine your own level of learning to ensure that you have met the course objectives. Multiple individual postings are expected.

Each learner is a member of a community of learning and shall demonstrate respect for other members and openness to diverse opinions and perspectives.

Late Assignment Policy

It is vital to your success in this program that you routinely check Sakai (TWU's Learning Management System) course sites to ensure that you are up to date on all announcements, discussions, content, and email messages.

RN students are responsible for notifying the instructor if an assignment is going to be late. Scheduling make-up work is at the discretion of the instructor and requires documentation of extenuating circumstances.

Student should notify the instructor via email at least 24 hours before the assignment due date, provided evidence of extenuation circumstances.

Check email communications daily and respond to instructor's requests regarding assignment make-up arrangements.

Complete assignment within 48 hours of the adjusted due date

Otherwise,

Failure to make up work will result in a 5% reduction of the overall grade each day late. Once an assignment is seven, 7, days late a maximum score to achieve is 50% of total points. Failure to follow this protocol may result in the loss of opportunity to submit work for grading

Exams must be made up must be within 48 hours of due date. Failure to take the exam on, before or within the 48-hour window of the scheduled date will result in a 5% reduction of the exam grade each day late.

Students are expected to participate in all discussion forums. The student is to speak with or email the instructor if he or she is unable to participate in weekly discussion forums. Finally, any requests for special circumstances or arrangements shall be discussed individually with the instructor.

Incomplete Grading Policy

A student may receive a grade of incomplete (“I”) if for some reason there is a failure to complete a small portion of the work in a course. In all cases, the student must show that the work cannot be completed due to circumstances beyond the student’s control.

A grade of “I” must be removed by mid-term of the succeeding term after the student has taken the course. Otherwise the grade will automatically be changed to an “F”. Students are to make up examinations at the convenience of the instructors. In computing the student’s average, an incomplete will be considered as an “F” until such time as the incomplete is removed.

Grade Appeal policy can be found in the TWU Academic Catalog

Evaluation Methods

Grading for online nursing courses measures how well students have mastered all learning objectives of the assigned course. All assignments must be submitted through the assignment tab, unless otherwise specified. Feedback will be provided on an individual basis or through a message to the class. It is the goal of each online instructor to provide graded feedback in a timely manner. The faculty strive to have feedback submitted within 1 week of the assignment due date.

The deadline for all submissions is 2359 (ET) on the date indicated. All late assignments will need to be referenced through the late assignment policy. Policies regarding attendance, tardiness, examinations, and written assignments are stated in the TWU Student Handbook. Students are responsible for knowing these policies and adhering to them. Students are expected to be respectful in all communication to instructor and/or peers.

The following process will be used as an early warning system to identify “at risk” online students. Within 24-hours after the assignment due date, student(s) who did not submit his or her assignment on time will be issued a “zero” on the assignment. Changing of the assignment grade will be based on arrangements made between student and faculty.

The majority of class assignments are evaluated against a rubric. Rubrics are attached to each assignment in the assignment tab in Sakai. For those assignments which do not have a rubric assigned, assignments will be evaluated on fully answered questions, completion, legibility, and spelling, grammar, and APA.

Graduation and Awards for RN to BSN Students

Tennessee Wesleyan University holds a commencement ceremony at the end of the Spring semester and another at the end of Fall semester. All graduates are encouraged

to participate. The \$100.00 graduation fee is applied to all graduates whether they participate in the ceremony or graduate in absentia.

School Pin \$35-\$65-\$365; Graduation Announcements (Optional); Class Picture (Required).

Recognition of Academic Achievement: Honors students with the highest-grade point averages for completed nursing courses. For this award the top 4 GPA's will be selected.

Outstanding RN-BSN Student Award: Recognizes a well-rounded professional RN-BSN student who displays leadership, teamwork, and commitment to core standards of professional nursing practice. ***Award recipient is selected by classmates.***

Professionalism and Lifelong Learning Award: This award recognizes an RN-BSN student who consistently displays the attributes of a life-long learner, is one who realizes the importance of continuing education, and was able to successfully balance work, home, and family life with school responsibilities.

Clinical Requirements

RN students at Tennessee Wesleyan University complete a total of **251 clinical experience hours**. Successful completion of these clinical hours for RN students includes a variety of experiences in both direct and indirect patient care settings (e.g., acute care [grand rounds], community health, and leadership settings). Clinical experiences are designed to build knowledge and skills in all three domains of learning: psychomotor, cognitive, and affective. Clinical experiences are supervised in both clinical capstone courses, with evaluations completed by faculty. TWU's RN to BSN program faculty have developed clinical experiences to build upon previously earned academically/supervised clinical hours, and to provide experiences that focus on the development of competencies in professional communication, managing care as a part of interprofessional teams, clinical reasoning, diversity, population health, informatics, and being a member of a profession.

TWU defines "clinical practice" for the RN student, as any clinical activity or experience, whether through direct or indirect patient contact, that prepares students to care for a variety of patients across the lifespan and across the continuum of care.

