

Kansas Wesleyan University
Division of Nursing Education and Health Sciences
Department of Nursing Education (DNE)

Materials Needed: One three-ring binder, sized to hold 8.5x11 papers, with plastic sleeve on front for insertion of a cover page on front, and on the side binding a sleeve to insert the applicant's name

- Subject/category dividers, 8.5x11, with the following labels:
 - Career goals
 - SNO (Student Nurse Organization) meetings/activities & Community Service
 - Immunizations
 - CPR Health Care Provider/CNA license ****if already held! No need to secure BLS certificate or a CNA license if you do not have them!**
 - Certifications
 - Transcripts
 - Letters of Recommendation
 - Extra dividers for use during nursing school

Portfolio Scoring Guidelines:

1. Career Goals (3-5) bullet points): **5 points**
2. SNO meetings/activities and community Service:
 - Attending at least **5 SNO meetings/year at KWU**. 1 point per meeting, **10 points** possible.
 - Complete a minimum of 5 SNO Community Service Activities/year while at KWU. Two points per activity. **20 points** possible. ****Points will be deducted if students committed to help with community service but did not attend or notify faculty of their expected absence****
 - Other community service not related to SNO can receive up to **10 points** (1 point per community service event)
 - Attending a minimum of 4 meetings with your mentor: **4 points** (effective 22-23 AY)

TRANSFER STUDENTS: Proof of community service will be accepted in lieu of SNO activities if there is a **verification signature** for each event. Up to 20 hours service = **10 possible** points

3. Immunization and health documents required by the DNE: **5 points** (Tdap within 10 years, 3-shot series of Hepatitis B, MMR, Varicella vaccine or titer, TB skin test)
4. CPR (BLS) Certification for healthcare provider: **1 point** ****if already held-do not take a BLS course just for the point!**
5. Certifications/licensures (ex. CNA/CMA, LPN, etc.) **5 points** ****if already held**
6. Copy of unofficial transcripts: **5 points**
7. Two letters of recommendation: **5 points** (1 personal letter from a relative, friend, pastor, etc. and 1 professional letter from a teacher, employer, etc.)
8. Professional appearance of portfolio: **4 points**

TOTAL POINTS: 74

Portfolio Requirements for Admission to the BS, major in Nursing Program

All students applying for application into the Kansas Wesleyan University BS, major in Nursing program are required to complete and submit a portfolio at the time of the required interview. The following information provides guidance in developing the portfolio. Points are awarded for a student's accomplishments and fulfillment of requirements. After admission into the nursing program, this portfolio should be kept and maintained, and will be used as part of leadership project during the senior year's spring semester.