



Graduation Awards Portfolio Program



Trinity College of Nursing
& Health Sciences
UnityPoint Health

Graduation Awards Portfolio Program

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Invitation to Participate

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.

Members

Josh Bunker, BSN, RN, CEN, TNS, NRP, CCP

Instructor of Nursing

Josh.Bunker@trinitycollegeqc.edu

309-779-7738

Hilary Henke, EdD, M.Ed, MS

Director of Student Services and External Relations

Hilary.Henke@trinitycollegeqc.edu

309-779-7720

Pam Hill, PH.D., RN, FAAN

Professor

pamela.hill@trinitycollegeqc.edu

309-779-7702

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, health sciences and radiography. We want all students to be satisfied with their career choice and be recognized for their growth.

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. Students who started classes on or after Summer 2022, will be required to submit an e-Portfolio. Please see e-Portfolio Document for instructions.

May graduation-portfolio due on the first Friday in April.

August graduation-portfolio due on the Friday before Memorial Day.

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.

Graduation Awards Portfolio Program

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

Graduation Awards Portfolio Application

Applicant, please check which award/s you are applying for.

- Service Award
- Leadership Award

Application Date _____ Program of Study _____

List Faculty Advisor _____

Print Full Name _____

Applicant Signature _____

An award will be determined by the Portfolio Committee.

Portfolio Checklist

Note: Please refer to the Selection Rubric for complete details of what should be included in each section.

- Completed application form
- Writing mechanics and presentation of the portfolio
- Professional goal summary:
 - Projection of objectives (or aims) of accomplishment in the next two years.
 - Description of why the goals are important to you.
 - How you accomplish these goals.
 - Letter of Recommendation
- Awards or Recognitions (Scholarship achievement at TCN should be excluded from this section)
 - Inclusion of copies of awards or recognitions received
 - Inclusion of proof of participation in presentations or exhibits outside of college classwork
- For the Leadership Award Applicant:
 - Documentation of proof of elected office held in the academic or employment setting.
 - Documentation of degree of participation in committee work in the academic or employment setting.
 - Summary of how your participation contributed to your growth as a leader.
- For the Service Award Applicant:
 - Documentation of degree of participation in Proof of community service and service to the College or Health Care System.
 - Summary of how your participation contributed to your growth as a health care professional
- Resume (include individual items as applicable)
 - Evidence of the highest educational degree or diploma
 - Evidence of current licensure
 - Evidence of current certifications and continuing education credit
 - Other relevant health care profession-related experience
 - Service experience, outside of those that have application to the profession
 - Professional memberships

Good Luck Compiling Your Portfolio!

Graduation Awards Portfolio Program

Graduation Awards Portfolio Program Selection Rubric

Applicant: _____

Applicant Program of Study: _____

Which award is the applicant applying for? Service Leadership

Was the application form submitted prior to the deadline? Yes No

Is the application form complete? Yes No

Advisor

Please list your advisor. To be completed by the advisor prior to circulating the Portfolio.

*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 _____

Program start Semester and Applications that started in Summer 2021 or after will need to submit an e-portfolio.

WRITING MECHANICS AND PRESENTATION OF PORTFOLIO

(applies to all applicants)

Criteria	Exemplary 4 points	Proficient 3 points	Minimum 2 points	Lacking 1 point
1. Presentation of the portfolio is neat, organized, and demonstrates ease of identification of the required information. A flat, 3-ring binder is required for non-electronic submission. All students who started in Summer 2021 or after must complete an e-portfolio.				
2. Grammar, punctuation and spelling are accurate. Paragraphs are developed. Jargon and colloquial terms are avoided.				
3. Development of ideas is logical, sequential and expressed in a professional manner.				

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PROFESSIONAL GOAL SUMMARY

(completed by each award applicant)

Criteria	Exemplary 4 points	Proficient 3 points	Minimum 2 points	Lacking 1 point
1. Projection of objectives (or aims) of accomplishment in the next two years.				
2. Description of why the identified goals are important to the student.				
3. Explanation of how the student will work to accomplish the goals.				
4. Letter of Recommendation from a faculty member, college staff member, committee chairman, advisor or other applicable person. The letter should describe the student's health-care related abilities, characteristics and traits.				

AWARDS OR RECOGNITIONS

(completed by each award applicant if applicable, scholarship achievement at TCN should not be included in this section)

Criteria	Exemplary 4 points	Proficient 3 points	Minimum 2 points	Lacking 1 point	Not Applicable
1. Inclusion of copies of awards or recognitions received (if applicable). Examples: Daisy in Training Award, Woman's Connection Rising Professionals, CAP Designation					
2. Inclusion of proof of participation in presentations or exhibits, outside of college classwork (if applicable). Example: Radiography Student Educator Conference, CAP Poster Presentation					

LEADERSHIP AWARD

(completed by applicants applying for this award)

Criteria	Exemplary 4 points	Proficient 3 points	Minimum 2 points	Lacking 1 point	Not Applicable
1. Documentation of proof of elected office held in the academic or employment setting (if applicable). Include dates of service. Examples: SGA officer, Phi Theta Kappa, Sigma Theta Tau, etc.					
2. Documentation of degree of participation in committee work in the academic or employment setting. Use the Student Activity Participation Form (complete as best as possible).					
3. Summary of how the student's participation contributed to their growth as a leader.					

Graduation Awards Portfolio Program

SERVICE AWARD

(completed by applicants applying for this award)

Criteria	Exemplary 4 points	Proficient 3 points	Minimum 2 points	Lacking 1point
1. Documentation of degree of participation in community service and service to the College or Health System. Examples: March of Dimes, NAMI, Food Pantries, Community Care, College Open House, Health Fairs, etc. Use the Student Activity Participation Form (complete as best as possible).				
2. Summary of how the student's participation contributed to their growth as a health care professional.				

RESUME

(completed by each award applicant, information contained in this section contributes to the overall understanding of the applicant)

Criteria	Included	Not Applicable
1. Evidence of the highest educational degree or diploma held by the student (If applicable). Examples: AS, BS, MS.		
2. Evidence of current licensure and/or employment qualifications. (If applicable) Examples: LPN, CNA, Surgical Technologist, MRI, CT, Mammographer, TECH, Medical Transcriptionist, Laboratory Technologist		
3. Current certifications and continuing education credit. (If applicable). Examples: CT, MRI, ACLS, PALS, TNCC, etc.		
4. Other relevant health care profession-related experiences. (If applicable). Examples: Medical Mission, Red Cross, etc.		
5. Service experience list, outside of those that have application to profession. (If applicable). Examples: political, church, scouting, etc.		
6. Professional memberships. (If applicable). Examples: Sigma Theta Tau, Phi Theta Kappa, American Nurses Association.		

Graduation Awards Portfolio Program

Date of Review: _____

Total Points Obtained: _____

**Recommend or
Not Recommend
for Award:** _____

Reviewer Names: _____

Notes: _____

Graduation Awards Portfolio Program

Student Activity/Participation Record Form

Student Name: _____ Program: _____

Name of Agency or Service: _____

Date of Activity: _____ Hours: _____

Activity: _____

Contact Person and Information: _____

Name of Agency or Service: _____

Date of Activity: _____ Hours: _____

Activity: _____

Contact Person and Information: _____

Name of Agency or Service: _____

Date of Activity: _____ Hours: _____

Activity: _____

Contact Person and Information: _____

Name of Agency or Service: _____

Date of Activity: _____ Hours: _____

Activity: _____

Contact Person and Information: _____