Direct Care: "Refers to nursing care activities provided at the point of care to patients or working with other healthcare providers that are intended to achieve specific health goals or achieve selected health outcomes" (AACN, 2012, p. 4).

Indirect Care: “Refers to nursing decisions, actions, or interventions that are provided through or on behalf of patients; these decisions or interventions create the conditions under which nursing care or self-care may occur” (AACN, 2012, p. 5).

RN to BSN Clinical Experiences – Tennessee Wesleyan University		
RN to BSN Courses	Activities and Learning Domain (Psychomotor [P], Affective [A], Cognitive [C])	Clinical Hours
NUR 303 OL Health Assessment (Challenge)	Demonstration of Head-to-Toe Assessment – (C, P, A) Exam - C	10 hours
NUR 431 OL Advanced Nursing (Challenge)	Unfolding Case Study – (C)	10 hours
NUR 305 OL Transition to Nursing Practice	Clinical Blog – (C, P, A) Attend Professional Meeting- (C, A) Obtain 3 professional letters verifying current nursing practice skills (P) Reflection on current and future clinical competencies (A)	10 hours – Clinical Blog Assignment 90 hours – Awarded for previously earned academically supervised clinical hours. Validated by 3 recommendation letters and RN licensure.
NUR 405 OL Nursing Research	Professional EBP Poster Presentation – (C)	15 hours - Poster Development 1 hour - Live Presentation
NUR 413 OL Community Health for the RN	FEMA NIMS Certification – (C) Health Promotion Public Service Announcement (PSA) – (C, P, A) Miss Evers Boys Viewing with Reflective Questions – (C, A) SPENT – (C, A, P) Letter to an Elected Official – (C, A, P)	4 hours – Certification 2 hours – Professional Speaking Activity 4 hours – Reflection Experience 2 hours – Community Health Simulation Experience 4 hours – Member of the Profession, Professional writing experience
NUR 416 OL Community Health Capstone	Community Assessment, Windshield Survey, Associated Pamphlet, Plan of Care- (C, P, A) Art Mural Project, Community Assessment – (C, A) Mobile Meals Assignment Experience – (C, P, A) Supermarket Experience – (C, P, A) Clinical Evaluation – (Completed by instructor)	10 hours – Community Assessment 10 hours – Community Assessment 8 hours – Mobile Meals 4 hours – Supermarket Assignment

<p>NUR 442 OL Leadership and Management for the RN</p>	<p>IHI Certification – (C) Day in the life of a Charge Nursing Experience – (P, A) QSEN Case Study – (C, A) SWOT Analysis – (C, A)</p>	<p>8 hours – Certification 4 hours – Charge nurse experience 3 hours – QSEN Case Study 2 hours - SWOT</p>
<p>NUR 451 OL Leadership and Management for the RN Capstone</p>	<p>Virtual Clinical Experience (C, P, A) Resume Writing – (C, A) e-Portfolio – (C, A) Grand Rounds Clinical Capstone Project (C, P, A) Clinical Evaluation (Completed by instructor)</p>	<p>1 hours -Simulation Experience 7 hours – Resume building/writing 12 hours – e-Portfolio 30 hours – Grand Rounds Clinical Capstone Project</p>
<p>TOTAL</p>		<p>251 Clinical Experience Hours</p>

E-Portfolio

In this assignment you will create an electronic portfolio (e-portfolio) for yourself. Accessible via the internet, your e-portfolio, will not only provide samples of your work but also highlight to potential employers your skills and accomplishments. It will also give you a chance to reflect on your achievements in the program and organize your thoughts about the knowledge, skills, and experience you bring to an organization as a prospective employee. Such reflections will aid you in communicating your strengths to prospective employers as you set out to further your career in nursing.

What is an E-Portfolio?

A portfolio is primarily a collection of an individual's work compiled over time. An e-portfolio presents the individual's works in electronic format. Files can be in HTML, pdf or other formats readily viewable in the internet environment.

Why Create an E-Portfolio?

“Creating a professional online presence is now more important than ever. A 2007, poll indicated that at least a quarter of all employers conduct an Internet search of job candidates before hiring them. A recent survey also found that 72% of companies plan to increase their use of social networks for job recruiting. If employers are searching the Internet for information about you, give them a professionally created website that will increase your chances of getting a job” (Dewane, p. 269).

Requirements:

Each student is required to create an electronic portfolio, have it open to the public for viewing and upload URL in the discussion board forum for faculty and student viewing. The portfolio should include, but is not limited to:

- About Me/Personal Page
- Nursing Philosophy Page
- Courses Page: courses you have taken in the RN-BSN Program (with course leaning outcomes (CLOs) listed)
 - *You may opt to add courses from your ADN program if you desire-however CLOs would need to be listed-easily obtained from your college/university library*
- Curricular activities
 - *You may also elect to imbed links of assignments in the CLO sections and omit the curricular activities page.*
 - *Examples of assignments to imbed: Clinical Practice Blog, Article Critique Assignment, EBP Proposal, Clinical Projects, Patient- Centered Educational Materials, etc.*

- Resume
- Contact me page (a google number a great option to utilize instead of listing number online)

If you have a LinkedIn, feel free to list as well. Photographs of yourself (head shot) that you feel will increase your value to a prospective employer may also be included but are not required.

I recommend the site <https://www.wix.com/> to build your portfolio. There are numerous platforms to utilize; some are free, some are not. I do not require a specific website to use-however Wix is user friendly without the need for coding. Here is a brief tutorial: <https://www.youtube.com/watch?v=QYwJ8At-wgs>. I do encourage you to watch, as you should be keeping this portfolio and utilizing it in career advancement.

Evaluation:

See rubric attached, however your e-portfolio should have a professional appearance. It should be free of spelling and grammatical errors. Your portfolio should be visually uncluttered and well-organized. It should be easily navigated. Links should be clearly marked and work. Headings should be descriptive. Graphics should be appropriate for the content of the page.

Examples:

<https://jrk0023.wixsite.com/eportfolio2>

<https://mac00740.wixsite.com/mysite>

My hope is that you will continue to build on your portfolio as you excel and advance in your career and utilize it not only as class assignment

Appendix A: Scholarly Writing & APA Style Rubric

Effective writing skills are essential for today's professional nurse to thrive in an ever-changing health care environment and to succeed in an advanced practice role (Oermann et al., 2014; Trenary & Farrar, 2016). Therefore, TWU-FSN's RN to BSN program will utilize the following Professional Writing Rubric (PWR) for all paper and major project assigned throughout the program.

Professional Writing Rubric (PWR)	Level of Proficiency			
Criteria	Excellent	Good (- 1pt./ category)	Needs Improvement (- 2 pts./ category)	Poor (- 3 pts./ category)
APA Format	<p>___ Entire paper is double-spaced with 1" margins</p> <p>___ 12 pt font, New Times Roman</p> <p>___ Title, name, school name centered and double-spaced (please also include course number and title, date and instructor's name)</p> <p>___ Length enough to properly develop written communication with respect to the main idea, subtopics, etc.</p> <p>___ All sources properly attributed (cited).</p>	<p>___ Adheres to APA format but lacks 1-2 elements</p> <p>___ Sources properly attributed (cited), no plagiarism</p>	<p>___ Adheres to a smaller number of APA elements</p> <p>___ Attribution (citations) present but significantly incomplete, papers contain plagiarism</p>	<p>___ Does not adhere APA elements</p> <p>___ No attribution (citations)</p>

Criteria	Excellent	Good (- 1 pt./ category)	Needs Improvement (- 2 pts./ category)	Poor (- 3 pts./ category)
References & Citations	<p>___ References on separate titled page (centered)</p> <p>___ In correct APA format (all information included and appropriate for type of source)</p> <p>___ Listed alphabetically</p> <p>___ Hanging indent</p> <p>___ Each source is cited at least once, and all cited sources are included in references</p> <p>___ All citations complete and correctly applied</p>	<p>___ References on separate titled page (centered)</p> <p>___ Not all in correct APA format (all information included and appropriate for type of source)</p> <p>___ Less than the following (listed alphabetically; hanging indent; each source is cited at least once, and all cited sources are included in references, citations complete and correct)</p>	<p>___ References present but significantly incomplete, unclear or otherwise minimally acceptable</p>	<p>___ No references</p>

Criteria	Excellent	Good (- 1 pt./ category)	Needs Improvement (- 2 pts./ category)	Poor (- 3 pts./ category)
Writing Mechanics (standard grammar, spelling, punctuation, and usage)	<p>___ Assignment is at least checked using word processing spelling and grammar tools</p> <p>___ Assignment is also checked visually for errors not detected electronically</p> <p>___ Syntax, grammar, spelling, punctuation, usage, mechanics, organization, and clarity are at the highest level</p>	<p>___ Assignment is at least checked using word processing spelling and grammar tools</p> <p>___ Few to several issues with writing mechanics</p>	<p>___ Assignment shows evidence of minimal review for spelling and grammar errors</p> <p>___ Multiple issues with writing mechanics</p>	<p>___ Multiple issues with writing mechanics and no evidence of review</p>

CCNE Accreditation

Tennessee Wesleyan University Fort Sanders Nursing Department does not discriminate on the basis of race, gender, color, religion, national origin, age, handicap, marital status, or veteran status in provision of educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972. In accordance with the Pub. L. 102-26 The Student Right-to-Know and Campus Security Act, Tennessee Wesleyan University has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A free copy of this report may be obtained by any student, employee, or applicant for admission or employment from the TWU Student Life Office or found online at <http://www.tnwesleyan.edu/student-life/campus-safety/>.

Data are available upon request from the Nursing Department regarding student completion of the program and performance on the NCLEX -RN Licensure Examination.

Tennessee Wesleyan University Fort Sanders Nursing Department reserves the right to make any change which will result in program improvement without advance notice to the student.

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