



FRANCES PAYNE BOLTON
SCHOOL OF NURSING

CASE WESTERN RESERVE
UNIVERSITY

APPLICATION INSTRUCTIONS RN to MSN with Portfolio

Deadlines for Application and Supporting Materials:

- May 1 for Fall semester
- October 1 for Spring semester
- March 1 for Summer semester

To complete the application process, please do the following:

<input type="checkbox"/>	<p>1. Complete Miller Analogies Test (MAT) or Graduate Record Examination (GRE) and have official scores sent to Case Western Reserve University, Nursing Department.</p> <p>MAT: www.milleranalogies.com or 1-800-622-3231; in Cleveland, call Case 216-368-1030 or CSU 216-687-2272. GRE: gre.org; in Cleveland, call Case 216-368-1030.</p> <ul style="list-style-type: none">• Applicants for the joint degree MSN/MA in Anthropology or the joint degree MSN/MA in Bioethics should take the GRE instead of the MAT• Applicants for the joint degree MSN/MPH may take either the GRE or MAT• International applicants should take the Test of English as a Foreign Language (TOEFL)• Applicants holding an overall undergraduate GPA of 3.4 or higher may request a waiver of the admission test requirement
<input type="checkbox"/>	<p>2. Arrange for official transcripts from each post-secondary college/ university/school of nursing attended to be sent to the following address:</p> <p>FPB Admissions Coordinator Case Western Reserve University Frances Payne Bolton School of Nursing Office of Student Services 10900 Euclid Avenue Cleveland, Ohio 44106-4904</p>



<input type="checkbox"/>	<p>3. Upload the following information with your online application. (NOTE: If you are unable to upload these documents, please send them directly to Donna Hassik by mail at the address in #2 or by email at admissionsfpb@case.edu.)</p> <ul style="list-style-type: none"> • 3 Recommenders We recommend RNs in supervisory positions at your current place of employment, professional colleagues who have earned advanced nursing degrees, and nursing instructors. The preference is for nurses who know your clinical work. Provide an email address for each person. • Essay In one typewritten or word-processed page or less, discuss your objectives and reasons for wanting to undertake graduate study. Indicate your career plans upon completion of graduate study. • Resume or CV Include employment history, military service, academic and professional awards, honors, fellowships, memberships and publications
<input type="checkbox"/>	<p>4. Complete your professional portfolio (see guidelines on the next two pages)</p> <p>Diploma/associate degree RNs who also have a non-nursing baccalaureate degree (but do not have a BSN degree) need to submit a professional portfolio. If your portfolio is approved and you are successful in the admission process, you will need to submit an \$800.00 fee prior to matriculation in the MSN program for the six upper division undergraduate prerequisite nursing courses that will be waived,</p>
<input type="checkbox"/>	<p>5. Provide the non-refundable \$100.00 portfolio evaluation fee</p> <p>Your check/money order should be made payable to: Case Western Reserve University (must be a separate check).</p>
<input type="checkbox"/>	<p>6. To apply to the RN to MSN with portfolio program, click here.</p> <p>Have credit card available to submit your application fee, if applicable. The Apply Now link takes you directly to our online application. If you are applying for the Master of Science in Nursing Program, please select the following choices when in the application on the Enrollment Information tab:</p> <ul style="list-style-type: none"> • Select “Master of Science in Nursing (MSN)” from the Academic Program dropdown list • Select “MSN” from the Degree dropdown list • Select “RN to Master’s Portfolio (must have RN and non-Nursing Bachelor’s degree)” from the Academic Plan 1 dropdown list. If you desire to study two majors, select the second major from the Academic Plan 2 dropdown list.

If you have questions:

Phone: 216-368-2529

Email: admissionsfpb@case.edu

All materials submitted become the property of the School of Nursing and cannot be returned to the applicant. Any information about race, ethnicity, gender, color, national origin, religion, age, marital status, physical or mental disabilities is confidential and not used as criteria for admission decisions.



