

**Trinity College of Nursing & Health
Sciences Graduation Awards Portfolio
Program**



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Welcome! The Portfolio Program is your opportunity to compile a professional portfolio and apply for Trinity College of Nursing & Health Sciences graduation awards of Service and Leadership. It is our hope that you find your professional journey rewarding, stimulating and invigorating. A group of dedicated faculty, staff and advisors at Trinity College have developed this portfolio package with you in mind.

We appreciate the work, skill and knowledge that you put to use every day: satisfying your patient's needs, providing quality care to patients, working with families and the community to name a few. We hope that you will consider your own professional growth while developing your portfolio.

Please feel free to contact any of the Student Affairs Committee members with questions regarding your portfolio.

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The College Student Affairs Committee and Portfolio Subcommittee would like to appreciatively recognize the Trinity CAP, TAP, and ITAP programs from which this program was modeled.

The Portfolio Program: An Introduction

The Portfolio Program at Trinity College of Nursing & Health Sciences provides structure for the student to demonstrate eligibility of recognition with the Service and Leadership awards, as well as, the knowledge and skills acquired while attending Trinity College.

The objectives of the Portfolio Program are simple and explicit: recognize and reward students of nursing, respiratory care, and radiography. We want all students to be satisfied with their career choice and be recognized for their growth.

Trinity College of Nursing & Health Sciences Portfolio Guidelines

Eligibility: Student must be in good academic standing in the final semester of coursework that will culminate in graduation. Interested students are responsible for ensuring that their portfolio includes evidence and examples to verify participation or completion of activities for the selected awards. All documentation must be complete at the time of submission.

May graduation-portfolio due Thursday, March 24, 2016.

August graduation-portfolio due Monday, June 6, 2016.

Description of awards:

Service Excellence Award: The students selected for the Excellence in Service Award have demonstrated “service first” by providing noteworthy service to the College and their communities and have demonstrated a willingness and enthusiasm to help others. These servant-leaders interact well with their peers, faculty, staff and community members.

Leadership Excellence Award: The leadership award is presented to those students who create a positive and enthusiastic learning environment and set the standard for others to follow. These individuals have their own unique style of motivating others to achieve personal excellence. They set a good example and make a positive difference in their programs, professions and in the lives of others.

One of each award will be conferred per program providing there are students who meet the criteria.

Trinity College of Nursing & Health Sciences Portfolio Application

Please check which award/s you are applying for.

Service Award _____ Leadership Award _____

Application Date _____ Program of Study _____

Name _____

Applicant Signature _____

****Applicant understands that the signature of the Advisor does not indicate an award. An award will be determined by the Portfolio Committee.**

Advisor: Please circle to designate the appropriate following criteria have been met. If the applicant fails to meet the following criteria, the application process stops and the student is not eligible for submission.

YES NO Completed the last 25 semester hours of credit at Trinity College.

YES NO Progressing satisfactorily in all academic or clinical courses.

YES NO Currently in good standing and in compliance with the General Standards of Behavior.

Advisor Signature _____

Advisor signature must be obtained by February 1st (for May graduation) or May 1st (for August graduation).

[Area below to be completed by Student Affairs Committee.]

Date application received: _____ Committee review date _____

_____ Applicant has included all items on the checklist required for award consideration.

_____ Applicant has met the criteria for an award.

_____ Applicants award _____

Portfolio Committee Signatures: _____

Portfolio Submission: Organizing Your Portfolio

1. Discuss intent to apply with your advisor and obtain signature 30-60 days prior to starting the application process. Include the portfolio application with your portfolio. The portfolio application must be signed by the applicant and the advisor.
2. Use the Portfolio Requirements Checklist (included in packet) to organize your portfolio information. A flat binder is recommended for your portfolio documents. The **Completed Checklist** and required information must be submitted with your portfolio---There will be **NO EXCEPTIONS**.
3. Include copies, not originals, of important documents such as your CPR card, certifications, diplomas, license, and awards or recognitions that you have received, etc.
4. Organize continuing education hours in chronological order and include only those you have earned within the last three years. (If applicable).
5. Print a copy of your academic transcript and your Net Learning transcript; include them in your portfolio.
6. Include a written summary for each of the formal activities that you have presented in the past two years with supporting documentation.
7. Clearly label documentation of activities related to committee work. Some of the activities that might be included are documentation of meeting participation and examples of shared decision making.
8. Contact any member of the Portfolio Committee with your questions or concerns regarding the portfolio application process.

Required:

- _____ A professional goal statement for each of the next two years. Include a brief description of how the goals are important to you.
Prior to completion of your portfolio state how you worked toward accomplishment of these goals.

- _____ Tell us about yourself, why you stand out and how your daily performance serves as an example for others, how you demonstrate service or how you display leadership.

Portfolio Checklist

- _____ Completed application form
- _____ Completed checklist form
- _____ Evidence of highest education (examples: diploma or degree) or documentation of education completion and current transcript (if applicable)
- _____ Copy of current licensure (if applicable)
- _____ Resume
- _____ Copy of current certification card/s (if applicable)
- _____ Copy of current continuing education credit/coursework
- _____ Copy of CPR card (ACLS, etc.)
- _____ Copy of Net Learning transcripts for the last two years
- _____ Proof of degree (Bachelors, etc. if applicable)
- _____ Proof of participation in committee work
 - _____ Outcomes/personal accomplishment resulting from your committee participation
- _____ Proof of public service in related field of study (fairs, career days) as documented on student activity record form
- _____ Include any of the following pertinent to your field of study: institutional involvement, involvement in a committee, and/or presentations to students as documented on student activity record form
- _____ Include proof of involvement in the community in health care related events
 - _____ Short summary of volunteer activity
- _____ Copies of awards or recognitions received, participated in or presented. May include testimonials.
- _____ Copy of professional memberships (if applicable).
- _____ Goal statement and plan for achievement (more specifics at top of this page).
- _____ Short essay telling about yourself (more specifics at top of this page).

Good luck with this portfolio application!

Student Activity Record *Sample*

(available Trinity College homepage/forms and documents/Graduation Awards Portfolio)

Student Name: John Smith

Program: Nursing

Name of Agency or Service:

Habitat for Humanity

Date of Activity: 11/1/11 Hours: 8

hrs. _____

Activity: helped with home construction

Signature of Organization Chairperson/Designee: *Mary Smith*, Habitat for Humanity QC

Name of Agency or Service:

Rock Island Soup Kitchen

Date of Activity: 12/12/11 Hours: 2

horus _____

Activity: Served food, cleaned up after meal at homeless kitchen

Signature of Organization Chairperson/Designee: *Tim Jackson*, RI Men's Shelter

Name of Agency or Service:

Date of Activity: _____ Hours: _____

Activity: _____

Signature of Organization Chairperson/Designee: _____