



Graduation Awards Portfolio Program



Trinity College of Nursing
& Health Sciences
UnityPoint Health

Graduation Awards Portfolio Program

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Graduation Awards Portfolio Program

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.

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

Members

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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.

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 Friday, March 22, 2019.

August graduation-portfolio due Friday, July 12, 2019.

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.

Graduation Awards Portfolio Program

Graduation Awards Portfolio Application

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

- Service Award
- Leadership Award

Application Date _____ Program of Study _____

Print Full 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

Do not fill this section out but have your advisor fill this section.

*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 | <i>Completed the last 25 semester hours of credit at Trinity College.</i> |
| YES | NO | <i>Progressing satisfactorily in all academic or clinical courses.</i> |
| YES | NO | <i>Currently in good standing and in compliance with the General Standards of Behavior.</i> |

Advisor Signature _____

*Advisor signature must be obtained no later than -
February 15th (for May graduation) or May 31st (for August graduation).*

Student Affairs Committee

Do not fill this section out as this is only for the 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.

Portfolio Checklist

- Completed application form
- A professional goal summary:
 - Projecting objectives (or aims) of accomplishment in the next two years.
 - Description of why the goals are important to you.
 - How you will work to accomplishment of these goals.
- Resume
 - Evidence of the highest educational degree or diploma (if applicable).
 - Current continuing education credit/course work
 - Other relevant health care profession-related experiences
 - Service Experiences (list)
 - Current licensure (if applicable)
 - Current certification card/s (i.e. ACLS if applicable)
 - Professional memberships (if applicable: Sigma, Phi Theta Kappa)
- For the Leadership Award Applicant:
 - Proof of participation in committee in the academic or employment setting.
 - Summary of how your participation contributed to your growth as a leader.
- For the Service Award Applicant:
 - Proof of community service in related field similar of study (fairs, community service events) as documented on student activity record form.
 - Summary of how your participation contributed to your growth as a health care professional
- Include copies of awards or recognitions received, participated in or presented. (if applicable).
 - Scholarship achievement at TCN should be excluded from this section

Good Luck Compiling Your Portfolio!