

Health Education

New for 2017 - 2018

Editorial updates and clarifications have been made to guidelines. The rating sheet has been updated. Title page requirements have been updated.

- Purpose** To encourage HOSA members to work as a team to plan and teach health-related concepts.
- Description** This event involves a team of 2-4 members who select a health-related concept or instructional objective, then prepare a lesson, provide instruction, and evaluate results. The instruction must include the use of presentation tools such as a student-made video, computer demonstration software, or any other form of media. Teams will provide instruction to a targeted group of learners during the school year, then present their work to a panel of judges.
- Dress Code** Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#). All team members must be properly dressed to receive bonus points.
- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the membership division in which they are registered to compete (Middle School, Secondary or Postsecondary/Collegiate).
 2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
 3. The specific topic and goal of instruction will be the decision of the team and may not be repeated from previous years. The topic must be health-related. The instructional plan must be the original work of team members. Team members may create their own media tools, or may use prepared media (video, software and/or print) as part of their lesson.
 4. The team will determine a target audience for their lesson AND must present their lesson to a real audience. The content and delivery of the lesson must be appropriate to this audience. The target audience (age or grade level) should be indicated on the portfolio title page.
 5. The team will develop goals and objectives for the lesson, along with a detailed lesson plan. The team will also develop an appropriate method of evaluating instruction.
- The Portfolio**
6. Documentation of the lesson will be kept in an official HOSA notebook or portfolio from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002). For the 2017-2018 membership year, portfolios and notebooks with the old or new HOSA logo will both be accepted. Each page will be counted and numbered (up to 32 pages maximum), beginning with the title page. Two-sided pages will be counted as 2 pages. Binder pockets with multiple pages are not allowed.

7. The portfolio will contain the following parts:
 - A. **Page 1:** Event Name, Title of lesson, age or grade level of target audience, number of participants in the target audience, team members, HOSA chapter (name, number, and division), school and state. One page only.
 - B. **Pages 2-3:** A maximum of 2 pages describing the lesson, including the goal and plan for instruction.
 - C. **Pages 4-7:** A maximum of 4 pages of data and supportive information about the selected topic.
 - D. **Pages 8-11:** A maximum of 4 pages of a timed outline that shows the segments of the lesson. This outline may include photographs of the lesson, and will help judges evaluate the opening, organization, delivery, and close of the instructional presentation.
 - E. **Pages 12-21:** A maximum of 10 pages of written materials related to or used in the lesson. These materials may include, but are not limited to, lesson handouts, scripts, worksheets, and multimedia printouts.
 - F. **Pages 22-31:** A maximum of 10 pages of lesson evaluation tools or feedback. These materials may include tests, written evaluations, surveys, or any other written feedback used to evaluate audience learning.
 - G. **Page 32:** A References page must be prepared according to the HOSA Style sheet, included in these guidelines, for any materials used during this lesson that were not created by the team. One page only.
 - H. Sheet protectors, lamination and page dividers may NOT be used.
 - I. Portfolio must be submitted in English for judging.
8. In addition to the official portfolio described above, teams must bring two (2) copies of the portfolio pages printed on 8 ½ x 11 white paper, stapled at the top left corner, to turn in immediately prior to competing. The judges will use the official portfolio and copies for judging. Official portfolio will then be returned to the competitor, but the copies will become the property of HOSA.

The Competitive Process

9. **Presentation with Judges** – Team members will report to the event site at their appointed time with their official portfolio and two (2) additional plain paper copies.
 - A. The presentation is to be no more than six (6) minutes. The timekeeper will announce the time when there is one (1) minute remaining in the presentation. The timekeeper will stop the presentation after six (6) total minutes and the team will be excused.
 - B. **The purpose of the presentation is to communicate information about the project to the judges. The presentation MUST include:**
 1. the goal of their instructional topic, instructional planning process, and, why they did what they did.
 2. the value of their lesson/topic to the chosen audience.
 3. the actual lesson highlighting the presentation outline, the use of presentation tools, and electronic media.
 4. the role that each team member played in the preparation and delivery of the lesson.
 5. the techniques they used to evaluate the effectiveness/impact of their instruction.
 6. **Scoring (4 minutes):** Competitors will be excused, and the judges will complete the rating sheet for the presentation and portfolio.

- C. Teams should explain to the judges, with the documentation in their portfolio, item numbers 1-5 in rule 9B.
 - D. Teams will refer to their portfolio during the presentation. They may use paper or electronic notecards (on a tablet, smart phone, laptop, etc.), but may not show these to the judges. No other materials, props, posters or presentation tools are permitted.
10. Immediately following the presentation, the official portfolio and the 2 copies will be left with the judges, and the competitors will be directed to wait in the holding/evaluation room. The judges will have four (4) minutes to evaluate the portfolio and complete the rating sheets. After the judges are finished with the original portfolio, it will be returned to the competitors at which time they are free to leave.
 11. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
 12. By entering this event, the competitors grant permission for their portfolio contents to be used in HOSA publications and on the HOSA website.

