**Education in the Healthcare Professions Certificate Portfolio Guidelines**

**Purpose of Portfolio:** The purpose of the portfolio is to give you the opportunity to synthesize and integrate what you have learned in the Education in the Healthcare Professions (EHP) certificate program. This portfolio project is intended to be reflective and comprehensive – personal, practice-based, and developmental; it’s about you as an educator. The EHP portfolio is designed to demonstrate your new knowledge, skills, awarenesses, and beliefs, as well as document your instructional proficiency for current and prospective employers. Your portfolio is to be done electronically (web-based) in approximately **10-12 pages** of **double-spaced, 11pt font (or approximately 2500-3000 words)**, with appendices included for brief additional evidence you wish to share. Content should be embedded in the web pages themselves (not included as attachments). The portfolio should be put together using Taskstream, which is ECU’s portfolio development system. Information on Taskstream can be found at this link:


When complete, your web-based portfolio URL (link) should be submitted to schmidtst@ecu.edu and rhodesc14@ecu.edu.

Recommended word counts are noted for each section. These recommendations are based on the common calculation that 250 words equals approximately one page of double-spaced text in a Word document.

**Portfolio Components:** Your EHP Certificate Portfolio is to include the following **5 elements**:

1. **History and evolution of healthcare professions education in your specific discipline (750 words maximum):** This reflective essay should address the history of education in your specific discipline (in the healthcare professions). Discuss how the history of education in your discipline has evolved and changed, where education is today, and where you see education going in the future. Discuss what is effective about education in your discipline and what is ineffective (and consider how things might be changed to make education more effective). The basis for this essay should be content taught in ADED 7580 (Introduction to Education in the Healthcare Professions).
2. **Applied Project (250 words maximum for your introduction):** In several of your core courses in the program, you developed projects that you can use in your teaching. Examples may include a unit of instruction or an evaluation plan. The project should demonstrate effective translation of theory into actual practice. Include in this component your rationale for selecting this project, why you consider it exemplary and reflective of effective practice-oriented projects.

Introduce the project and address the questions above in this section of your portfolio in 1-2 paragraphs in Taskstream. Then, actually attach the example of the applied project (in this section, as well). Applied projects were developed in both of these courses: ADED 6487 (Instructional Strategies) and ADED 6495 (Educational Program Evaluation).

3-4 **Two Elective Essays (500 words maximum each):** This certificate program requires two elective courses. Consider each elective course you took (separately) and complete a reflective-type essay for each. The focus of each essay should be the content of that course and how you related that content to the core courses in the EHP Certificate program (ADED 7580, 6487, and 6495).

5. **Overall Reflection Paper (750 words maximum):** In this final reflective essay, please address the following:
   * Your most significant personal learning in this certificate pursuit;
   * Ways in which your beliefs about education in your discipline have developed and evolved throughout this certificate pursuit;
   * Ways in which you are reflective about your own teaching;
   * Your future goals and continuing professional development (learning) plans.

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**Education in the Healthcare Professions Certificate - Core/Required Courses**

ADED 6487 – Instructional Strategies  
ADED 6495 – Educational Program Evaluation  
ADED 7580 – Introduction to Education in the Healthcare Professions