**H410 Professional Portfolio**

**Instructions:**

* This is an example, replace the current information with your own. **Remove all template instructions and rubric, as well as the optional professional development section if you did not complete it.**
* Expand on the sections, and make it thorough, with detail.
* You can go all out and design it in a more professional way. Your time on your porfolio counts as internship hours.
* The intent of the portfolio is for it to help you in the future, so you can show it at job interviews, career fairs, etc. so make sure to make it your own and something that will be helpful to you.
* It is due the **Tuesday of Finals week** in Canvas.
* If you are splitting your internship between two terms, this is submitted each term and **must be significantly different between the two terms**.

**PORTFOLIO GRADING RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exemplary (25 pts) | Good (20 pts) | Acceptable (15 pts) | Unacceptable (10 pts) |
| Criteria & Requirements(25 points possible) | Student completed all required sections to the full extent as stated in directions for each. All required pieces of the portfolio are present. Student properly documented professional development hours (if applicable). | The majority of the requirements were met. There are some minor errors with required sections. Most of the directions were followed. | More than half of the requirements were met. There are some errors with required sections and documentation. | Less than half of the requirements were met. There were significant errors with required sections and documentation.  |
| Ideas & Content (25 points possible) | Language and ideas are visibly different from those of the portfolio template. Original thoughts and documents added by the student. | Most of the language and ideas are visibly different from those of the portfolio template. Original thoughts and documents added by the student.  | Some of the language and ideas are visibly different from those of the portfolio template. Thoughts and ideas added by student are mostly their own. | Very little difference between language and ideas from portfolio template and student's portfolio. Few thoughts and ideas are the student's own. |
| Organization & Professional Appearance(25 points possible) | The ideas are arranged logically according to the portfolio template and all sections are in order.Details added by the student fit logically in the section in which they are provided. Can be followed easily by the reader. Professional appearance, ready to present for a job interview. | Most of the ideas are arranged logically in each section according to the portfolio template. There may be some minor issues with appearance and details, provided by the student and which section they are placed in. Can mostly be followed by the reader.  | More than half of the portfolio consists of ideas that are arranged logically according to the portfolio template.There may be issues with appearance and details provided by the student and the order of details.Can mostly be followed by the reader.  | Less than half of the portfolio consists of ideas that are arranged logically according to the portfolio template. There are issues with appearance and details provided by the student and the order of the details.The reader has trouble following. There are many unclear details. |
| Writing Process(25 points possible) | Free of basic errors in grammar, punctuation and spelling. Evidence of proof-reading, proper editing and APA format. | The portfolio has minimal grammar, punctuation and/or spelling errors. Potential lack of proof-reading, adherence to APA format or editing to correct such areas.  | The portfolio has a moderate amount of grammar, punctuation and/or spelling errors. Potential lack of proof- reading, adherence to APA format or editing to correct such areas. | There are significant issues with APA format, grammar, punctuation and/or spelling errors. Lack of proof-reading or editing to correct such areas is evident. |

**Total: /100**



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| Portfolio of ExperienceYOUR NAME HERE Alternative Portfolio |

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**Section I:**

**Professional Resume**

**John Health**

555 student Drive, Portland, Oregon 97374

(541)555-555

student@onid.orst.edu

**Education** *Oregon State University Corvallis, OR*

Bachelor of Science 2011-2015

* Public Health with Option in Health Management and Policy

**Relevant Courses** Introduction to Health Care Management

 Introduction to the Health Care System

 Introduction to Health Policy

 Health Care Marketing

 Advanced Topics in Health Care Management

**Skills** Proficient in Spanish

 HIPAA Compliant

 Proficient in Microsoft Excel, Word, PowerPoint

 ICD-9 Proficient

 CPR/First Aid Certified (2011-current)

**Experience** Program Assistant 2011-2013

 *Health Information Management Co. Tangent, OR*

* Provided high quality service to customers.
* Trained new and prospective employees.
* Developed office patient protocol for office.
* Created a strategic planning manual.

