

# Career Development Folder

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## OBJECTIVE / RATIONALE

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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. The student is expected to locate, evaluate, and interpret career options and employment information as well as predict the impact of career decisions.

TEKS 121.3 5A, 5B

TAKS ELA 1, 4

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## KEY POINTS

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- I. Opportunities for career advancement. **career information.ppt**
- 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.

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## ACTIVITIES

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- I. Select and research a health career of choice using the **Career Development Guideline Sheet**.
- II. Collect additional information from various sources concerning career opportunities for placement in the folder.

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## MATERIALS / RESOURCES

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Any source(s) of career exploration, such as *H.O.T. Jobs, Dictionary of Occupational Titles* ([http://www.wave.net/upg/immigration/dot\\_index.html](http://www.wave.net/upg/immigration/dot_index.html)).

**career resources**

computer with word processing software and printer capability  
individual student folders

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## ASSESSMENT

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**folder rubric**

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ACCOMMODATIONS

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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.

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REFLECTIONS

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# CAREER DEVELOPMENT

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 – include student's name, high school name, Health Science Technology I, instructor's name, and list the chosen career.
2. A personal résumé, following the format set by the instructor.
3. A one-page type written report of the career selected. The report should be written in paragraph form with one-inch margins, Times New Roman font, and a font size of 12. 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. Control of health care worker – required license, certification, or registration;
  - 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;
  - j. Address – write for further information about career or professional organizations.
4. Copy of letter written to an organization concerning career choice.
5. A summary page (title with five to eight sentences), stating any findings and decisions reached based upon this research.
6. Extra Credit -- Contact people currently working in the careers choice, interview them, and report the findings in the folder.

Comments: