

## MASTER OF SCIENCE IN FAMILY & CONSUMER SCIENCES PROFESSIONAL PORTFOLIO

As graduate students transition to the workplace, they should be prepared to provide evidence of qualification for graduate prepared positions. Put all items below in order in one pdf file and submit to Department Chair or designee. **Deadline: three weeks before graduation each term.**

### Required items include:

1. Cover page with student's name and ID number
2. Updated resume and proof of posting
  - a. Posted to [www.aafcs.org](http://www.aafcs.org); Professional Development Center → Create a Job Seeker Account OR
  - b. Post an Anonymous Resume
3. List of confirmed references (3) with all appropriate contact information (name, credentials, title, address, phone, email)
4. Short-term professional goals (2), long-term professional goals (2), bucket list (dream jobs)
5. Professional philosophy statement (see below)
6. Photocopies of professional membership cards (AND, AAFCS, ASID,...)
7. Photocopy of business card (or design for business card)
8. Create profile on LinkedIn and connect with Department Chair, preceptors and others as appropriate
9. Samples of professional work—must include at least two samples, examples include:
  - a. Case studies
  - b. Community needs assessments
  - c. Research projects
  - d. Layout and design projects
  - e. Lesson plans

### Grading Criteria: 44 points

Students must earn at least 40 points on this assignment. In the event the minimum number points is not earned, the student must revise and resubmit. Delay in production of quality work may delay the graduation application process.

Excellent (4): Could not be improved  
 Good (3): Slight room for improvement  
 Average (2): Meets basic criteria  
 Fair (1): Marginally acceptable, some items missing  
 Poor (0): Unprofessional, multiple items missing

Component	Rating Standards					Comments
	4	3	2	1	0	
Resume						
Posted resume						
References (3)						
Goals						
Philosophy						
Memberships						
Business card						
LinkedIn						

Samples of work						
1.						
2.						
Other:						

### Professional Philosophy Statement Template

[Name]

I am a graduate student in the Department of Family & Consumer Sciences at the University of Central Arkansas, scheduled for completion in [month, year]. I believe [importance of services you will provide for individuals, families, and communities].

[statement re: major nutrition/FACS/interior design/education issue]. [statement of how FACS professionals impact this issue.] It is my goal to [what do you hope to do?] It is my responsibility to [advocate, set an example, evidence-based practice, etc.] I will [tell how you will meet this responsibility.]

[end with a quote or summary statement].