Cashier 2009-2011

*Market of Choice Eugene, OR*

Received payment by cash, check, credit cards, vouchers, or automatic debits.

Answered customers' questions, and provide information on procedures or policies as well as resolving customer complaints.

Calculated total payments received during a time period, and reconcile this with total sales.

* Monitored checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.

**Volunteer**

**Experience** Clinic Volunteer 2011-Current

 *Health Team Clinic Corvallis, OR*

* Assist with patient check in
* Provide translation of forms into Spanish for patients.
* Manage new intake patient forms.
* Organize and maintain patient medical records.

**References** Available Upon Request

**Section II:**

**Analysis**

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**COVID-19 Analysis**

**Instructions:**

1. **ANALYSIS:** Select a specific topic from the options below regarding either aligns with your option/minor of EOH, HMP or HPHB. Then research the topic using credible websites. The analysis should include these five sections: **Introduction, scope of the problem, solutions (including at least 2 real examples), conclusion and references in APA format**. This analysis needs to be **4-6** **pages, double spaced.**

**Some Suggested Topics (this list is not exhaustive)**

**COVID-19 Related**

COVID-19 and mental Health

 COVID-19 and telehealth

 COVID-19 and stay at home regulations

 COVID-19 and Immunosuppressed populations

 COVID-19 and social distancing

 COVID-19 and food insecure children that rely on school lunches

 COVID-19 and healthcare workers/organizations

 COVID-19 and workplace standards for employees

 COVID-19 and business owners (HMP only)

 COVID-19 and the homeless population

 COVID-19 and travel restrictions

 COVID-19 and other countries or states

 COVID-19 and older adults

 **Public Health and Racism**

 **Another Topic: please email me to get it approved.**

1. **DESCRIPTION OF INTERNSHIP PROJECT:** From your analysis, create some type of educational document, either a brochures, flyer, PowerPoint presentation, one page briefing, etc. (This will be the project that you upload in Section III as your internship example of work).
2. **Participate in required Zoom meetings.**
3. **For the entire portfolio, please review the Academic Misconduct Policy:** [**https://studentlife.oregonstate.edu/studentconduct/academicmisconduct**](https://studentlife.oregonstate.edu/studentconduct/academicmisconduct)

**Section III:**

**Internship Example of Work**

**This must be the one you discussed in Section II**

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**Internship Example of Work Instructions**

* **This example you choose is described in II under instructions.**

TWO WAYS TO INCLUDE YOUR EXAMPLE:

1. **Insert (copy and paste) your selected work sample(s) in place of this section of the portfolio.**
2. **Save it as a separate file and upload to Canvas with your portfolio.**

**Section IV:**

**CliftonStrengths Internship Analysis**

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**CliftonStrengths Internship Analysis Instructions**

* Reflect on your five strengths from the CliftonStrengths assessment (you can go to the Gallup website to retrieve your strengths report if you completed it in H407 or you can purchase the book or access code online).
* Each student must select **at least two** of their strengths to analyze. If you are splitting your internship between two terms, you must choose different strengths each term.
* For each strength complete the following
1. Strength #1: \_\_\_\_\_\_\_\_
2. Definition of the strength (in your own words):
3. How you have continued to develop and enhance this strength during this term (use specific examples).
4. Strength #2: \_\_\_\_\_\_\_\_
5. Definition of the strength (in your own words):
6. How you have continued to develop and enhance this strength during this term (use specific examples).

|  |
| --- |
| **CliftonStrengths Evaluation** Please rate your experience with the CliftonStrengths during this term |
| ***Evaluate CliftonStrengths according to the following:*** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| It has allowed me to appreciate my unique strengths |  |  |  |  |  |
| It helped me with adapting to this term. |  |  |  |  |  |
| It has allowed me to further understand and explore my real talents  |  |  |  |  |  |
| It has allowed me to gain more awareness and confidence in my abilities  |  |  |  |  |  |
| It is helping me to identify jobs that fit with my strengths  |  |  |  |  |  |
| It has helped me with clarifying my professional goals  |  |  |  |  |  |

List your five strengths below, with descriptions, including the domain for each one (Executing, Influencing, Relationship Building and Strategic Thinking) (Use additional pages beyond the space provided below).

**Section V:**

**Professional Development Section**

**Instructions: Complete 30-40 hours for 3 credits or 50-60 hours for 4 credits of the professional development opportunities listed, or 80-90 hours for the 5 credit option. Options 1-4 and follow the instructions under each section.**

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**Option 1: Trainings, Certifications, Webinars, Workshops**

**Example of how to document it in the portfolio:**

**Description for each professional development activity:**

* Provide a description of what you did.
* Include website links, or additional information, which can be copies of agendas, schedules, etc.
* This section needs to be **at least one paragraph double spaced for each activity**.

**Hours Completed:** put the total amount of hours here

**Suggested Websites: These are only suggestions, the options are limitless so feel free to find plenty of other options on public health topics or professional development topics (leadership, etc.) that interests you!**

**COVID-19**

1. **University of Minnesota: COVID-19 Podcasts and Webinars**

[**http://www.cidrap.umn.edu/covid-19/podcasts-webinars**](http://www.cidrap.umn.edu/covid-19/podcasts-webinars)

1. **American Association of Colleges of Nursing: COVID-19 Response Webinar Series**

[**https://www.aacnnursing.org/Professional-Development/Online-Learning/Webinars/COVID19-Webinar-Series**](https://www.aacnnursing.org/Professional-Development/Online-Learning/Webinars/COVID19-Webinar-Series)

1. **CDC: 2020 Webinars**

[**https://emergency.cdc.gov/coca/calls/2020/index.asp**](https://emergency.cdc.gov/coca/calls/2020/index.asp)

1. **European CDC: 2020 Webinars on COVID-19**

[**https://www.ecdc.europa.eu/en/covid-19/webinars**](https://www.ecdc.europa.eu/en/covid-19/webinars)

1. **National Consortium of Telehealth Resources Centers: Telehealth and COVID-10**

[**https://www.telehealthresourcecenter.org/event/nctrc-webinar-telehealth-and-covid-19/**](https://www.telehealthresourcecenter.org/event/nctrc-webinar-telehealth-and-covid-19/)

1. **National Council for Behavioral Health: Resources for COVID-19**

[**https://www.thenationalcouncil.org/covid19/**](https://www.thenationalcouncil.org/covid19/)

1. **World Health Organization: COVID-19**

[**https://www.who.int/**](https://www.who.int/)

1. **United States Department of Labor: COVID-19**

[**https://www.osha.gov/SLTC/covid-19/**](https://www.osha.gov/SLTC/covid-19/)

**Public Health and Racism**

**American Public Health Association**

[**https://www.apha.org/topics-and-issues/health-equity/racism-and-health**](https://www.apha.org/topics-and-issues/health-equity/racism-and-health)

**How to Teach Black Lives Matter**

[**https://www.washingtonpost.com/politics/2020/06/11/heres-how-teach-black-lives-matter/**](https://www.washingtonpost.com/politics/2020/06/11/heres-how-teach-black-lives-matter/)

**The Impact of Racism on the Health and Well Being of the Nation**

[**https://www.apha.org/events-and-meetings/webinars/racism-and-health**](https://www.apha.org/events-and-meetings/webinars/racism-and-health)

**Suggestions of other topics to explore:**

Excel trainings

Grant-writing tutorials

Tutorials/workshops/webinars on leadership

Tutorials/workshops on cultural competency

Tutorials/webinars on specific skills such as website design, data analysis software, etc.

