

# Department of Health Studies

## Portfolio Guidelines

### General Directions:

- Use the outline below to organize the Table of Contents for your Portfolio.
- Put materials in a 3-ring binder with your name on a label on the cover.
- Label dividers in the binder for **each** component of the outline, including each of the 7 Responsibilities in the Professional Competencies section.
- You should include evaluated or graded documents. If you re-write or revise an assignment, be sure to include the original document with instructor comments.
- For the Professional Competencies, you must provide **at least one** sample for each of the **7 major** Responsibilities.
  - HST Syllabi for each major class will identify the assignments or activities that address a specific responsibility.
  - For a complete listing of the Professional Responsibilities, Competencies and Sub-competencies, click [HERE](#).
  - If you provide more than one sample under a Responsibility, label the sample according to the competency or sub-competency to which it corresponds. These can be also be found on the syllabi
  - *Example:*  
I A2 - On-Line Worksheet “Depressants & Narcotics”  
4 C2 - Article Review “Addiction as a Brain Disease”
- You may use specific assignments or projects for more than one section of your Portfolio. If appropriate, make a copy of it for the other section. If not, insert an explanation of the activity and where it can be found in the Portfolio.

### Portfolio Outline

**Table of Contents (TOC)** – be as detailed as possible. Avoid using page numbers since you will be adding to your Portfolio as you progress in the program and the profession. Use titles of assignments or documents instead. Use the SAMPLE below to set up your TOC.

- I. [Department Approval Form](#) – put inside front pocket of 3-ring binder
- II. **Internship Resume** ([Sample 1](#)) ([Sample 2](#))
- III. **Philosophy of Health** -Use philosophy paper from in HST 3400 or HST 3700.
- IV. **Professional Competencies**
  - a. Provide *at least* one form of documentation for *each* of the 7 Responsibilities.
  - b. **Documentation** can include but is not limited to:
    - Specific course work (assignments, activities, projects) from HST courses.
    - Suggested projects and assignments are identified on individual HST course syllabi and labeled according to the Responsibilities and Competencies they meet.

**V. Communication Skills**

a. Evidence of **BOTH** written and communication skills. **Must include samples of both.**

b. **Documentation** can include but is not limited to:

- an evaluation (rubric or grade sheet) of an oral presentation done in class
- evaluations/comments of talks or presentations given to student groups
- a paper written for class
- a letter/statement from a professional commenting on communication skills either written or oral
- a videotape or podcast of a presentation given

**VI. Professional Involvement**

a. **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, American Association for Health Education

- Attendance 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.
- Involvement in service or volunteer activities/projects related to the health-field.
- Involvement in health, safety or first aid issues as a result of a job
- Working with a faculty member on a project

b. **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
- Presentations given to groups
- Faculty/peer/participant evaluations of activities/presentations
- Reproduction of a group project/activity
- 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

## VII. Related Experiences

- a. Any special certifications (First Aid, CPR...), skills (computer), awards, scholarships, recognitions (Honor Roll), etc. can go in this section.

### SAMPLE TABLE OF CONTENTS

I.	Department Approval Form	Front Pocket
II.	Resume	Section 2
III.	Philosophy Statement	Section 3
IV.	Professional Competencies	Section 4
	1. Responsibility 1	
	a. Consensus Paper <i>1A-2</i>	
	b. Article Review "Disease" <i>1C-1</i>	
	2. Responsibility 2	
	a. Program Proposal Objectives <i>2 C 1,2</i>	
	3. Responsibility 3	
	a. Program Plan Timeline <i>3B 2.</i>	
	4. Responsibility 4	
	a. Program Evaluation <i>4 C2</i>	
	b.	
	5. Responsibility 5	
	a. Program Plan Budget <i>5 A1</i>	
	6. Responsibility 6	
	a. Drug Resource Teams <i>6 A 1,3,4,5</i>	
	7. Responsibility 7	
	a. Press Release <i>7 D1,2,3</i>	
V.	Communication Skills	Section 5
	1. Creative Project Presentation	
	2. Program Rationale	
VI.	Professional Involvement	Section 6
	1. Eta Sigma Gamma Candidate	
	2. Butts Out Campaign participant	
	3. Attended the AAHE national conference	
	4. Presented a poster session at the IAHPERD State conference	
VII.	Related Experiences	Section 7
	1. Dean's List	
	2. HST Achievement Award	