

Source: NRS 508 Syllabus, pp. 9-10

## II. EXECUTIVE SUMMARY AND REFLECTION

**Executive Summary.** The purpose of the executive summary is to hone skills in reflection and evaluation, apply supporting literature, synthesize and summarize readings in a clear concise manner. A reflection differs from an executive summary in that the now what of reflection is pertinent to the writer; the now what of the executive summary is pertinent to others as well as self. The Executive Summary should be **no longer than the equivalent** of two pages double-spaced, with references for readings included. **See example of executive summary** in online course platform. Each student writes an executive summary for the assigned readings in designated weeks. See Executive Summary/Reflection Grading Rubric.

**The format for the Executive Summary is:**

CRITERIA	Related question(s)
What?	What did I learn/what was the chapter about/what is important? Include ideas (not quotes) from the chapter.
So What?	Why is this information important to the nurse educator and nurse executive?
What else?	What else is important related to this information? Use another reference to give an additional perspective.
Now What?	What implications does this information have self, nurse educators, nurse executives, and others? Include current and future actions that these nurse leaders should take related to this topic.

### Executive Summary/Reflection Criteria and Grading Rubric

Criteria & Points	C or less	B/B+	A/A+
	0 – 15 points	16 – 18 points	19 – 20 points
<b>Content</b> (20 points possible)	Lacks discernment of main points of the reading, synthesis, and/or summary of readings; no supporting references and/or limited if any evidence of reflection and evaluation	Adequately discerns main points of the reading(s), synthesizes, and summarizes readings. There is some evidence of reflection and evaluation.	Thoroughly discerns main points of the readings synthesizes and summarizes readings, uses 1 or more additional current and relevant references. There is ample evidence of reflection and evaluation.
	0 - 15	16 – 18 points	19 – 20 points
<b>Expression</b> (20 points possible)	Limited breadth depth of thought, lacks clarity, wordy, with poor connection of thoughts and ideas that lack logical flow & manner and uses emotional undertones.	Adequately demonstrates breadth depth of thought in a clear, concise manner with connection of thoughts and ideas in a logical manner that is somewhat devoid of emotional undertones.	Thoroughly demonstrates breadth depth of thought in a clear, concise manner with connection of thoughts and ideas in a logical manner that is devoid of emotional undertones.
	0 – 7 Points	8 – 9 points	10 points
<b>Form</b> (10 points possible)	Does not follow format and/or length, numerous errors in sentence structure, grammar, punctuation, spelling. Cites references that	Mostly follows the format and length, some errors, or in sentence structure, grammar, punctuation, spelling. Cites references that are current & accurate,	Follows the format and length guidelines, no errors, or only minor in grammar, punctuation, spelling. Cites references that are current & accurate, using APA format.

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