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**Option 2:**

**Informational Interviews**

* + **Set up an informational interview, remote is acceptable (email, Zoom, phone). Below are examples of questions to ask, but feel free to customize the questions for your situation.**
	+ Summarize the person’s responses to the questions. **Make sure to include the person’s name, title/position, and the organization they work for.**

**1. On a typical day in this position, what do you do?**

**2. What training or education is required for this type of work?**

**3. What personal qualities or abilities are important to being successful in this job?**

**4. What part of this job do you find most satisfying? most challenging?**

**5. How did you get your job?**

**6. What opportunities for advancement are there in this field?**

**7. What entry level jobs are best for learning as much as possible?**

**8. What are the salary ranges for various levels in this field?**

**9. How do you see jobs in this field changing in the future?**

**10. Is there a demand for people in this occupation?**

**11. What special advice would you give a person entering this field?**

**12. What types of training do companies offer persons entering this field?**

**13. What are the basic prerequisites for jobs in this field?**

**14. Which professional journals and organizations would help me learn more about this field?**

**15. What do you think of the experience I've had so far in terms of entering this field?**

**16. From your perspective, what are the problems you see working in this field?**

**17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?**

**19. What do you think of my resume? How would you suggest I improve it?**

**20. Who do you know that I should talk to next? When I call him/her, may I use your name?**

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**Option 3:**

**Volunteering**

* Select a public health related site that is offering volunteering
* Remote is acceptable (such as the American Red Cross: <https://www.redcross.org/volunteer/become-a-volunteer/urgent-need-for-volunteers.html>)

**Example of how to document it in the portfolio:**

* Identify the public health related site, and website link
	+ Include in this section the location (city, state), amount of hours completed, and proof (Signature from a supervisor), this can be a picture of the signature.
* Describe the purpose of the organization.
	+ Is there a mission statement?
	+ What populations do they serve?
	+ What is the main health issue/service being addressed?
* Write a description of your activities and experience (at least one page double spaced).

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**OPTION 4:**

**Reading List**

* Select a maximum of two books from this list below
* You can count as many hours as it takes for you to read the book(s) and include the time spent reading as professional development hours in the total number of hours on your forms.
* For the book(s) that you read, please create a new page in your portfolio section and include the book’s citation in APA format. Then, write a 1-2 paragraph summary of what you learned from the reading this book, how it relates to the field of public health and how you will use this knowledge you have gained in your future public health practice.
* This list is not comprehensive, so if you know of books on a particular topic related to public health that you are interested in that are not on this list, please contact Dr. Elliott or the internship program GTA for approval before reading them for professional development hours.
* Please do not feel like you need to purchase these books to partake in the professional development!

**Suggested reading list:**

***Culture Code:*** *Daniel Coye*

***Leaders Eat Last: Why Some Teams Pull Together and Others Don’t.*** *Simon Sinek.*

***Emotional Intelligence 2.0***, Travis Bradberry, Jean Greaves & Patrick M. Lencioni

* http://www.talentsmart.com/products/emotional-intelligence-2.0/

***Strengths Based Leadership: Great Leaders, Teams and Why People Follow***, Tom Rath & Barry Conchie

* <https://www.amazon.com/Strengths-Based-Leadership-Leaders-People/dp/1595620257>

***The Power of Positive Leadership:*** Jon Gordon

***The Toyota Way to Healthcare Excellence: Increase Efficiency and Improve Quality with Lean (ACHE Management)***, John R. Black

* <https://www.amazon.com/Toyota-Way-Healthcare-Excellence-Efficiency/dp/1567932932>

***What Color is Your Parachute: recent edition:*** Richard Bolles

***Wellbeing: The Five Essential Elements***, Tom Rath & Jim Harter

* http://www.wbfinder.com/home.aspx

***7 Habits of Highly Effective People: Powerful Lessons in Personal Change***, Dr. Stephen R. Covey

* <https://www.amazon.com/Habits-Highly-Effective-People-Powerful/dp/0743269519>

***Privilege, Power, and Difference***, Allan G. Johnson

* https://www.goodreads.com/book/show/68988.Privilege\_Power\_and\_Difference