


Slide 1

HSci303 Professional Nursing:  
Nuts & Bolts of  
Academic & Professional Life

- Communication
- Portfolios
- APA



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Slide 2

Today

- Call roll
- Return Self-Care plans
- Questions?
- Next week
  - Who's Who
  - Final care plan
- News of interest??
- Today
  - Goals
  - Communicating



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Slide 3

Outcome of BSN:  
Communication



- The dynamic developmental process of receiving, integrating, synthesizing, and transmitting perceptions, thoughts, and ideas in verbal, non-verbal, and written interaction.
- Within an intentional caring process, messages are effectively conveyed by persons or technology.
- Outcomes of communication are reflected in the student's ability in areas such as written, oral, and non-verbal communication, group process, information technology, and/or media production.

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Slide 4

**COMMUNICATION**

- Communicating about self through a Portfolio
- Oral communication
- Email communications
- Written Communications



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Slide 5

**Oral Communication**



- **Make sure you have finished speaking before your audience has finished listening.**  
- Dorothy Sarnoff

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Slide 6

**“10 Tips for Successful Public Speaking”**

1. **Know Material.**
2. **Practice, practice, practice.**
3. **Know Audience.**
4. **KnowRoom**
5. **Relax.**
6. **Visualize.**



<http://www.toastmasters.org/tips.htm>

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Slide 7



**7. Realize that others WANT you succeed.**  
**8. Don't apologize.**  
**9. Message -- not medium.**  
**10. Gain experience.**

Reproduced with permission from <http://www.toastmasters.org/tips.htm> (10/2002)

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Slide 8

**Fear Factor: Planned Spontaneity!**

**The microphone goes dead:**

- "Evidently, someone has heard this speech before."
- "Let me have a show of hands: How many of you read lips?"

**Feedback from the microphone:**

- "If I wanted some feedback, I would have asked for it."
- Stare cautiously to the left, while listening to the microphone buzz. Then say in a concerned tone, "Whatever it is, it's getting closer."

**Loud noises:**

- "Mom, can you be a little more careful?"

<http://www.toastmasters.org/MakeMistakeCategories/FearResources/NeedHelpGivingSpeechFearFactor/WhatYouShouldDoForSpeech.htm>

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Slide 9

**Exercise: Informative speaking**

- [http://www.hawaii.edu/mauispeech/html/paring\\_speeches.html](http://www.hawaii.edu/mauispeech/html/paring_speeches.html)
- Others thru my web site



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Slide 10

**Resources**

- Northridge Toastmasters:
  - 1st Wednesday & 3rd Tuesday the
  - 12-1 p.m.
  - Oviatt Library's Presentation Room.
  - Build leadership, management and public speaking skills. For more information, e-mail Mara at [mara.houdyshell@csun.edu](mailto:mara.houdyshell@csun.edu).
- Study Guides from St. Thomas: via Highfield homepage

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Slide 11

**Communicating About Self:  
The Portfolio**



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Slide 12

**Take a look at PORTFOLIO**

- Syllabus descriptions of portfolio
- What is one thing you can do this week to move that project forward?
- Have you already begun a portfolio in associate program? If so, build on it!

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Slide 13

Portfolio: Introduction,  
Professional record,  
& Learning achieved 

- Introduction
  - Identification page
  - Table of Contents
  - Practice exemplar/ Critical incident\*

\*<http://www.howtotellagreatstory.com/articles/article51.html>

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Slide 14

Portfolio: Introduction,  
Professional record,  
& Learning achieved 

- Professional record
  - Resume
  - Career timeline with goals (Practice Writing Goals; see PPNT)
  - License copy, awards & certifications
  - Transcripts

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Slide 15

Portfolio: Introduction,  
Professional record,  
& Learning achieved 

- Professional record (cont.)
  - Continuing education certificates
  - Clinically related documents: malpractice coverage, immunizations
  - Any additional information of interest to prospective employers, faculty, preceptors or others.

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Slide 16

**Portfolio: Introduction,  
Professional record,  
& Learning achieved**

- *Learning achieved in BSN*
  - Computer competencies
  - Achievement of career timeline goals
  - Achievement of program outcomes & terminal objectives



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Slide 17

**Portfolio: Introduction,  
Professional record,  
& Learning achieved**

- *Learning achieved in BSN (cont.)*
  - Samples of work from each level of BSN courses (e.g., HSci303 culture paper)
  - Learning journal(s) from courses
  - Other documents reflecting your learning in the BSN program



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Slide 18

**Email Communications**



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Slide 19

NETIQUETTE

- Online Netiquette.com  
<http://www.onlinenetiquette.com/email-etiquette-tips.html> (**SUBSCRIBE-required**)
- Net QUIZ: Wait for me to call on you!

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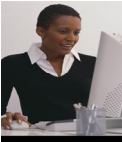
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Slide 20

Netiquette:

- The subject is....
- Watch your handle
- Get to the point
- Email is public information
- Please don't SHOUT
- Whoops, it's gone



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Slide 21

Netiquette

- Flames burn
- It's all in the presentation
- No spamming allowed
- IOU answers
- Let the rats do the packing
- Just the FAQs



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Slide 22

Written Communication

- <http://www.csun.edu/~hflrc006/>
- "It was a dark and stormy night"...
- Good writing takes enormous concentration.



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Slide 23

Writing Basics 

<http://www.studygs.net/wrtstr1.htm>

1. Define Topic
2. Define Audience
3. Plan ahead
4. Gather resources
5. Gather info from resources
6. Organize notes with prewriting exercise
7. Write first (rough) draft

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Slide 24

*FIRST* Draft

- First paragraph
- Active voice
- Paragraph flow
- Quote & Cite
- Read
- Summarize, then conclude
- Refer back
- Edit/rewrite first paragraph



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Slide 25

Next draft



- Take a break
- Re-read Aloud
- Get expert help
- Read twice? A problem!

Mostly drawn from  
<http://www.studygs.net/wrtstr1.htm>

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Slide 26

APA Exercise

- Chapter 2?
- Citation & Reference form?
- Multiple citations in text?
- Spacing?
- Cover page & running head?
- Appendices?
- Lists?



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