

NATIONAL RECOGNITION PORTFOLIO

Purpose: To demonstrate the skills, abilities, and attitudes necessary to pursue a career in health care.

Description: The HOSA member will create a portfolio of evidence of his/her accomplishments in preparation for a health career.

Application: In addition to earning recognition through HOSA, the HOSA member is encouraged to keep and use the portfolio as evidence of pre-professional growth and accomplishments when participating in interviews for scholarships, college admission, and jobs.

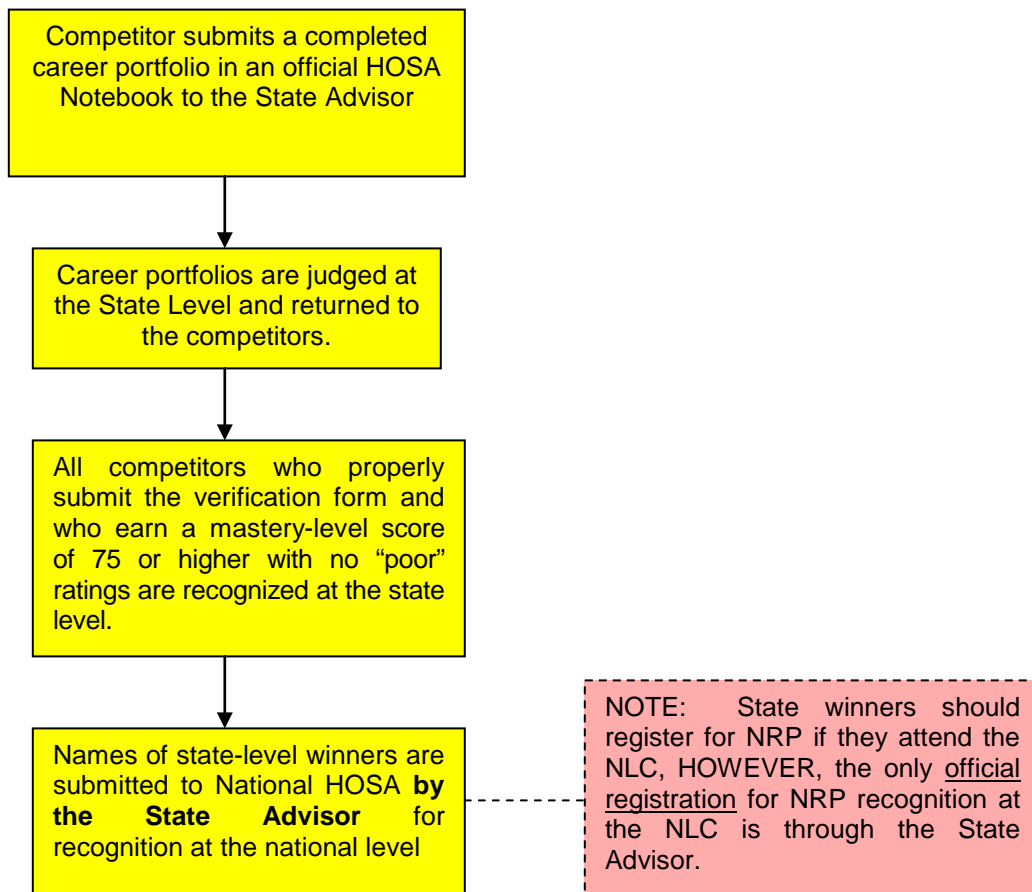
Rules and

Procedures:

1. The first page of the portfolio should be a cover page that includes the competitor's name, school, HOSA advisor, and year of submission. This page is not judged and serves to identify the portfolio. The last page should be the signed verification form.
2. The contents of the portfolio will be evaluated as noted on the Portfolio Criteria checklist. The criteria are descriptions of what the HOSA member must include in the portfolio.
3. The portfolios will be judged through a state-approved process with recognition at the State Leadership Conference. Names of those who earn at least 75 points and who satisfy the criteria of the portfolio standards will be forwarded for national recognition at the NLC through a special form submitted by the State Advisor. HOSA members do not submit the actual portfolio to National HOSA, but instead should keep it for their personal use.
4. Members that successfully complete the National Recognition Portfolio who attend the National Leadership Conference will be recognized. Recognition for this event may include listing in the NLC convention program, listing on HOSA's website. Gold, silver and bronze medals are not awarded for this and other recognition events at the national level.
5. Portfolio Requirements:
 - a. The portfolio must be contained in an official HOSA **notebook or portfolio from Awards Unlimited** (NBK150, NBK 250, or PBK2002).
 - b. Pages must be one-sided only.
 - c. Sheet protectors, lamination and page dividers may NOT be used.
 - d. Sections must be presented in the order listed on the Portfolio Criteria page.
 - e. Must include page headers (titles at the top of each page) to identify each section.
6. Pictures may be included if they are printed on the page and the maximum number of pages per section is not exceeded.
7. The maximum number of pages permitted for each section is listed on the Portfolio Criteria page. If a section exceeds the maximum number of pages, that section will earn 0 points.

8. A HOSA member may earn this award one time only as a member of a division. (For example, if a secondary member earns this award as a high school junior, he/she is not permitted to earn the award again the following year.)
9. Activities used in the portfolio may cover more than one year of HOSA membership, if the competitor was a member of HOSA during the years for which the activities are included in the portfolio.
10. Note to Chapter Advisor: You are asked to review the portfolio and assure it meets the criteria outlined in the guidelines prior to sending the completed portfolio to be judged at the state level. The goal for this recognition portfolio is that all HOSA members who submit a portfolio earn state and national recognition. Your assurance that the portfolio meets the criteria will help us achieve that goal.
11. **OPTIONAL:** For more information on the use of the HOSA portfolio for recognition by the National Consortium for Health Science Education (NCHSE), which includes completion of a portfolio and passing the National Health Science Test, referred to in the credentials section of the HOSA portfolio criteria.

Event Flow Chart



HOSA National Recognition Portfolio Verification Page

Name of HOSA Member _____

HOSA Chapter _____

Advisor _____

State _____

Verification Statement:

By signing this form, I verify that the work contained in this portfolio is an accurate reflection of my experiences in preparing for a health care career.

Chapter Member

Date

I verify that I have evaluated (judged) this HOSA member's portfolio, and assure that this portfolio meets all requirements outlined in the portfolio criteria for the HOSA National Recognition Portfolio event.

Chapter Advisor

Date

HOSA National Recognition Portfolio

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. 	1

<p>6. Oral Presentation (Speech)</p>	<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>
<p>7. Service Learning (Community Service)</p>	<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>
<p>8. Credentials</p>	<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>
<p>9. Technology</p>	<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>
<p>10. Leadership Experience (Officer, chairman, etc.)</p>	<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>

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WRITING SAMPLE – Page 2

- 3. What lesson have you learned from your experiences in preparing for a health care career that will help you become successful in the future?**

- 4. Describe a character in fiction, an historical figure, a hero, or a creative work that has had an influence on you and explain that influence.**

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WRITING SAMPLE – Page 3

5. Discuss some issue of personal, local or national concern and its importance to you.

6. Evaluate a significant experience, achievement, or risk you have taken and its impact on you.

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JUDGE'S RATING SHEET

Level _____ SS _____ PS/Collegiate

Competitor # _____

Judge's Signature _____

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	8	6	4	2	
Overall grammar, spelling and punctuation	8	6	4	2	
Met all portfolio requirements	4				
TOTAL SCORE	100	72	48	24	

* The mastery level for this event is total score of 75 or higher with no "poor" ratings.