Competitor Must Provide

- Event guidelines (orientation)
- #2 lead pencils with eraser (for evaluation)
- Official HOSA notebook or portfolio from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002) to be used during the presentation
- Two (2) plain paper copies of the portfolio to turn in immediately prior to the presentation.
- Notes on index cards or in electronic format for use during the presentation (optional)
- Watch with second hand (optional)

Required Personnel

- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- Two to three judges per section.
- One-two event assistants per section
- One time-keeper per section (if necessary)

Facilities, Equipment and Materials (Per Section)

- One room per section, with a table and chairs for judges.
- Pencils for judges
- Competitor list by team/school for EM, QA, Section Leader & Timekeeper
- Stopwatch
- Flash card for 1 minute remaining
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Box for collecting portfolio copies (optional)

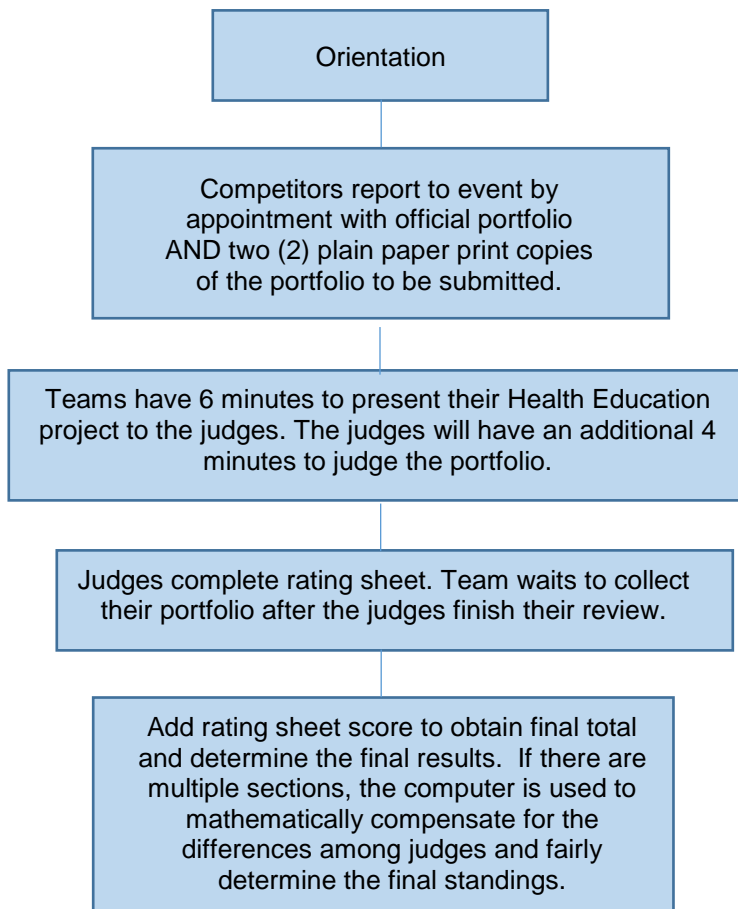
Sample Presentation Outline

Teams will include an outline (maximum of 4 pages) of their lesson as part D of their portfolio, using the format below. The outline may include more detailed descriptions AND pictures.

Handwashing – 2nd Grade

8:00 - 8:05	Introduction of presentation
8:05 - 8:10	Power Point presentation by all 4 team members
8:10 - 8:15	Teaching demonstration of proper handwashing
8:15 - 8:25	All students practice handwashing with supervision
8:25 - 8:32	All students used GloGerm and put their hands under the special light to evaluate their handwashing results
8:32 - 8:35	Thumbs-up, thumbs-down quiz (5 questions) on handwashing
8:35 - 8:40	Wrap-up and evaluation

Event Flow Chart



HOSA Style Sheet, Adapted from APA style

EVERY REQUIREMENT MUST BE FOLLOWED TO RECEIVE CREDIT

This style sheet is designed to make it easier for HOSA members in events that require APA formatting and references. Since the American Psychological Association (APA) is the most commonly used resource in the health sciences, this information is modified from the APA style. More information may be found at <https://owl.english.purdue.edu/owl/resource/560/01/>.

