

Career Development Folder

Course

Health Science

Unit IV

Employability
Skills and
Professionalism

Essential Question

What is the most
important thing
to consider
about a career?

TEKS

130.204(c) 6(A),
6(B)

Prior Student Learning

Knowledge of
the health
science
systems:
diagnostic,
therapeutic,
health
informatics,
support
services, and
biotechnology
research and
development

Estimated time

6 to 8 Hours

Rationale

The health care industry is comprised of diagnostic, therapeutic, informational, and environmental systems that function individually and collaboratively to provide quality health care. Members of the health care team must understand their role and how it relates to the overall health care industry.

Objectives

Upon completion of this lesson, the student will be able to:

- Locate, evaluate, and interpret career options and employment information
- Explore health careers
- Predict the impact of career decisions

Engage

Have students list at least three health care careers they have considered for the future.

Key Points

- I. Opportunities for career advancement.
- II. The components of a career development folder will include:
 - A. cover page
 - B. career research paper
 - C. business letter
 - D. résumé
 - E. summary page
- III. Researching career opportunities will allow students to set realistic personal and professional goals.

Activity

- I. Select and research a health career of choice using the **Career Development Folder Guideline Sheet**.

Assessment

Career Development Folder Rubric

Materials

Any source(s) of career exploration
H.O.T. Jobs – <http://texashotjobs.org>
Computer with word processing software and printer capability
Individual student folders.

Accommodations for Learning Differences

For reinforcement, students will place in proper sequence the advancement levels of various health careers based on educational preparation and training.

For enrichment, students will predict future health career opportunities, then compare and contrast with those of the present.

National and State Education Standards

National Health Science Cluster Standards

HLCO2 Communications

Health Care Workers will know the various methods of giving and obtaining information. They will communicate effectively both orally and in writing.

TEKS

130.204(c) 6(A) research specific health science careers; and

130.204(c) 6(B) review employment procedures for a specific health science career.

Texas College and Career Readiness Standards

English/Language Arts

Speaking III B - Develop effective speaking styles for both group and one-on-one situations.

Listening IV - A Apply listening skills as an individual, and as a member of a group in a variety of settings.

IVB Listen effectively in informal and formal situations.

Social Studies effective Communication V - A clear and coherent oral and written communication.

CAREER DEVELOPMENT FOLDER CRITERIA

Prepare a folder that explores a health care career that one might consider for future employment. This folder should follow the established outline:

1. Cover page – including student's name, high school name, Health Science, instructor's name, and list the chosen career
 2. A personal résumé, following the format set by the instructor
 3. A one-page typed written report of the career selected in Times New Roman font, font size 12. The report should be written in paragraph form with one-inch margins. Include the following information for full credit:
 - a. Name of the occupation – career or job title;
 - b. job description – duties performed;
 - c. personal qualities – name three characteristics needed for a successful career;
 - d. educational requirements – high school graduate, associate, bachelor, master's degree;
 - e. job outlook – future possibilities of being employed;
 - f. licensure/certification – does this career require a license, certification, or registration? (How do you receive the licensure/certification, and who awards the credentials?);
 - g. working conditions – environment in which expected to work;
 - h. salary scale – expected salary range;
 - i. advancement opportunities – career ladder leading from entry level to the transition jobs; and
 - j. address – write for further information about career or professional organizations.
 4. Completed job application for the chosen career
 5. Copy of letter, written or email, to a professional organization concerning career choice: example – American Nurses Association, American Association for Respiratory Care, Physical Therapy Association .etc. Student may include response from the association.
 6. A summary page (title with five to eight sentences), stating any findings and decisions reached based upon this research
- Extra Credit -- Contact people currently working in the careers choice category. Interview them, and report the findings in the folder.

Employment Application

Print in black ink or type. Fill out application form completely.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

FOR OFFICE USE ONLY

Career Development Folder Rubric

Name: _____ Date: _____

Career Choice: _____

	Best ☺	Good ☹	Average ☹	Bad ☹	Points Awarded
Cover Page	5	4	3	2	
Personal Resume <ul style="list-style-type: none"> • All and only important résumé parts are included. • Order of résumé parts fit the applicant's assets and position. • No spelling, grammar, or word usage errors. 	20	16	12	8	
Career Written Report <ul style="list-style-type: none"> • Effectively communicated all components. • No spelling, grammar, or word usage errors. 	25	20	15	10	
Completed Job Application <ul style="list-style-type: none"> • Completely followed all directions provided on form. • No spelling, grammar, or word usage errors. 	20	16	12	8	
Letter to Professional Organization <ul style="list-style-type: none"> • Ideas were expressed in a clear and organized fashion. • Letter typed, clean, and is easy to read with no distracting error corrections. 	25	20	15	10	
Summary Page	5	4	3	2	
Total Points – Possible/Awarded	100	80	60	40	
Extra Credit – Interview(s) <ul style="list-style-type: none"> • Interview expressed in a clear and organized fashion. • No spelling, grammar, or word usage errors. 	20	16	12	8	

Comments:
