

# PORTFOLIO CONTENT and CRITERIA

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Students completing a health science cluster or program of study are encouraged to develop 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 related 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, what, where, 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).

## 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. This evidence of technology should be printed if the portfolio is compiled in a notebook format or printable evidence of technology if portfolio is submitted in an electronic format.

## 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](http://www.hosa.org)