Health Education Certification
Portfolio Requirement Guidelines
Beginning with Catalog 134

- These experiences are NOT to come from HLTH 332 or HLTH 415
- These experiences MAY come from HEFB 322, HLTH 421 and HEFB 325
- Each student will complete a total of 100 hours of field based experiences
  - Students without a coaching minor will complete 20 hours of direct student contact in place of the coaching experience. Coaching will serve as direct student contact for coaching minors.
  - All field based experiences (see "Portfolio Review Sheet" on back) must include the following:

  **COMMUNITY-BASED PROGRAMS** (Not Coaching)
  20 hours maximum: 5 hours minimum in elementary* / 5 hours minimum in secondary**
  - Boys and Girls Club
  - Camp Counselor
  - TEEN EXIT Center
  - Scouts
  - Community Education Literacy or Math programs (HOSTS)
  - Other Community-based programs with approval of KNFB 322 instructor

  **SCHOOL- BASED PROGRAMS** (Not Coaching)
  20 hours maximum: 5 hours minimum in elementary* / 5 hours minimum in secondary**
  - These hours must come from observing/volunteering in a classroom either in a public or private school
    - Minimum of 5 hours are to be volunteer (classroom aid, event facilitator, fund-raising events, VIPS)

  **DIRECT STUDENT CONTACT** (Non-coaching minors)
  20 hours maximum: 5 hours minimum in elementary* / 5 hours minimum in secondary**
  - These hours must come from direct interaction with students individually or as a small group
    - (individual tutoring, reading to students, HOSTS, substitute teaching, classroom aid).

  **COACHING:** (substitutes for direct student contact - coaching minor only)
  20 hours maximum: 5 hours minimum in elementary* / 5 hours minimum in secondary**
  - School-based classroom (PE) observation
  - Community-based programs (Kids Klub, Boys and Girls club)
  - Coaching (school or community based)

  >>> *Elementary = Pre-K – 6  *Secondary = 7th -12th <<<

**PORTFOLIO and ADMISSION to PROFESSIONAL PHASE:**
1. Successful (C or better) completion of HEFB 322

**FINAL PORTFOLIO REVIEW/DEFENSE:**
- **Total Hours:** Must be completed in its entirety (60 hours).
- **Portfolio includes:**
  - Introduction, professional photo, and email address.
  - Philosophy of Education
  - Experiences: descriptions of the three experiences student had with coaching, community and school based programs.
  - Standards: Artifacts supporting each program standard.
  - Self-assessment (What have you learned in the process, and what you still need to learn)
  - Resume (To be used in job application)
- **DEADLINE:** Must set up the review/defense date prior to Q-drop of the semester enrolled in HLTH 415.
- **Student teaching placement** dependent upon completion of the final portfolio review/defense.
- Portfolio final defense must be arranged with the portfolio chairperson: Beth McNeill  **Phone:** 845-2184  **Office:** 360-B Blocker
School Health Certification Portfolio Review Application

Name: ____________________________________________ Email: ________________________________________

Portfolio address:________________________________________________________________
Visitors pass information (username/password as needed):

### Professional Experiences Documentation of independent hours

*Elem= Elementary  /  Sec= Secondary*

<table>
<thead>
<tr>
<th>Experience Area</th>
<th># hours per grade level</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching (only for those seeking a coaching minor)</td>
<td>Elem =</td>
<td></td>
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<tr>
<td></td>
<td>Sec =</td>
<td></td>
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<tr>
<td>Community Based</td>
<td>Elem =</td>
<td></td>
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<tr>
<td></td>
<td>Sec =</td>
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<tr>
<td>School</td>
<td>Elem-OBS =</td>
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<td></td>
<td>Elem-VOL =</td>
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<td>Sec-OBS =</td>
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<td></td>
<td>Sec-VOL =</td>
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<tr>
<td>Direct Student contact</td>
<td>Elem =</td>
<td></td>
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<tr>
<td></td>
<td>Sec =</td>
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</tbody>
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**Total number of independent hours all experience areas**

**Hour documentation**

*Program Coordinator Signature ____________________________ (obtained at defense)*

### Portfolio Requirements for admission to Student Teaching

1. Number of additional documented hours in school or community based programs and direct student contact (coaching if seeking minor). Hour requirements: A minimum of 5 hours in every grade level, 20 hours per experience area for cumulative total of 100 hours as of catalogue 134

2. Artifacts on each standard

3. Self-Assessment

4. Philosophy

5. Resume

### Admission to Student Teaching

<table>
<thead>
<tr>
<th>Documentation of Hours (Charted with signatures)</th>
<th>Program Coordinators Signature</th>
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</thead>
<tbody>
<tr>
<td>Completion of portfolio requirements</td>
<td></td>
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<tr>
<td>Satisfactory defense of portfolio</td>
<td></td>
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</table>

### Faculty Signatures

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Signature</th>
<th>Date</th>
<th>Approved/Denied</th>
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</thead>
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