Professional Portfolio Guidelines

The following information should be assembled in a notebook or folder:

1. A Curriculum Vita:

A Curriculum Vita (CV) is a document professionals use to explain to employers and other positions for which one applies all the things they have accomplished in their professional lives. Many examples are available from internet sources or library books. At a minimum, the CV includes:

- Listing of formal education, degree(s) obtained and major, school attended and dates;
- All nursing positions held and what the applicant did in each and other positions held;
- List any relevant CE programs/courses taken with location and dates;
- List any published professional articles (in journals, hospital/agency publications, school newspaper, etc.) by title, date, journal, page number, etc. Attach copies;
- List any Presentations before staff, patient/family and other groups (including educational seminars presented to peers as part of job responsibilities) date, title, location;
- List any Honors or awards received;
- List Membership in professional and other organizations, any offices held, dates of membership;
- List Community service: Names of organizations, description of activities, include all volunteer activities from school and since graduation.

When the CV is completed, it is often longer than a resume, because it contains much more detail.

2. A formal paper divided into seven sections.

This paper is an essential aspect of the admission process and will be carefully evaluated in order to make a decision on your admission. Each question is designed to demonstrate to the readers that you are sufficiently acquainted with the knowledge being asked in the question to substitute for a 3-credit course. In other words, the answers that you write demonstrate that you do not need to take a course on the material covered by the question. Follow the guidelines carefully, speaking to all items. Each answer should be substantially referenced, and a reference list must accompany the paper. The paper will be evaluated for:

- Content
- Clarity of presentation and writing style
- Grammar, punctuation, spelling errors, conformity to APA style

Section 1: A description of the theoretical basis and personal philosophy of your practice.

- This description may be eclectic, drawing on knowledge from the social or natural science or grand or mid-range nursing theories on topics such as self-care, caring, comfort, health promotion, or behavior change.
- Give two examples of application in practice
- Describe how this application has improved patient outcomes.
- Describe how these examples have changed your understanding of nursing practice.



Section 2: A description of education, coaching, and counseling aspects of your practice.

- Discuss essential principles of teaching.
- Describe *three* examples of educational activities with patients, families or staff to illustrate how you have implemented these principles of education.
- Differentiate coaching and counseling and discuss essential principles of these strategies.
- Using at least *three* examples, write in more detail about *three* principles of coaching and counseling and describe how you have applied these principles to your work with patient/clients or staff.

Section 3: A description of teamwork and collaboration activities.

- Define and explain essential principles of teamwork and collaboration.
- Using your practice to illustrate, write in more detail using at least *three* examples to show how you have applied teamwork and collaboration in your practice.
- In your discussion elaborate on intra and interprofessional collaboration. Do not limit your discussion to only *two* professions.

Section 4: A description of leadership and change.

- Define leadership. Write about essential qualities of leaders. Compare and contrast leadership skills with management skills.
- Using multiple examples, describe how you have functioned as a leader in your nursing positions.
- Describe a systematic approach to promoting change in an organization.
- Using examples describe facilitators and inhibitors to change process that you have been involved in.
- Using examples describe how you have functioned as a leader in the community.

Section 5: A description of research knowledge, activities and evidence based practice.

- Describe content related to research that you have had in your previous collegiate programs. Describe content you have had in your nursing program.
- Describe how you have been involved with incorporating research evidence to improve practice. Provide examples.
- Describe in detail any research activities in which you may have participated.

Section 6: How do you keep current with the rapidly advancing changes in health, medicine and science?

- Describe the field of nursing informatics
- Describe how you have obtained or used nursing data from a health information system in nursing practice, administration, research or education.
- Explain *two* or *three* legal or ethical considerations when dealing with the use or storage of client-related computer data
- Describe with examples how you keep current with changes in pharmacotherapeutics.



Section 7: A description of public health nursing knowledge/activities.

- Describe population health and explain how it is incorporated in an example from your practice, the Healthy People 2020 objectives, or the literature.
- Describe primary, secondary, and tertiary prevention and give an example of each from your nursing practice.
- Describe at least *one* example of an activity you have led or participated in that exemplifies the ANA's definition of public health nursing practice.

