

Health Occupations Professional Essentials Student Portfolio Rubric

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| 1. Letter of Introduction | <ul style="list-style-type: none">-Addressed to evaluation committee -Spelling and grammar are error free -Career goal stated | <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 | <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 | <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, experience, education, awards and recognitions | <ul style="list-style-type: none">-One page resume missing one of the required fields | <ul style="list-style-type: none">-Resume missing two of the required fields or resume longer than one page | <ul style="list-style-type: none">-Resume missing three or more of the required fields |
| 3. Health Care 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 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 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 or cons of a healthcare issue -Project shows that only limited problem solving 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 or cons of a healthcare issue -Project does not show how problem solving techniques were used during implementation |
| 4. Writing Sample | <ul style="list-style-type: none">-Addresses the six essay questions listed in the writing sample -Demonstrates a focused and clear understanding of | <ul style="list-style-type: none">-Addresses five essay questions listed in the writing sample -Adequately focused on answering the | <ul style="list-style-type: none">-Addresses three or four of the essay questions listed in the writing sample -Vaguely answers the questions or | <ul style="list-style-type: none">-Addresses two or less of the listed essay questions in the writing sample -Lacks focus when answering the questions |

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| | <p>the questions</p> <ul style="list-style-type: none"> -Skillfully supports statements with relevant, accurate and sufficient evidence -Smoothly connects ideas, sentences and paragraphs -Spelling and grammatical errors are nearly undetectable | <p>questions</p> <ul style="list-style-type: none"> -Supported the questions with relevant, accurate and sufficient evidence -Ideas, sentences and paragraphs are connected -Spelling and grammatical errors are infrequent and do not detract from the writer's purpose | <p>shows a lack of understanding of the questions</p> <ul style="list-style-type: none"> -Some of the supporting statements are underdeveloped or illogical -Some ideas or sentences are unconnected -Frequent spelling or grammatical errors detract attention from the writer's purpose | <ul style="list-style-type: none"> -Does not provide supporting statements -Many ideas or sentences are not connected. -Frequency or severity of spelling or grammatical errors makes reading laborious |
| 5. Work-based Learning | <ul style="list-style-type: none"> -Evidence of eight or more hours of work-based learning, job shadowing, internship, career exploration or volunteering | <ul style="list-style-type: none"> -Evidence of six or seven hours of work-based learning, job shadowing, internship, career exploration or volunteering | <ul style="list-style-type: none"> -Evidence of four or five hours of work-based learning, job shadowing, internship, career exploration or volunteering | <ul style="list-style-type: none"> -Evidence of three or less hours of work-based learning, job shadowing, internship, career exploration or volunteering |
| 6. Oral Presentation | <ul style="list-style-type: none"> -Script of HOSA or health-related speech including who, where, what and when the presentation was conducted -An opening and a closing are present -The speech is cohesive and includes smooth transitions between thoughts -Grammatical errors are not detectable | <ul style="list-style-type: none"> -Script of HOSA or health-related speech including who, where, what and when the presentation was conducted -An opening and a closing are present -The speech is cohesive and transitions between thoughts are rough -Grammatical errors are infrequent and do not detract from | <ul style="list-style-type: none"> -Script of HOSA or health-related speech including who, where, what and when the presentation was conducted -An opening and a closing are not present -The speech shows no evidence of cohesion -Grammatical errors detract from the speech | <ul style="list-style-type: none"> -Script of HOSA or health-related speech does not include who, where, what and when the presentation was conducted -An opening and a closing are not present -The speech is poorly constructed -Grammatical errors are frequent and make reading |

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| | | the speech | | laborious |
| 7. Service Learning | -Community service project includes dates, hours, location, learning outcomes and impact to community | -Community service project includes dates, hours and location but does not describe the learning outcomes or impact to community | -Community service project includes project and date | -Community service project was not conducted |
| 8. First Aid & CPR | -Copy of current First Aid and CPR certificate/card | -Copy of current First Aid or CPR certificate/card | -Copy of expired First Aid and CPR certificate/card | -Copies of First Aid and CPR certificate/card not provided |
| 9. Internet Application | -Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application is detailed and free of errors | -Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application is not detailed with minimal errors | -Evidence of completed web site, electronic newsletter or PowerPoint presentation -Internet Application has several errors | -No evidence of web site, electronic newsletter or PowerPoint presentation |
| 10. Leadership | -Evidence of three or more positions of leadership | -Evidence of two positions of leadership | -Evidence of one position of leadership | -No evidence of leadership positions |
| 11. Journaling | -Journal entry is legible -Projects a sincere voice -Entry is coherent | -Journal entry is legible -Projects a sincere voice | -Journal entry is legible | -No evidence of journal entry |
| 12. Other Content: • Skill Certificates • Sterling Scholar • SAT / ACT • Etc. | -Four or more additional items added to portfolio | -Three additional items added to portfolio | -One or two additional items added to portfolio | -No additional items were provided |