

VOCATIONAL PORTFOLIO

Presentation of the vocational portfolio is one of the requirements for your Vocational Program graduation. You must start working on the preparation of your vocational portfolio early.

To help you organizing your vocational portfolio, I will review your progress quarterly. You will receive a grade for each review using the MDCPS grade scale.

A+	B+	C+	D+	F+	Z (No turned in/No credit/Missing assignment)
A	B	C	D	F	
A-	B-	C-	D-	F-	

Your vocational portfolio **MUST** have several sections. Each one must be separated with a divider. The sections should follow the portfolio checklist (page 9)

- 1. PRESENTATION:**
 - a) **Cover page**
 - b) **Table of Contents.**
 - c) **Writing skills (essay)**

- 2. CAREER DEVELOPMENT PACKAGE:**
 - a) **Letter of Introduction**
 - b) **Application for employment or college.**
 - c) **Resume**
 - d) **Thank you letter**
 - e) **Resignation letter**
 - f) **3 Letters of Recommendation.**
 - g) **3 additional references**

- 3. WORK SAMPLE: CAREER PORTFOLIO PROJECT: demonstrates mastery of health career skills. (Research paper or power point presentation)**
- 4. PROFESSIONAL EVIDENCE: demonstrate/performed a career skill (video)**
- 5. CERTIFICATION EVIDENCE**

PRESENTATION OF THE PORFOLIO

Self Evaluation

While preparing your portfolio for presentation, you should take time to evaluate your work. This process of self-evaluation enables you to see your progress and make decisions about which pieces best demonstrates your abilities.

Timetable:

1st Quarter:

Start working on cover page, essay, letter of introduction (Describe yourself and your goals), resume, job application and thank you letter.

2nd Quarter:

Start working on the table of contents. By now, you should have accomplished 2 work samples: essay and career portfolio draft.

Request letters of recommendations from 3 instructors (one is Mrs. Diaz) who know you as a responsible, dedicated and vocational career oriented person.

Request permission from three additional people to list them as reference.

3rd Quarter:

By now, you should have already obtained your CPR and First Aid Certificates. You should have already interviewed the health professional that will help you with your strand skill, requested an internship and started working with the professional. You also have selected the skill you will be performing for your presentation.

Final portfolio: Evaluate your work, make final corrections and prepare your portfolio for presentation. By now, you **MUST** have all 2-work samples completed as well as the skill presentation.

Finalize your documents as well as number the pages in the table of contents.

4th Quarter:

Type your resignation letter. Make all the necessary corrections to your presentation, paper or power point and your skill. Check your video and see that it will play in the instructor's computer or plan to bring your own. Be ready for your presentation and make sure you are present on the scheduled day. There are no make ups.

Evaluate:

Table of contents: The table of contents must be organized, accurate, and typed with no errors. Each piece and section must be titled in the order it appears in the portfolio check list (number the pages using computer or word processor.)

CAREER PORTFOLIO PROJECT

By completing the career portfolio project, you develop lifelong job searching skills. This project consists of 2 parts:

- a) the development of a career portfolio (research paper or power point), and
- b) the demonstration of a selected skill common to the chosen health career

The career portfolio must be complete, neat and free of grammar and spelling errors. Follow instructions attached.

You **MUST** present the 1st draft samples anytime during the 1st semester (**no later than December 14th**.) and the final project anytime during the 2nd semester (**no later than May 9th**.)

SUPERVISED PRACTICAL EXPERIENCE EVALUATIONS

The supervised practical experiences you had performed during this school year had provided you with the opportunity to apply career and academic skills. You **MUST** include all the evaluation forms signed by your instructor during the laboratory/clinical procedures.

Student Responsibilities:

It is your responsibility to give the forms to your instructor as well as to retrieve the completed form. The evaluation forms are the only evidence that you had mastered a skill.

CAREER PORTFOLIO PROJECT

Purpose: To provide the Health Science students with an opportunity to develop and demonstrate knowledge and skills in a selected health profession.

Description: This project will consist of two items:

- a) the development of a career portfolio, and
- b) the demonstration of a selected skill common to the chosen health career.

The career portfolio will be created by the student to show career understanding and documentation of a related work-based learning experience.

The skill portion will consist of the digitally recorded demonstration of a skill related to the chosen career.

Procedures

1. The student will choose a health career that he/she is planning to pursue. The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the career portfolio. The project must meet the "Career Selection Requirements" section of these guidelines.

2. The student will create a 9-12 sections that contain evidence of career research and a work-based learning experience.

- Pages should be one-sided.
- Typed or word-processed.
- Sheet protectors may be used.
- The career portfolio could be presented as a research paper or power point
 - The power point should follow a modified outline style (use of bullets, main concepts)
 - The research paper should be in narrative form.

The contents of the career portfolio MUST follow:

Section 1 **Cover Page** (May be creative. Should identify the career field)

Section 2 **Career Summary** (Summary of important points of the career chosen.)

Section 3 **Education, Training, Credentialing, and Career-related Data and Statistics** (Including citation of resources)

Section 4 **Professional Association** (Summary of professional associations that serve and represent the chosen career.)

Section 5 **Interview** (Summary of interview conducted by the student with a professional in the chosen career field.)

Section 6 **Career Evaluation** (List/explain 5 strengths and 5 weaknesses of the career.)

Section 7 **Work-based Learning Summary** (Who, what, where, when, and for how long.)

Section 8 **Learning Outcomes** (List with descriptions of "What I Learned" in the work-based learning experience.)

Section 9 **Professional Verification** (One page evaluation of work performance from a professional in the chosen profession.)

Section 10 **Skill Checklist** (maximum of 2 pages)

3. The student will select a skill that is performed by professionals in the chosen career field, will develop a skill checklist for the selected skill, and will perform the skill while being digitally recorded. The skill checklist must include all steps that would be performed as part of the skill. The specific text reference used in the development of the skill must be cited. (Title, author, copyright, page numbers, etc.) The reference must be a verifiable text and not an individual person.

4. Project Presentation: The student will be present in class at the appointed day for the project presentation

The presentation will be timed as follows:

- Student will use 3 – 5 minutes for the presentation of the chosen career
- For the skill presentation the student will show and describe selected parts of the skill for up to 5 minutes (recommended).
- The instructor will use the rating sheet developed by the student to determine the overall skill performance.
- The student may edit the skill down to 5 minutes or less if desired
- The taped skill presentation must be of a quality in sound and appearance that allows the instructor to evaluate the student as he/she performs the skill.

Skill Performance: Instructor will evaluate the skill demonstration as part of the presentation. The student is advised to show a maximum of 5 minutes of the skill, and may talk during the skill or fast forward as desired. This process will allow the instructor to rate the overall skill performance, and allow the student to explain his/her skill performance. Students should spend enough time on the skill to allow for fair evaluation, but not so much time that the skill evaluation detracts from the other components of the presentation to be evaluated.

Career Portfolio Suggested Planning

1. Review various health care careers by reading U 2 Careers in Health Care in your textbook or the Power Point Unit 2 from www.schoolrack.com. Then, check other references listing health care careers, such as the *Occupational Outlook Handbook* published by the U. S. Department of Labor and available on the Internet at www.bls.gov/oco. Choose a health care career that you might like to enter.

2. Research the career of your choice by reading about it in a variety of references. If you have access to the Internet, use the Internet addresses provided at the end of each career cluster to obtain information about the career in your area of residence. Type a report on the career containing this suggested information:

- Name of career
- Type of work done in this career
- Personal qualities and abilities needed for success in this career
- Educational requirements
- Licensure, certification, or registration requirements
- Working conditions
- Possible places of employment
- Advancement opportunities
- Wages and benefits
- Job outlook for the future
- Name and address of group or organization from which additional information about career can be obtained

3. Interview an individual currently employed in the health care career you have selected. You may use the following questions for the interview but you could add your own:

- What is the title of the career field or job?
- What are the major duties and responsibilities?
- What is the outlook for employment in this career?
- What level of education is required?
- What do you like most about your career?
- What do you like least about your career?
- What special skills are required for this career?
- Are there any special physical demands? If so, what are they?
- What is the opportunity for advancement in this field?
- With how many other people do you work?
- Are there any special materials, equipment, tools, machinery, and so on that you have to know how to use in this career? If so, what are they?
- What personal qualities does a person need for this career?
- How many hours do you usually work?
- If you were choosing a career field now, would you choose this career? Why or why not?

