

HEALTH SCIENCE PORTFOLIO

HOSA members may create a portfolio as evidence of his/her accomplishments in preparation for a health career, to keep and use the portfolio as evidence of pre-professional growth and accomplishments when participating in interviews for scholarships, college admission, and jobs, or as assigned by their health science teacher.

PORTFOLIO CRITERIA

CRITERIA	DESCRIPTION	PAGES
1. Letter of introduction	<p>This is a letter in narrative format that introduces the HOSA member to the evaluators.</p> <ul style="list-style-type: none"> • It is addressed to the evaluation committee. • It is free of spelling and grammatical errors. • It describes the HOSA member's career goal and other relevant information. • The letter is dated and includes a signature line with the member's full name and signature. 	1
2. Resume	<p>This is a one page professional resume to include educational and work experience, honors, awards and other activities.</p>	1
3. Project	<p>The HOSA member should plan and carry out a health care knowledge/skills application project that may connect to HOSA (such as a community awareness project) or other activity that requires problem solving and hands-on application.</p> <ul style="list-style-type: none"> • A senior project may be used if it directly relates to health care. • A classroom project may also be used if it meets the criteria. • The HOSA member should clearly and completely describe the project (why, what, where, when and how) and may include pages of evidence. • If this project is done with other students, that fact must be clearly explained, and the member must clearly describe his/her personal role with the project. 	1-4
4. Writing Sample	<p>The ability to write effectively will be important to you in college and in a career.</p> <ul style="list-style-type: none"> • Answer the questions in the attachment following the instructions given. • Answers must be handwritten in ink. • The writing sample must be neatly written and free of spelling and grammatical errors. 	3

5. Work-Based Learning	<p>Summary of 8+ hours of a work-based learning experience or supervised practical experience: Job shadowing, career exploration, internship, volunteering.</p> <ul style="list-style-type: none"> • This work-based learning experience can be a part of a health science class or done on the competitor's own time. • The exact hours, dates, person(s) shadowed, and description of experience must be included. 	<p>1</p>
6. Oral Presentation (Speech)	<p>Must be a <u>HOSA or health-related</u> speech for school faculty, civic or community organization, local health care group, school classroom (any grade) or as part of a HOSA competitive event above the chapter level.</p> <ul style="list-style-type: none"> • Include the script of the speech • Include a short description of who, where, what and when the speech took place. • The speech must have been written by the HOSA member • This should be an independent speech and not done as part of a group or as part of any other activity claimed in this recognition portfolio application. 	<p>1-4</p>
7. Service Learning (Community Service)	<p>Summary of service learning (community service) project or activity.</p> <ul style="list-style-type: none"> • Must show dates, hours, location, and learning outcomes. • The summary should describe what the HOSA member did, and how the member's efforts benefited the community at large. • May not be a part of any other activity claimed in this recognition portfolio application. 	<p>1</p>
8. Credentials	<p>School transcript or recent report card, and copies of certificates or documentation that shows completion of training in health-related competencies – Examples include and are not limited to:</p> <ul style="list-style-type: none"> • Copies of CPR certification, First Aid certificate, CNA, EMT, passing the National Health Science Test offered by the NCHSE, etc. • Note: Some transcripts include extra, descriptive pages that may not need to be included with the portfolio. Be sure to take the transcript out of the envelope and include it in the portfolio. 	<p>1-5</p>
9. Technology	<p>Printed evidence of the use of technology beyond the basic skill level.</p> <ul style="list-style-type: none"> • Examples might be of something you created such as a web site, electronic newsletter, PowerPoint presentation, etc., OR other evidence of advanced technology skills (certificate, etc.). • Be sure to include a description of what the technology is, how and when it was used, and how it demonstrates your knowledge of the use of technology. 	<p>1-4</p>
10. Leadership Experience (Officer, chairman, etc.)	<p>List AND describe your principle leadership activities in the approximate order of their interest to you.</p> <ul style="list-style-type: none"> • These should include your leadership roles (officer, chairman, group leader, etc.) in the arts, athletics, and organized school or community activities. 	<p>1</p>

Health Science Portfolio

GRADING SCALE

Name _____ Class _____

Date _____

Items Evaluated	Points Possible				Allocated
	Excellent	Good	Fair	Poor	
1. Letter of Introduction	8	6	4	2	
2. Resume	8	6	4	2	
3. Project	8	6	4	2	
4. Writing Sample	8	6	4	2	
5. Work-Based Learning	8	6	4	2	
6. Oral Presentation	8	6	4	2	
7. Service Learning	8	6	4	2	
8. Credentials	8	6	4	2	
9. Technology	8	6	4	2	
10. Leadership Experience	8	6	4	2	
Overall neatness, formatting and appearance	10	8	6	4	
Overall grammar, spelling and punctuation	10	8	6	4	
TOTAL SCORE	100	72	52	28	