APPLICATION INSTRUCTIONS
RN to MSN with Portfolio

Deadlines for Application and Supporting Materials:
- March 15th for Summer and Fall semesters
- October 1st for Spring semester

To complete the application process, please do the following:

1. **Arrange for official transcripts** from each post-secondary college/university/school of nursing attended to be sent to the following address:
   
   Donna Hassik  
   Case Western Reserve University  
   Frances Payne Bolton School of Nursing  
   Office of Student Services  
   10900 Euclid Avenue  
   Cleveland, Ohio   44106-4904

2. **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 above or by email at donna.hassik@case.edu.)

   - **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 services, academic and professional awards, honors, fellowships, memberships and publications.
3. **Complete your professional portfolio** (see guidelines on the next two pages)

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.

4. **Provide the non-refundable $100.00 portfolio evaluation fee**

Your check/money order should be made payable to: Case Western Reserve University (must be a separate check).

5. **To apply to the RN to MSN with portfolio program,** [click here](#).

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:

- **Select “Nursing”** on the **School** dropdown list
- **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](mailto: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. Vita including:
   a. Formal education, degree(s) obtained and major, school attended dates
   b. All nursing and other positions held
   c. Any relevant CE programs/courses taken
   d. Any published professional articles (in journals, hospital/agency publications, school newspaper, etc.) title, date, journal, page number, etc. Attach copies.
   e. Presentations before staff, patient/family and other groups (including educational seminars presented to peers as part of job responsibilities) date, title, location
   f. Honors/awards received
   g. Membership in professional and other organizations – offices held, dates of membership
   h. Community services: Names of organizations, description of activities

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. Follow the guidelines carefully, speaking to all items. The paper will be evaluated for:

   • Content
   • Clarity of presentation
   • Grammar, punctuation, etc

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

   • This description may be eclectic, drawing on knowledge from behavioral, biologic and other theories, or may be based on a nursing model such as Orem, Roy, etc.
   • Give two examples of application in practice

   **Section 2:** A description of teaching and counseling aspects of your practice.

   • Give three principles of teaching and describe how these have been applied using three examples of patient, family, or group teaching activities.
   • Give three principles of counseling and describe how they have been applied in your work with patients/clients or staff, or groups. Give at least three examples.

   **Section 3:** A description of collaborative activities, with all members of the health team.

   • Define collaboration.
   • Describe how collaboration is applied in your practice using three examples.

Updated: 9/26/18
Section 4: A description of leadership and change.

• Define and describe leadership and change.
• Give three examples of how you have functioned as a leader in your position (you do not need to have had a “formal” leadership position, a staff nurse can be a leader).
• Describe inhibitors and facilitators of change. Describe how you have participated in change giving two examples.

Section 5: A description of research knowledge/activities.

• Describe content related to research that you have had in your nursing program and in your other collegiate programs. This can include courses in research or content related to reading and evaluating research that was incorporated into the courses such as sociology/biology, etc. Identify one example.
• Describe how you incorporate research findings into your practice, giving one example.
• Describe any clinical research activities in which you have participated or which you have facilitated.

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

• Give two examples.
• Give two examples of how you use technology in your nursing practice.

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

• Define public health nursing.
• Give one example describing how you have practiced population based health promotion disease prevention.
• Describe primary, secondary, and tertiary prevention and give one example of each in your nursing practice.