4. Prepare a research paper or a power point presentation with your findings. Follow instructions bellow.

CAREER PORTFOLIO SELECTION GUIDELINES

Students may choose **ANY HEALTH CAREER** for this project. Students must be sure that the career chosen is a health or medical career. For example, careers such as firefighter, or flight attendant are not classified as health careers.

The career must be one for which all components of the portfolio can be completed, to include but not limited to: the existence of a professional association, interview and work-based learning opportunity with someone in the chosen career, and career-related data and statistics.

Students should be sure to choose a specific "Health Career" and not an area of specialty. For example, "Medical Examiner" is a health career, "Forensics" is not.

SKILL SELECTION GUIDELINES

The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the vocational portfolio project.

SKILL PERFORMANCE PROCESS

Student Name: _____

For this project the student selects a skill procedure and develops a one-two page skill checklist for the procedure, following the format in other Health Professions events.

The degree of difficulty of the skill will be evaluated as follows:

- | | |
|------------------------------|----------|
| • Complex skill | 3 points |
| • Moderately difficult skill | 2 points |
| • Moderately easy skill | 1 point |
| • Very easy skill | 0 points |

Skill Performance Process Rules

- The skill **MUST** be from a verifiable text resource and **NOT** from an individual person.
- Students should use good judgment and discretion when choosing the skill. Skills that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.
- Remember that the purpose of this project is to develop career exploration. The chosen skill should serve that purpose. For example, a physician may need to operate a fax machine, but "faxing a document" would not be a good skill to choose for the career of physician because it does not promote understanding of the chosen career.
- Steps of the skill must be broken down into logical sub-parts. Skills should have a minimum of 10 steps.
- There is no limit to the length of the skill; however, the amount of time for the instructor to view the skill is limited. The student may show the approximately five (5) minutes (or less) of the skill performance that he/she believes will best illustrate his/her competence to perform the skill. The student may use the fast forward or reverse functions when showing the skill. The skill performance may be edited down to 5 minutes or less.
- **NOTE:** Points will not be subtracted if the skill performance exceeds five (5) minutes, however, students are encouraged to use their 7 minutes of presentation time wisely. During the presentation, the instructor will want to ask questions about the portfolio contents in addition to viewing the skill performance.
- The skill checklist must be word-processed.
- Failure to follow these guidelines will result in the skill **NOT** being evaluated; however, the student will receive a zero.

The competitor will operate the DVD player/computer to show all or part of the skill. Instructor will use the competitor-prepared skill checklist when evaluating the skill performance to gain an overall opinion of the skill level of the competitor in the demonstration of the skill.

Career Portfolio

SKILL CHECKLIST TEMPLATE

Student Name: _____

Reference*: Title _____

Author _____

Copyright _____ Page numbers _____

Skill _____	INSTRUCTOR USE ONLY: Comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
Etc.	

* The skill performed must come from a verifiable text resource and must follow the steps in the resource. A teacher or health professional cannot serve as the skill resource.

**If a student jeopardizes the patient's or his/her own safety or fails to perform a critical step and does not take immediate action to correct the error, the total points for the procedure or specific subpart(s) of the procedure will be deducted by the instructor.

This template can be adapted by the student to create a skill checklist.

