**HIM 290 Portfolio Assignment #1**

As part of learning experience of HIM 290, Health Information Management Practicum, all students enrolled in the course will be asked complete a written Portfolio of work to submit for credit in addition to completing their 135 required on site practicum hours. The completed Portfolio of written assignments will count for 15% of the final grade in HIM 290. The instructions for Assignment #1 of the Portfolio are as follows:

Each student in HIM 290 is to compose a 1 – 2 page paper that asks them to reflect on their Pre-Internship thoughts before beginning their practicum. Students are welcome to express their own thoughts and ideas for this portion of the Portfolio. Please keep in mind that there are no right or wrong opinions. Some topics to write about may include:

* Why did you choose this specific site for your practicum?
* What do you hope to learn while on site?
* What do you hope to gain from the internship experience overall?
* Where do you see yourself/what type of environment do you hope to work in upon completion of your HIM practicum/degree program?

The paper should be 1-2 pages in length, double-spaced, with a maximum font of 12pt. Please keep in mind to use proper grammar and punctuation for the assignment, as a working knowledge of these aspects of writing are essential in any inter-office communications in the professional sector. The paper is to be submitted via Blackboard by the deadline of Saturday, September 12, 2015 at 11:59 pm.

**HIM 290 Portfolio Assignment #2**

As part of learning experience of HIM 290, Health Information Management Practicum, all students enrolled in the course will be asked complete a written Portfolio of work to submit for credit in addition to completing their 135 required on site practicum hours. The completed Portfolio of written assignments will count for 15% of the final grade in HIM 290. The instructions for Assignment #2 of the Portfolio are as follows:

Each student is asked to use any resource that they wish (internet, newspaper, job board, etc.) to find a current position within the healthcare industry that they would be interested in applying for. Each student is then asked to **compose a cover letter** that would be suitable for an application packet for the job posting that they have selected.

1. Include the original job posting (you may cut and paste a copy of this into a Word Document to accompany the file containing your cover letter) and indicate where you found the posting (your source for the job listing) and the date you found it.
2. Compose your cover letter in Microsoft Word format to submit via Blackboard. If you need help with the format, you may search the internet for a template or sample cover letter, as there are many examples available. You may also use an updated version of a cover letter that you may already have and update the content accordingly.

Please keep in mind to use proper grammar and punctuation for the assignment, as a working knowledge of these aspects of writing are essential in any inter-office communications in the professional sector. The paper is to be submitted via Blackboard by the deadline of Saturday, October 3, 2015 at 11:59 pm.

**HIM 290 Portfolio Assignment #3**

As part of your learning experience in HIM 290, Health Information Management Practicum, all students enrolled in the course will be asked complete a written Portfolio of work to submit for credit in addition to completing their 135 required on site practicum hours. The completed Portfolio of written assignments will count for 15% of the final grade in HIM 290. The instructions for Assignment #3 of the Portfolio are as follows:

Each student is asked to compose a current **resume** which reflects their internship experience this semester. You may update a current resume to include this information or you may formulate a new resume using a template of your choice. If you do not have a template, you may search the internet, as there are many designs available.

Please be sure to include your current position title, job duties, dates you were on site, location of you practicum site, and any other relevant information related to your experience during HIM 290. You may also consider using your current practicum supervisor as a reference, if this section is included on your resume (not all resumes have this subheading).

Please keep in mind to use proper grammar and punctuation for the assignment, as a working knowledge of these aspects of writing are essential in any inter-office communications in the professional sector. The resume is to be submitted via Blackboard by the deadline of Saturday, October 31, 2015 at 11:59 pm.

**HIM 290 Portfolio Assignment #4**

As part of your learning experience in HIM 290, Health Information Management Practicum, all students enrolled in the course will be asked complete a written Portfolio of work to submit for credit in addition to completing their 135 required on site practicum hours. The completed Portfolio of written assignments will count for 15% of the final grade in HIM 290. The instructions for Assignment #4 of the Portfolio are as follows:

1. Each student is asked to compose a **thank you letter** addressed to their practicum site. You may choose to send the letter to your site supervisor’s attention. Please include the following information in your letter: your name, the college name (York County Community College), the class title (HIM 290, Health Information Management Practicum), and any other information you feel pertains to your overall practicum experience. You may want to choose a specific situation or instance to reference in which you felt extra thankful for your supervisor/coworkers’ input. Although this is considered a formal letter, please feel free to include your own personal touches to make your letter unique as well as memorable.
2. Compose your thank you letter in Microsoft Word format to submit via Blackboard. Please remember to use a business letter format which includes full addresses of the addressee and a formal salutation and closing. If you need help with the format, you may search the internet for a template or sample cover letter, as there are many examples available.
3. Remember to sign your letter by hand in ink following your closing and before your typewritten name. This will give it an additional personal touch.
4. Although it is not required for grading, it is recommended that you deliver the letter to your preceptor site at the end of the semester as a gesture of thanks and appreciation for your internship experience.

Please keep in mind to use proper grammar and punctuation for the assignment, as a working knowledge of these aspects of writing are essential in any inter-office communications in the professional sector. The thank you letter is to be submitted via Blackboard by the deadline of Saturday, November 28, 2015 at 11:59 pm.

**HIM 290 Portfolio Assignment #5**

As part of learning experience of HIM 290, Health Information Management Practicum, all students enrolled in the course will be asked complete a written Portfolio of work to submit for credit in addition to completing their 135 required on site practicum hours. The completed Portfolio of written assignments will count for 15% of the final grade in HIM 290. The instructions for Assignment #5 of the Portfolio are as follows:

Each student in HIM 290 is to compose a 1 – 2 page paper that asks them to reflect on their Post-Internship thoughts now that their practicum is nearing the end for the semester. Students are welcome to express their own thoughts and ideas for this portion of the Portfolio. Please keep in mind that there are no right or wrong opinions. Some topics to write about may include:

* What did you learn while on site?
* What did you gain from the internship experience overall?
* Were there any special situations you wish to share that made an impact on your opinion of the internship experience (either positive or negative)?
* How has your opinion of the practicum experience changed since your Pre-Internship thought paper?
* Do you still see yourself working in the same type of environment you did before you began the internship?

The paper should be 1-2 pages in length, double-spaced, with a maximum font of 12pt. Please keep in mind to use proper grammar and punctuation for the assignment, as a working knowledge of these aspects of writing are essential in any inter-office communications in the professional sector. The paper is to be submitted via Blackboard by the deadline of Saturday, December 12, 2015 at 11:59 pm.

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