
Portfolio Development Guidelines for Health Science Programs

These guidelines are designed to assist you in developing an application portfolio that represents your best attributes to the Division of Health Sciences. A portfolio must accompany your application to in order for you to be considered for admission. Please note only complete application packets will be forwarded to the Division of Health Sciences for review.

Instructions: The portfolio should be developed and organized clearly and concisely, and it should be typed.

Staple your portfolio together using one staple in the upper left hand corner of your cover sheet. **Do not** use binders, folders, or page covers of any kind.

Include the following items:

Cover Sheet

- › Name
- › Mailing address
- › Phone numbers (Home, work)
- › E-mail address (if available)
- › Program to which you are applying (BS in Health Science or MS in Health Science)

Current Resume

While there is no standard format for the resume, you are encouraged to incorporate the following information:

Education Background

- › List all post-secondary institutions attended (dates attended, major or concentration, degree earned)

Employment Background

- › Agency name
- › Description of agency
- › Position/Responsibilities
- › Length of employment time
- › Personal contributions to agency
- › Describe how this employment experience contributed to your personal/professional growth

Volunteer Activity

- › Agency name
- › Description of agency
- › Position/Responsibilities
- › Length of time
- › Personal contributions to agency
- › Describe how this volunteer experience contributed to your personal/professional growth

Academic and Professional Achievements

- › Awards/Honors/Recognition
- › Published Material
- › Leadership Positions
- › Involvement in professional and/or student organizations, committees, or Honor Societies

Credentials

Include copies of any license, registration, and/or certification in a health field.

Personal/Professional Characteristics

Describe your professional and educational career goals and objectives. Limit your statement to 1-3 pages. You are encouraged to comment on any or all of the following:

- Influences that have led to the selection of the program of study.
 - What attracted you to this field of study? Summarize any life experiences that have contributed to your interest in the field.
- What do you perceive as the needs and/or challenges in the field?
- Special reasons for applying to Florida Gulf Coast University
- Academic and Career Plans
 - What are your plans to utilize your education?
- Describe any personal qualities, characteristics, and skills you believe will enable you to be academically and professionally successful in the field.