

PORTFOLIO CONTENT and CRITERIA

Students completing a health science cluster or program of study are encouraged to complete a portfolio that includes the following:

1. Letter of Introduction

Criteria: The portfolio letter of introduction in a narrative format includes information on the contents of the portfolio and any other relevant information of interest to the portfolio evaluators.

2. Resume

Criteria: The one-page resume should include career goals, educational and work experiences, awards, honors and other activities.

3. Project

Criteria: The student should plan and carry out a healthcare knowledge/ skills application project that may connect to HOSA (such as community awareness project) or other activity that requires problem solving and hands-on application

4. Writing Sample

Criteria: The writing sample answers the six essay questions on pages 6-8 at this link <http://www.hosa.org/natorg/sectb/cat-v/nrp.pdf> This sample demonstrates coherent thought, follows accepted structural format for written work, and is grammatically correct and free of spelling errors.

5. Work-Based Learning

Criteria: The workplace learning or supervised practical experience must be documented by a summary of the exact hours, dates, person(s) shadowed and description of the experience. The experience may include; job shadowing, career exploration, internships and/or volunteering.

6. Oral Presentation (Speech)

Criteria: The oral presentation must be a speech, presentation and/or instruction for school faculty, civic or community organization, local healthcare group, school classroom (any grade) or as part of a HOSA competitive event with a submitted script, description of who, where, what and when the speech occurred.

7. Service Learning (Community Service)

Criteria: The service learning (community service) must be documented by a summary of the experience to include dates, hours, location, learning outcomes, and benefits to the community at large.

8. Credentials

Criteria: Copies of certificates or documentation that shows the student's completion of training in healthcare competencies are submitted. Examples include and are not limited to: CPR (Cardiopulmonary Resuscitation) certification, First Aid certification, CNA (certified nurse aide), first responder, EMT (Emergency Medical Technician), etc.

9. Technology

Criteria: Evidence will be examples of technology created by the student such as a web site, electronic newsletter, PowerPoint presentation, or other evidence of advanced technology skills certificate.

10. Leadership

Criteria: The leadership can be demonstrated by participation as a HOSA officer, class officer, student council, church or scout officer, or other leadership position in the arts, athletics, or other organized school or community activities.

Other Content

Criteria: Other content may be added to strengthen the portfolio and to meet local program requirements. This may include; high school diploma, special awards, recognitions and/or certificates.

Note: Many of the portfolio components may be met by participating in Health Occupations Students of America leadership events and activities. www.hosa.org