

TIPS for Success

In cooperation with the National Consortium for Health Science Technology Education, HOSA's National Recognition Program is NEW for 2002-2003. The purpose of the event is to encourage HOSA members to develop the skills, abilities and attitudes necessary to pursue a career in health care. The portfolio is designed to provide students with documentation of their achievements through health occupations/health science education and HOSA.

ULTIMATE GOAL:

This portfolio should be something the HOSA member can take to job or college interviews. It serves as documentation of achievements and will be helpful to the student when filling out college and job applications in the years to come.

Remember that your portfolio needs to be neat and to the point. Here are some helpful suggestions when completing your portfolio.

The **biggest challenge** we have seen so far is **failure to follow the directions**. If the criteria says "one page" do not provide two. If the criteria asks for "who, where, what and when" be sure you provide that information.

★ PORTFOLIO

DO NOT use sheet protectors or tabbed dividers. They extend out from the borders of the portfolio and do not create a professional appearance.

DO include the verification statement as the last page of the portfolio.

DO ask your chapter advisor, parent, or mentor to evaluate your portfolio, following the published standard, before submitting it for national recognition. Their feedback can be very helpful in assuring a professional portfolio that follows the rules and meets the standards.

★ LETTER OF INTRODUCTION

DO include your full name, address, and the date – just as you would any formal business letter. Pay attention to having even top, bottom, left and right margins.

DO NOT try to squeeze too much information on the page. This is an introduction – not your life history.

★ RESUME

DO follow acceptable resume standards. You can find good examples in textbooks and online. Use resume quality paper and a clean, neat style. There should be NO errors on your resume. **DO NOT** go over the one page limit.

★ PROJECT

DO use an outline or summary form to provide the key facts of your project.

DO include important information such as the date, title, duration, who was involved, purpose and results of your project. You may include important supportive information/documentation if you wish.

DO NOT ramble on for four pages in a narrative explanation of what is wrong with the world.

★ WRITING SAMPLE

DO follow the directions.

DO use a pen, write neatly, and pay attention to page margins. This part of the portfolio is designed to share what you think and how well you write.

DO NOT type or word-process the answers.

DO NOT change the amount of space. This activity is designed to make you provide a clear and concise answer to selected questions.

★ WORK-BASED LEARNING

DO follow the directions and provide a one-page summary.

DO include the important facts – date, time, location, mentor(s) and what you did as part of the experience.

NOTE: A letter from the agency in which the HOSA member experienced a work-based learning environment may be used, provided the letter provides an appropriate description.

★ ORAL PRESENTATION

DO include a short description that outlines who, where, what and when the speech took place.

DO include a copy of the actual speech.

DO NOT include copies of your visual aids.

DO NOT include a thank you letter from your audience.

★ SERVICE LEARNING

DO use a chart or outline format.

DO provide the dates, hours, location and learning outcomes. (What did you do? What did you learn from this experience?)

DO NOT use abbreviations that the evaluator is unfamiliar with.

DO NOT include a car wash, candy sale, or other fundraising activity that is clearly not community service.

★ TECHNOLOGY

DO include a brief explanation of the technology you used.

DO NOT include a disk or CD copy of your presentation.

★ LEADERSHIP EXPERIENCE

DO include specific dates, titles, and a short description of each leadership role.

DO NOT use abbreviations that will not be understood by the evaluator.