**CAREER PORTFOLIO PROJECT
INSTRUCTOR'S RATING SHEET**

Student Name: _____

Items Evaluated	Points Possible					Points Awarded
	Superior	Excellent	Good	Fair	Poor	
1. Cover Page	5	4	3	2	1	
2. (page 1, identify the career field)	3		2		1	
3. Career Summary (Page 2)	5	4	3	2	1	
4. Page 2 neatness, format, error free	3		2		1	
5. Education, Training, Career Data (Page 3)	5	4	3	2	1	
6. Page 3 neatness, format, error free	3		2		1	
7. Professional Association (Page 4)	5	4	3	2	1	
8. Page 4 neatness, format, error free	3		2		1	
9. Interview with Professional (Page 5)	5	4	3	2	1	
10. Page 5 neatness, format, error free	3		2		1	
11. Career Evaluation (Page 6)	5	4	3	2	1	
12. Page 6 neatness, format, error free	3		2		1	
13. Work-based Learning Summary (Page 7)	5	4	3	2	1	
14. Page 7 neatness, format, error free	3		2		1	
15. Learning Outcomes (Page 8)	5	4	3	2	1	
16. Page 8 neatness, format, error free	3		2		1	
17. Professional Verification (Page 9)	5	4	3	2	1	
18. Interview	10	8	6	4	2	
☑ Understanding of career	3		2		1	
☑ Poise, appearance, speaking skills	3		2		1	
19. Skill performance and checklist	10	8	6	4	2	
20. Skill degree of difficulty	3		2		1	
21. Career portfolio adheres to event guidelines	5					
TOTAL POINTS	100	79	59	41	23	

VIDEO RELEASE FORM

Career Portfolio Project

Please complete this form and include it in the project. Type or print clearly.

Personal Information for Student

Name: _____

Current grade/year in school: _____ E-mail address: _____

Specific Skill Information

Actual skill recorded: _____

Length (in minutes): _____

Resource (Complete text information and page numbers): _____

Names of all people in the skill (video), signature, and their role: _____

VOCATIONAL PORTFOLIO CHECKLIST (Adapted from MDCPS)

Before a student can be approved for completion of any health occupation course, a personal portfolio **must be submitted to the instructor and receive a grade. Portfolio should be resubmitted if corrections are necessary. NO STUDENT WILL RECEIVE A CERTIFICATE IN ANY HEALTH OCCUPATION WITHOUT A COMPLETED PORTFOLIO.** ALL items on this checklist must be included in your portfolio. You may refer to the examples that are available in the text-book to complete the portfolio. To begin your vocational portfolio, you need a vinyl folder, sheet protectors with dividers.

Label the dividers for the following:

- _____ 1. Cover page with your name, area of study or course name, grade level (First page of folder.)
- _____ 2. Table of Contents (# your pages – title to the left and page # to the right of the paper) *Divider*
- _____ 3. Essay: The career of my choice (base your essay on your strand at RMEC) *Divider*
- _____ 4. Job application (employment, preferably, download it from the internet based on your strand) *Divider*
- _____ 5. Letter of introduction for a job. (State your purpose for writing and **request an interview**). (Ex: response to an advertisement in RMEC newsletter, address it to your future instructor) *Divider*
- _____ 6. Resume (must be updated in 11 and 12th grade – list skills you mastered each school year) *Divider*
- _____ 7. Three (3) letters of recommendation. *Divider*
- _____ 8. List of references (in addition to the letters) at least 3; include addresses and phone numbers
- _____ 9. Job Skills Index (skills practiced in class) *Divider*
- _____ 10. Thank you letter (address it to the interviewer) *Divider*
- _____ 11. Letter of resignation (address to the Health Science 2 instructor) *Divider*
- _____ 12. Certificates or licenses (9th Grade report card, Mrs. Diaz' transcript, CPR and First Aid ² *Divider* certification, Copy of Domestic Violence, Bloodborne pathogens, and medical errors prevention)
- _____ 13. Review of literature. Submit evidence you used to create your career portfolio. This evidence may be from the newspaper, a recent magazine or book. Attach the original research paper or power point you created. *Dividers as needed*
- _____ 14. Final Portfolio Checklist *Divider*

Portfolio Reviewer's Signature

Date

Complete

Incomplete