

## **Master of Science Students (conditional) with a Non-Nursing Baccalaureate Degree**

Master of Science students with a non-nursing baccalaureate degree are conditionally admitted to the Stony Brook University School of Nursing and are required to submit a Clinical Practice Portfolio. The Clinical Practice Portfolio is used to demonstrate baccalaureate level nursing competencies and is *required for full matriculation in the School of Nursing*.

### **Guidelines for Developing the Clinical Practice Portfolio**

The following documentation must be assembled and included in the Portfolio submission:

1. Current RN License/Certificate of Registration
2. Copy of Student Malpractice Insurance (declaration/certificate page)
3. Resume or Curriculum Vitae (CV)
4. Proof of Professional/Personal Development – The student must provide evidence that he/she has completed at least three (3) profession-related continuing education offerings, in-services, conferences and/or other development activity within the last three years. This may include professional conferences attended. (Please note: BLS (required for admission to the program) **DOES NOT** fulfill the requirements for this category.)
5. Evidence of at least one Community Service Activity completed within the last two (2) years.
6. Copy of most recent Performance Evaluation from supervisor (if employed as an RN for more than 1 year); Letter of Reference by Supervisor (if employed as an RN for less than 1 year).
7. Baccalaureate Competencies Assessment Tool (completed by supervisor).

### **Although not required, the Clinical Practice Portfolio may also contain:**

1. Professional memberships, honors, awards, and/or grants
2. Professional activities, i.e. teaching, committee work
3. Educational programs developed by the student
4. Published manuscripts
5. Any additional materials that provide an indication of the student's commitment to the nursing profession.

*Master of Science (conditional) students who do not meet eligibility requirements for the Clinical Practice Portfolio will not be permitted to matriculate into the program.*

**IMPORTANT, PLEASE NOTE: All portfolios must be submitted to the relevant academic department in a professional within three to six months of starting the Master of Science program. Portfolios must be presented as hard copy documents in binders with tabbed dividers notating each category of the criteria. Failure to do so may require that your portfolio be returned to you for resubmission. Students are required to retain copies of all submitted documents.**

Students will be notified by email when their Clinical Practice Portfolio has been reviewed and is available for pick up. All Clinical Practice Portfolios must be picked up within **four weeks** of this notification.

**Due to space restraints, Clinical Practice Portfolios that are not picked up within four weeks of notification will be shredded.**

**Clinical Practice Portfolio Evaluation:**

The program director for the program to which the student has been conditionally admitted will evaluate Clinical Practice Portfolios. This evaluation will result in a grade of Pass/Fail, or a request to resubmit with revised or additional documentation. All Portfolio evaluations will be placed in the student's file in the School of Nursing. The student must earn a 'pass' grade on the Clinical Practice Portfolio to earn matriculation into the program of study.

**Clinical Practice Portfolios may be submitted in person or mailed to:**

School of Nursing  
Stony Brook University  
HSC Building-Level 2  
Stony Brook, New York 11794-8240