**Department of Health Promotion**

**Portfolio Guidelines**

**General Directions:**

* The Portfolio consist of two parts:
  + Table of Contents
  + Artifact Section (Artifacts are copies of the graded assignments you provide documenting that you have completed everything you listed in your Table of Contents)
* Use the outline below to organize the *Table of Contents* for your Portfolio.

FOR PRINTED PORTFOLIOS:

* + Put materials in a 3-ring binder with your name on a label on the cover.
  + Label dividers in the binder for **each** section of the outline.

FOR e-PROTFOLIOS

* Follow the same directions listed below
* Use this [link](file:///C:\Users\kphillips2\Documents\e%20portfolio%20presentation.mp4) for details on how to submit an e portfolio
* An assignment can only be used once in the Portfolio.
* For the artifacts section, you MUST include evaluated or graded assignments and include the Department Rubric (completed by the instructor) for each assignment.

**Table of Contents (TOC)**

* List the course number and title of the assignment for each artifact included.
* Avoid using page numbers since you will be adding to your Portfolio as you progress in the program and the profession.

**Artifacts**

* Provide “evidence” (copies of graded assignments) for everything you list in your Table of Contents.
* The required assignments for each section are listed in the table below.
  + You MUST include evaluated or graded documents.
  + You MUST include the Department Rubric (completed by the instructor) for each assignment.
* ALWAYS provide a brief description of the assignment you are documenting.
  + This can be the assignment description found on the syllabus or a description in your own words.
  + EXAMPLE:
    - *4250 Rationale*
    - *This assignment was a 2-4 page paper describing the rationale for a proposed program. The rationale addressed the need for the program by discussing the prevalence of the condition, the significance/seriousness of the condition, the health care system costs, the justification as to why the health issue was a concern to the community, and solutions for the problem.*

**REQUIRED PORTFOLIO COMPONENTS**

**Department Approval Form** – complete form and put inside front pocket of 3-ring binder

1. **Internship Resume –** Include a graded copy of your resume from HST 4175 along with the instructor completed Department Rubric. You may also include an updated or correct version.
2. **Philosophy of Health -**Include philosophy paper from in HST 2000, 2270, AND 3700 with the instructor-completed Department Rubric for each paper.
3. **Professional Competencies**

*Include* ***at least one*** *of the required assignments for each Responsibility:*

|  |  |
| --- | --- |
| **Required Assignments** | **Responsibility** |
| 2270 Global Health Project | 1,2 or 3 |
| 2800 Literature Review | 4 |
| 3700 Health Behavior Change Final Paper | 1,2,3 or 4 |
| 3750 Comprehensive System Analysis | 6 |
| 3765 Epidemiological Disease Inquiry | 1 |
| 4175 Professional Development Plan | 7 |
| 4770 Policy Brief | 7 |
| 4250 Goals & Objectives | 2 |
| 4250 Rationale | 5 |
| 4250 Budget | 5 |
|  |  |

1. **Communication Skills**
   1. Written – Choose any written paper completed that has NOT been previously used in the Portfolio
   2. Oral - 4770 Article Presentation
2. **Professional Involvement**
   1. **Participation** and/or involvement in professionally related activities and professional organizations (either at EIU or other places) such as:
      * Student membership in a professional organization and/or honorary.

Examples include but are not limited to organizations such as:

Eta Sigma Gamma

Phi Epsilon Kappa

Kappa Delta Pi

Illinois School Health Association

American School Health Association

Illinois Society for Public Health Educators

Society for Public Health Educators

Illinois Association for Health, Physical Education, Recreation, & Dance,

* + - Attendance at conferences, workshops, seminars, webinars
    - Presentations related to the health field to various groups
    - Student participation in health-related events or activities sponsored by organizations such as honoraries, fraternities, sororities, athletics, faith-based groups or other EIU recognized student organizations.
    - Recent involvement in service or volunteer activities/projects related to the health-field.
    - Involvement in health, safety or first aid issues because of a job.
    - Working with a faculty member on a project
  1. **Documentation** of professional involvement can include but is not limited to:
* Membership verification in professional organizations (i.e. Eta Sigma Gamma, Illinois School Health Association, etc)
* Programs, registrations, agenda minutes or notifications of meetings/conferences/seminars attended
* Statement indicating role as a chair/officer in an organization/committee
* Written commentaries acknowledging involvement in groups
* Letters or emails of appreciation documenting service to an organization

1. **Related Experiences**
   1. Any special certifications (First Aid, CPR…), skills (computer), awards, scholarships, recognitions (Honor Roll), etc. can go in this section.

***SAMPLE* Table of Contents – this is only an example of what the Portfolio TOC might look like:**

Department Approval Form Front Pocket

1. Resume Section 1
2. Philosophy Section 2
   1. Philosophy of Health – HST 2000, 2270, and 3700
3. Professional Competencies Section 3
   1. 3765 Epidemiological Disease Inquiry

**(Responsibility 1)**

* 1. 4250 Goals & Objectives

**(Responsibility 2)**

* 1. 3700 Health Behavior Change Final Paper

**(Responsibility 3)**

* 1. 2800 Literature Review

**(Responsibility 4)**

* 1. 4250 Rationale

**(Responsibility 5)**

* 1. 3750 Comprehensive System Analysis

**(Responsibility 6)**

* 1. 4770 Policy Brief

**(Responsibility 7)**

1. Communication Skills - Oral and Written Section 4
   1. Written – 4890 - Aging Profile Project
   2. Oral - 4770 Article Presentation
2. Professional Involvement Section 5
   1. Eta Sigma Gamma Candidate

**2.** Member of Illinois Society of Public Health Education (ISOPHE)

1. Related Experiences (Optional) Section 6
   1. Dean’s List
   2. HST Scholarship Recipient – Student Achievement Award