

Policy U-3  
FLORIDA STATE UNIVERSITY  
COLLEGE OF NURSING

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**TITLE: CAREER PORTFOLIO**

**POLICY:** All students enrolled in the BSN program will establish a Career Portfolio site during Term I. By the last week of the semester, students in every term are required to update their Career Portfolio. Use of the transcript section of the Career Portfolio is voluntary.

**RATIONALE:** The Career Portfolio is used to demonstrate activities which assist each student in achieving the Leadership Mission of the Florida State University College of Nursing.

FSU has a progressive and unique system to support student presentation and documentation of work products and activities from both academic and extramural perspectives of student life while at the University. The Career Portfolio is a web site with several templates from which students may choose. The student establishes a personal site and enters personal/professional data of academic achievements and community contributions while at FSU and then following graduation.

The design and components of a Career Portfolio are based on research conducted with both employers and students. Students share the web address and a password with visitors on an individual basis when the student wishes to showcase his/her accomplishments. Visitors such as employers and graduate school admissions officers can view any of the completed sections of the portfolio that the student selects.

**PROCEDURE:**

1. By the last week of the semester, students in every term are required to update their Career Portfolio. This updating is done by adding information from the semester in the following sections of the portfolio: the skills matrix, the artifacts and examples, and the resume and references. This information is derived from participation in coursework, employment, volunteer work, association activities, committees and clubs.
2. In each term, one course will include the completion of the Career Portfolio as a required activity. On a date determined by the course instructor, students are required to provide the faculty member print copies and a password for viewing the skills, matrix, artifact and examples, resumes, and references.

3. Suggested items for inclusion in the portfolio relate to:
  - Your philosophy of nursing – as you enter the major and then again as you complete the major
  - Your philosophy of leadership
  - Membership in educational, social, and/or professional organizations
  - Offices held in educational, social and/or professional organizations
  - Committee membership in educational, social and/or professional organizations
  - Participation in community and/or university projects
  - Presentations made to classmates, groups, communities
  - Service learning hours
  
4. Resumes are to be part of the Career Portfolio. The resume enables the student to communicate their experiences and abilities for future employment. The following criteria will be graded as incomplete and will need revision.
  - It focuses on skills and uses action words to define the responsibilities of your job-related experience.
  - It is easy to read and understand.
  - It is visually powerful and free of gimmicks.
  - It is less than five pages long.
  - Its language is grammatically correct and free of spelling errors and mixed tenses.
  - Its style is formal, e.g., no contractions or abbreviations.
  - It is produced on a computer.
  - It is printed on a high-quality paper.
  - Its data are presented in chronological order, with the most recent position cited first.
  - All of the following sections are adequately addressed:
    - Identification
    - Education
    - Honors
    - Continuing Education
    - Employment Experience
    - Clinical Education Experience
    - Volunteer Experience
    - Professional Activities
    - Certification/Licensure
    - Research
    - Presentations
    - References
  - A sample copy of a resume is provided on Blackboard and in the Learning Resource Center.

5. Courses with the Portfolio requirement include:

- Term I: Values, Roles and Issues
- Term II: Nursing the Aging Family
- Term III: Nursing and Healthcare System
- Term IV: Community Synthesis
- Term V: Professional Nursing Leadership and Management

Approved by:	Management Team	4/07/04
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