School of Nursing
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INSTRUCTIONS for the GOAL STATEMENT (RNs with a BSN)
INSTRUCTIONS for the PORTFOLIO (RNs without a BSN including those with a BA/BS in another discipline)

GOAL STATEMENT INSTRUCTIONS (RNs with a BSN)

The goal statement, required of MSN applicants with a BSN, is a one- to two-page writing sample. In addition to providing information regarding career goals, this document is reviewed to establish the applicant's professional writing ability. A cover letter and resume are not required.

PORTFOLIO INSTRUCTIONS (RNs without a BSN including those with a BA/BS in another discipline)

The portfolio, required of registered nurses without a BSN, provides a means for the applicant to contextualize their previous learning experiences. Additionally, through the use of the "autobiographical" review written by the student, both student and faculty will be in a better position to identify those experiences that have shaped and influenced learning. Admission into the program will be determined in part by the content of the portfolio.

OUTLINE FOR SUBMISSION:

Title Page: Each portfolio must include a separate page with the following information - your name, full address and phone number(s); degree received, school from which it was received and date of graduation; and the date of portfolio submission.

Autobiography (The Essay): The autobiography should reflect your growth and development during your adult life. The chronological progression should begin with graduation from high school and proceed to the present day. Such reflection should help you to consider the relationship between events, prior learning and the direction and concentration you may wish to choose in this graduate program.
The essay should be brief (not more than 3 - 5 pages) focusing on your learning experiences and the practice settings, including health assessment skills, that demonstrate to faculty professional progression and future goals. The essay should be double-spaced and typewritten in narrative form. Be alert to following proper grammatical rules.

Resume/Vita: The professional experiences included in your resume should reflect your competencies, skills and accomplishments in various capacities over time. You may use any standard format for writing your resume. The resume is used by evaluators as a reference when reviewing other aspects of your submission.
The resume must be current and a maximum of 5 typed pages. Include your personal information, education (formal and continuing education), scholarly presentations and publications, employment and/or military service (where appropriate). Include evidence of attendance and/or successful completion of seminars, workshops, continuing education, and certification that shows support of the progressive nature of your experience in nursing.

General Information: *Staple the portfolio in the top left-hand corner. Please do not place the portfolio in a folder or cover nor email it to the director of nursing student services.*

Official Transcripts: Request that transcripts for all previously completed academic work are sent directly from the institutions to: Director of Nursing Student Services, School of Nursing, Xavier University, 3800 Victory Parkway, Cincinnati, Ohio 45207-7351.

More Information: Contact the Director of Nursing Student Services at (513) 745-4392 or Gomez@xavier.edu.

XAVIER UNIVERSITY
COLLEGE OF SOCIAL SCIENCES, HEALTH, AND EDUCATION
SCHOOL OF NURSING

The autobiography (required of RNs without a BSN including those with a BA/BS in another discipline) should demonstrate critical thinking and strong written communication skills. It will be evaluated based on the following outcome criteria used for students completing the Xavier baccalaureate nursing program. Please use these criteria as a guide for writing a quality essay.

Please read each paper and score according to the following criteria.

Scale: 1=not met
2=met some of the time
3=met satisfactorily
4=met above average
5=met at the optimum level

CRITICAL THINKING					
Paper reflects: **Scores: 1 2 3 4 5**					
analysis of and ability to limit topic (autobiography)					
data presented is related to purpose					
data presented in autobiography fulfills purpose					
analysis and synthesis of others ideas not just insertion of quotes					
ability to summarize essential points					
attainment of stated purpose of paper					

WRITTEN COMMUNICATION					
Paper reflects: **Scores: 1 2 3 4 5**					
purpose of autobiography					
ideas are expressed clearly					
ideas are expressed in a logical sequence					
proper punctuation is used					
words are spelled correctly					
complete sentences are used					
sentences are grammatically correct					
proper citation method is used					

Decision: A score of three on each item is expected for successful admission into the graduate program. Students who score less than three can be individually considered. The entire portfolio will be evaluated on the following four criteria:

1. Student demonstrates goal directed behaviors.
2. Leadership qualities and potential
3. At least two years of clinical practice
4. Successfully score three or better on a Likert Scale of baccalaureate exit outcome criteria for critical thinking and written communication.