Written Paper Guidelines

1. Type your paper on 8.5 x 11 inch white paper, stapled in the upper left corner, double spaced, with 1" margins on all sides.
2. Do NOT use bold face anywhere on the paper, EXCEPT on the title on the cover page, and be sure your paper is in Arial, 12 pt. font.
3. For events that require it, create a cover page with the event name, title of the paper/project, competitor name, chapter name, division, school and state in the center of the page.
4. Create a running head with the title of the paper/project on the upper left-hand corner, ½ inch from the top and flush with the left margin. This running head must also number all pages consecutively on the upper right-hand corner, flush with the right margin.
5. Abstracts are NOT necessary in HOSA competitive events.
6. Place the parenthetical reference at the end of the sentence but before the final period, using author's last name and year of publication. For example, "...in the hospital" (Belkin, 2003). For anonymous authors, the shortened version of the title replaces the author's last name in the text citation. For example, "...in a rainy day" (Meteorologist, 2012). For personal interviews or emails, cite in-text only (S. Smith, personal communication, August 15, 2014), not on your references page.

Reference Guidelines

Your ONE PAGE 'References' title should be centered and sources alphabetized by the author's last name, first initial from the left margin. References should be single spaced and hanging indents should be used for sources requiring multiple lines. Alphabetize anonymous authors according to the first main word in the title. See examples below:

Book by Two or More Authors

Wischnitzer, S., & Wischnitzer, E. (2005). *Top 100 health care careers: Your complete guidebook to training and jobs in allied health, nursing, medicine, and more (2nd ed.)*. Indianapolis, IN: Jist Publishing.

Format of On-Line Entries*

Author or editor last name, first initial. (year, month date posted). Article or web page title. *Book, journal or website title*. Printed version information or volume (issue number), pages if applicable. Retrieved from <DOI or http information>.

Example: Web Site (Professional)

ESPN.com. (1999, Nov 10). *ESPN Internet Ventures*. Retrieved from <http://espn.go.com>.

Example: Article from a Professional Journal Online

Sitzler, B. (2015). Taking helmets off: To decrease risk. *NATA News*, 27(10), 12-14. Retrieved from <http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp>.

***Note:** If you do not have a section of information for an Internet reference, move up the URL or to the home page to find it. If it is not there, just skip it and move to the next piece of information. If there is no date listed, use (n.d.). Be sure you gather as much information possible for the above format.

HEALTH EDUCATION JUDGES' RATING SHEET

Section # _____
Team # _____

Division: ____MS ____ SS ____ PS/Collegiate
Judge's Signature _____

Items Evaluated	Points Possible Superior ----- Poor	Points Awarded																																																						
No partial points are given in Section A. All eight items <u>must</u> be completed to receive 40 points. If any portion is missing, Section A is scored a 0.																																																								
A – Points for Following Guidelines <ul style="list-style-type: none"> <input type="checkbox"/> Official HOSA portfolio used & submitted in English. <input type="checkbox"/> Title Page – Title of lesson, age or grade level of target audience, number in audience, team member names, chapter (name, number, and division), school address and state. One page only. <input type="checkbox"/> Not exceeding max number of pages (32). <input type="checkbox"/> Turned in two (2) plain paper copies of portfolio <input type="checkbox"/> APA formatting is used (typed, double-spaced, 12 pt. Arial font, 1" margins). <input type="checkbox"/> Reference page is included. <input type="checkbox"/> Nothing except portfolio shown to judges <input type="checkbox"/> NO sheet protectors, page dividers or lamination used. 	40	0																																																						
B - Quality of Portfolio <ol style="list-style-type: none"> 1. Lesson Plan –max of 2 pages describing the goal and plan for instruction. 2. Backup/Supportive Information – max of 4 pages of data and information about the selected topic. 3. Presentation Outline – max of 4 pages of a timed outline that clearly shows key elements and timing of the lesson. 4. Written/Electronic Presentation Materials – max of 10 pages of materials related to or used in the lesson. 5. Feedback Tools – max of 10 pages of lesson evaluation tools or feedback used to evaluate audience learning. 	<table style="width: 100%; border: none;"> <tr><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td><td>0</td></tr> <tr><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td><td>0</td></tr> <tr><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td><td>0</td></tr> <tr><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td><td>0</td></tr> <tr><td>10</td><td>8</td><td>6</td><td>4</td><td>2</td><td>0</td></tr> </table>	10	8	6	4	2	0	10	8	6	4	2	0	10	8	6	4	2	0	10	8	6	4	2	0	10	8	6	4	2	0																									
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C - Presentation to Judges of Project and Process <ol style="list-style-type: none"> 1. Presentation delivery (poise, tempo, quality) 2. Clarity/logic of instructional goals and planning process 3. Use of presentation outline to describe inclusion of original and/or appropriate media/software 5 4. Evidence of teamwork 5. Quality of the lesson <ul style="list-style-type: none"> <input type="checkbox"/> Meaningful, relevant, importance to audience <input type="checkbox"/> Engaging, interesting <input type="checkbox"/> Evaluation of instruction/feedback tools <input type="checkbox"/> Appropriateness of instruction to targeted audience <input type="checkbox"/> Lesson creativity and originality 	<table style="width: 100%; border: none;"> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> </table>	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0	
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