

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; and
- 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. 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.

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>
Dictionary of Occupational Titles
(http://www.wave.net/upg/immigration/dot_index.html).
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
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- Extra Credit -- Contact people currently working in the careers choice category. Interview them, and report the findings in the folder.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

(Apt)

City, State

Zip

Contact Information:

()

()

Home Telephone

Mobile

Email

How did you learn about our company?**POSITION SOUGHT:** _____**Available Start Date:** _____**Desired Pay Range:** _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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:
