

**National Healthcare Foundation Skills Standards
Certificate Program
Student Portfolio Rubric**

	4 Excellent	3 Good	2 Fair	1 Poor
1. Letter of Introduction	<ul style="list-style-type: none"> - Addressed to evaluation committee - Free of spelling and grammar errors - Career goal described and other relevant information given - Dated letter with signature line with student's full name and signature 	<ul style="list-style-type: none"> - Addressed to evaluation committee - Spelling and grammar errors are infrequent and do not detract from the writer's purpose - Career goal stated - Dated letter with signature line with student's full name and signature 	<ul style="list-style-type: none"> - Not addressed to evaluation committee - Spelling and grammar errors are frequent and deflect attention from the writer's purpose - Career goal stated - Dated letter with signature line with student's full name and signature 	<ul style="list-style-type: none"> - Not addressed to evaluation committee - Spelling and grammar errors are frequent and severe making reading laborious - Career goal not stated
2. Resume	<ul style="list-style-type: none"> - One page resume includes name, address, objective, educational and work experience, honors, awards, recognitions, and other activities 	<ul style="list-style-type: none"> - Resume missing one of the required fields or is longer than one page 	<ul style="list-style-type: none"> - Resume missing two of the required fields and/or is longer than one page 	<ul style="list-style-type: none"> - Resume missing three or more of the required fields and/or is longer than one page
3. Healthcare Project*	<ul style="list-style-type: none"> - Project demonstrates relationship to health science education or community healthcare issue - Project depicts the pros and cons of a healthcare issue - Project shows how problem solving and hands-on techniques were used during implementation 	<ul style="list-style-type: none"> - Project demonstrates relationship to health science education or community healthcare issue - Project depicts only the pros or cons of a healthcare issue - Project shows how problem solving and hands-on techniques were used during implementation 	<ul style="list-style-type: none"> - Project demonstrates relationship to health science education or community healthcare issue - Project does not depict the pros and cons of a healthcare issue - Project shows that only limited problem solving and hands-on techniques were used during implementation 	<ul style="list-style-type: none"> - Project demonstrates relationship to health science education or community healthcare issue - Project does not depict the pros and cons of a healthcare issue - Project does not show how problem solving and hands-on techniques were used during implementation

* A senior project may be used if directly related to healthcare.
* A classroom project may be used if it meets the criteria.
* If this project is done with other students, that fact must be clearly explained, and the student must clearly describe his/her personal role with the project.

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<p>4. Writing Sample</p> <p>http://www.hosa.org/natorg/sectb/cat-v/nrp.pdf</p>	<ul style="list-style-type: none"> - Addresses six essay questions listed in the writing sample of the National Recognition Program posted at the provided link - Demonstrates understanding of the questions following the instructions given - Skillfully supports statements with relevant, accurate, and sufficient evidence - Smoothly connects ideas, sentences, and paragraphs - Spelling and grammar errors are nearly undetectable 	<ul style="list-style-type: none"> - Addresses five essay questions listed in the writing sample of the National Recognition Program posted at the provided link - Adequately focused on answering the questions - Supports questions with relevant, accurate, and sufficient evidence - Connects ideas, sentences and paragraphs - Spelling and grammar errors are infrequent and do not detract from the writer's purpose 	<ul style="list-style-type: none"> - Addresses three or four essay questions listed in the writing sample of the National Recognition Program posted at the provided link - Vaguely answers the questions - Supporting statements underdeveloped or illogical - Some ideas, sentences are unconnected - Frequent spelling and/or grammatical errors detract attention from the writer's purpose 	<ul style="list-style-type: none"> - Addresses less than three essay questions listed in the writing sample of the National Recognition Program posted at the provided link - Lacks focus when answering the questions - Does not provide supporting statements - Many ideas, sentences are not connected - Frequency or severity of spelling and/or grammatical errors makes reading laborious
<p>5. Work-Based Learning*</p> <p>* This work-based learning experience can be a part of a health science class or performed on the student's own time. * The exact hours, dates, person(s) shadowed, and description of the experience must be included.</p>	<ul style="list-style-type: none"> - Summary of 8+ hours of work-based learning experience or supervised practical experience: job shadowing, career exploration, internship, or volunteering 	<ul style="list-style-type: none"> - Evidence of 6-7 hours or work-based learning experience or supervised practical experience: job shadowing, career exploration, internship, or volunteering 	<ul style="list-style-type: none"> - Evidence of 4-5 hours or work-based learning experience or supervised practical experience: job shadowing, career exploration, internship, or volunteering 	<ul style="list-style-type: none"> - Evidence of less than 4 hours or work-based learning experience or supervised practical experience: job shadowing, career exploration, internship, or volunteering

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<p>6. Oral Presentation (Speech)*</p> <p>* The speech must be for the school faculty, civic or community organization, local healthcare group, school classroom (any grade) or part of a HOSA competitive event.</p>	<ul style="list-style-type: none"> - Script of HOSA or health-related speech including who, what, where, and when the speech occurred - An opening and a closing are present - The speech is cohesive and smoothly transitions between paragraphs - There are no detectable errors in grammar 	<ul style="list-style-type: none"> - Script of HOSA or health-related speech including who, what, where, and when the speech occurred - An opening and a closing are present - The speech is NOT cohesive and transitions between paragraphs are rough - Grammatical errors are infrequent and do not detract 	<ul style="list-style-type: none"> - Script of HOSA or health-related speech including who, what, where, and when the speech occurred - An opening and a closing are NOT present - The speech shows evidences of developing cohesion - Grammatical errors detract from the speech 	<ul style="list-style-type: none"> - Script of HOSA or health-related speech does not include who, what, where, and when the speech occurred - An opening and a closing are NOT present - The speech is poorly put together - Grammatical errors are so frequent they make reading laborious
<p>7. Service Learning (Community Service)</p>	<ul style="list-style-type: none"> - Community service project showing dates, hours, location, and learning outcomes and impact 	<ul style="list-style-type: none"> - Community service project showing dates, hours, and location but does not describe the learning outcomes or impact 	<ul style="list-style-type: none"> - Community service project listing only the project and date 	<ul style="list-style-type: none"> - Community service project not completed.
<p>8. Credentials*</p> <p>*Examples include but are not limited to: CPR certification, First Aid certification, Certified Nurse Aide, Emergency Medical Technician, First Responder, etc.</p>	<ul style="list-style-type: none"> - School transcript or recent report card, and copies or certificates or documentation that shows completion of training in health-related competencies 	<ul style="list-style-type: none"> - Copy of either First Aid or CPR certification is attached 	<ul style="list-style-type: none"> - Copy of expired First Aid or CPR certification 	<ul style="list-style-type: none"> - No credentials or certificates are attached
<p>9. Technology</p>	<ul style="list-style-type: none"> - Evidence of the technology created by the student such as a web site, electronic newsletter or PowerPoint presentation, etc. or advanced technology skills certificate - Evidence is detailed, error free and interesting 	<ul style="list-style-type: none"> - Evidence of the technology created by the student such as a web site, electronic newsletter or PowerPoint presentation, etc. or advanced technology skills certificate - Evidence is detailed, minimal errors, only somewhat interesting 	<ul style="list-style-type: none"> - Evidence of the technology created by the student such as a web site, electronic newsletter or PowerPoint presentation or advanced technology skills certificate - Evidence is acceptable quality, errors are evident 	<ul style="list-style-type: none"> - No evidence of web site, electronic newsletter, PowerPoint presentation or advanced technology skills certificate

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10. Leadership Experience (Officer, Chairman, etc.)	- List of principle leadership activities - Has held three or more offices or positions of leadership in the arts, athletics, and/or organized school or community activities	- List of principle leadership activities - Has held two offices or positions of leadership in the arts, athletics, and/or organized school or community activities	- List of principle leadership activities held - Has held one office or position of leadership in the arts, athletics, and/or organized school or community activities	- No list of leadership activities
Overall neatness, formatting, and appearance	4 Excellent	3 Good	2 Fair	1 Poor
TOTAL SCORE	EXCELLENT 44	GOOD 33	FAIR 22	POOR 11