

Healthcare Science Technology Education

Career Portfolio

Students will assemble a career portfolio throughout the school year. This is an on-going work in progress and will be finalized during second semester. It will be due before performance finals begin Spring Semester. The specific date per teacher will be announced at the beginning of Spring Semester.

The portfolio must contain the following, presented in the order listed.

- Title page – include student's name, name of school, grade level, program of study and a picture of the student.
- Table of contents with page numbers (will be last document completed)
- Sections of the Portfolio
- **Resume and Career Objectives**
 - Prepare a current resume (we will do this as a class during Rising Professionals).
 - As a separate document, you should include a written statement describing your career objective and your plans to achieve this objective.
 - A timeline illustrating your plan should be included – Competencies mastered and/or steps completed should be documented.
- **References**
 - Letters of reference from teachers, mentors, supervisors, employers or others who can verify your skill ability (limit of three)
- **Awards and Recognitions**
 - Copies of certificates
 - Documentation of leadership activities
 - News articles and supporting materials to serve as proof of your achievements
- **Work Sample Documentation**
 - School- based learning as well as work-based learning
 - Summary of work site experiences (CNA Skills Checklist, photographs as appropriate, excerpts from clinical journals)
 - Project samples from school-based learning
- **Community Service**
 - List of activities conducted that provided a benefit to the community. It should document excellence and professionalism in the area of community service. Community service log, photos as appropriate, news articles etc. are acceptable.
- **Membership and Affiliation**
 - List of organizations and community groups to which you belong and are actively involved. Supporting materials can be included.

- **Career Preparation (This section will be removed before using professionally)**
 - Copy of your most recent academic transcript
 - Copies of SAT/ ACT or compass tests results
 - Copy of documents needed for college applications i.e. Social security number, immunization records etc.
 - Copy of a career profile for your primary career objective
 - Copy of college applications mailed
 - Letters of Acceptance or other mail from colleges you are interested in attending
 - Essay stating “Why you want to be a _____” – usually expected to be 500 words.
 - Scholarship information and applications completed.

You should be prepared to do a 5-7 minute presentation of your portfolio.