

NUTRITION & FAMILY SCIENCES DEPARTMENT MASTER OF SCIENCE PROFESSIONAL PORTFOLIO

As graduate students transition to the workplace or seek advancement in their current workplace, they should be prepared to provide evidence of qualification for graduate prepared positions. This portfolio is designed to showcase evidence of graduate level work that positions one for entry-level work at the graduate level or for promotion. Please assemble all items below, in order and in one pdf file and submit to Department Chair or designee.

Deadline: at least three weeks before graduation.

Required items include:

1. Cover page with student's name and ID number
2. Resume: Updated resume and proof of posting (screenshot or snip) to one of the following forums
 - a. AAFCS Professional Development Center → Create a Job Seeker Account OR Post an Anonymous Resume
 - b. LinkedIn
 - c. Indeed
3. References: List of confirmed references (3) with all appropriate contact information (name, credentials, title, address, phone, email)
4. Goals: Short-term professional goals (2), long-term professional goals (2), bucket list (dream jobs)
5. Professional philosophy statement (see below)
6. Professional membership cards (photocopies of cards, e.g. AND, AAFCS, ASID, etc). Just one is sufficient, but include all that are on your resume.
7. Business card: Photocopy of your current business card or a design for your dream job business card.
8. Professional social media profile: 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 from this graduate program, examples include:
 - a. Papers
 - b. Budget plans
 - c. Community needs assessment
 - d. Research projects
 - e. Layout and design projects
 - f. Community nutrition client resource report
 - g. Case Study
 - h. Lesson plans
 - i. Program evaluation plan
 - j. Resource management plan

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						
Professional Philosophy Statement						
Professional Memberships						
Business card						
LinkedIn						
Samples of professional work						
1.						
2.						
Other:						

Professional Philosophy Statement Template

[Name]

I am a graduate student in the Department of Nutrition & Family Sciences at the University of Central Arkansas, scheduled for completion in [month, year]. I believe ____ service is important to individuals, families, and communities in Arkansas because _____. [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].