

Olivet Nazarene University  
Department of Family and Consumer Sciences  
Department Portfolio Minimum Standards  
Revised Fall 2009

**I. What is a portfolio?**

A portfolio is a collection of projects and documents that represents your best work as an undergraduate student in the Department of Family and Consumer Sciences at Olivet Nazarene University.

**II. Who compiles a portfolio?**

All majors in Family and Consumer Sciences.

**III. When should a portfolio be compiled?**

- A. Most majors will begin in their freshman year, or upon transfer to the program. During degree completion, professors may require certain components of the portfolio be submitted as a course requirement. All majors will submit their final portfolio in the required course, FACS 498 Professionalism, Issues and Actions for a grade.
- B. During the compiling of materials for the portfolio, students themselves will collect and maintain the documents for the portfolio in a permanent file. This file will not be maintained by the FCS department.

**IV. Why compile a portfolio?**

- A. A portfolio is a requirement for all FCS majors.
- B. A portfolio will be a useful resource for faculty to write recommendations for students.
- C. A portfolio will be essential when you apply for employment and/or graduate school.
- D. A portfolio is required by certification boards.
- E. A portfolio will show that you have learned skills and concepts that will enhance your contributions to the profession. The portfolio will demonstrate the breadth and depth of your skills.

**V. What are some portfolio policies and procedures?**

- A. All projects must demonstrate ethical scholarship.
- B. Projects selected must have been evaluated C+ or above.
- C. The student is responsible for all costs associated with preparing the portfolio.
- D. Students are expected to keep all documents in their personal files.
- E. Students who transfer to ONU during the course of their major program will be required to meet portfolio requirements. With the approval of the department chair, substitute work from comparable classes whose credit has been transferred to ONU will be accepted for inclusion in the portfolio; if no comparable work is available, students will, after consulting with the department chair and appropriate professor, produce comparable work for inclusion in the portfolio.
- F. Students who take required portfolio courses at other institutions must still meet the ONU Portfolio requirements.
- G. Failure to submit a complete portfolio will result in failure of the portfolio, which is 25% of the final grade in FACS 498. Complete means each item is included; one missing item makes the portfolio incomplete and subject to failure.

## **VI. Minimum requirements for the senior portfolio**

A. The portfolio contents should be organized in a professional looking three-ring binder, or other appropriate enclosures. Exceptions may include design boards, or other odd sized items. A three ring binder allows the student to “customize” the portfolio as needed for different types of job interviews. Additional instructions may be provided for preserving portfolio items during various courses.

### **B. Portfolio Contents for All Majors**

1. Internal face page to match title page.
2. Table of Contents (Yes, you must include page numbers!)
  - a. Title of document, including course name and number
  - b. Indicate if an item meets a requirement for 6a below in [brackets].  
Example: PowerPoint Presentation (disk/handouts) (FACS 338 Medical Nutrition Therapy) [Technology] . . . . . 8
3. Personal statement of career goals and summary of skills (1 page). Reflect on how this statement differs from your goal statement (a component of the “Who Am I” personal essay) completed in FACS 101.
4. Mission Statement assignment
5. Resume/Cover letter (1 page each)
6. Work Samples/Requirements of Specialization
  - a. Each student must include at least one sample of each of the following three requirements.
    1. Technical writing sample (i.e., concept statement, lab report, business proposal, program plan, case study).
    2. Awareness and sensitivity to diversity (i.e., cultural, accessibility, socioeconomic).
    3. Use of technology-evidence of webpage, brochure development, spreadsheets or power point presentations.
  - b. Work samples for your specialization. See Specialization section for work samples for your particular major.
7. Assessment Evidence: Evaluations from teacher ed., Dietetic practicum evals, field placement evaluations.
8. Evidence of service related to the FCS profession
  - officer in FACS organization
  - related work/volunteer experience
  - listing of service project participation
9. Extracurricular activities: Include as many as you have earned
  - awards, honors, certificates of merit, scholarships
  - copy of any current certifications (ex) food safety from the State of Illinois
  - activities that provide evidence of leadership
  - letters of recommendation
  - unofficial transcripts printed from OASIS. Replace these with official at graduation.
  - photographs of experiences
10. FACS Reflection papers – Freshmen, Sophomore, and Junior years.

## **VII. Specialization section for work samples required per major.**

### **Fashion Merchandising**

- A. Competitive Shopping Report, Trend Analysis or Forecast (FACS 356)
  - B. Historical Costume project or paper (FACS 315)
  - C. Case Study (FACS 356) (BSNS 256 may also be an option)
  - D. Spread Sheet or other computer generated sample that shows software programs you have used. (BSNS 170)
  - E. Visual Merchandising sample (pictures of your work neatly displayed) Projects.
  - F. Fashion Show video or written plan, choreography. SSFACS fashion show. Submit a program or other evidence of your participation in the fashion show.
- Optional:  
Example of sewing, tailoring or flat pattern design  
Strategic Plan

### **Housing and Environmental Design**

- A. Perspective drawing (Art 300, or FACS 342, 345, 440) or Blueprint (FACS 245)
- B. Lighting or Electrical Plan (FACS 342, 345, 440)
- C. Concept Statement (hand lettered)
- D. Evidence of design process (FACS 342, 345, 440)
- E. Photos or slides of design boards (not actual design boards)
- F. Specification Sheet for furniture or finishes
- G. A millwork drawing (FACS 342)

Note: It is suggested that you have your boards photographed by a professional or someone who knows how to take a picture that has good lighting and clarity. The Art Department has a lab set up that you can use if you contact the secretary. It might be good to experiment a little before your final portfolio is due if you plan on photographing your own work. Ideally your slides should show only the design board and have true color. Consider having them put on a CD or disc.

### **Family and Consumer Sciences Education**

The portfolio should reflect your competence in meeting ISBE performance standards. Available on-line at ISBE Website

- A. Letter of acceptance for level I Teacher Education.
- B. List of additional certification areas and coursework preparation outside of core.
- C. List of Work Experience for Vocational FCS. (2000 work hours)
- D. A Formal Teaching Unit with Internal Consistency Chart -ILS, NSFCS, FCCLA.

E. Evidence of Understanding of Teacher Preparation, i.e., National Standards and FCCLA. Something in your portfolio must show your ability to ask higher level thinking questions, show multiple teaching strategies and that your choice of materials are developmentally appropriate for the age level (EDUC 385).

### **Family and Consumer Sciences General**

Choose at least **six** assignments from those identified as portfolio assignments in the syllabus from the following areas.

Child Development: FACS 362, 252, 262, 263, 355, 360

Fashion Merchandise: FACS 112, 140, 315, 356

Housing & Environmental Design: FACS 140, 245, 343, 344

Hospitality: FACS 126, 131, 132, 231, 334, 337, 455, 496

### **Dietetics**

A. Written Food or Nutrition Lesson Plan (FACS 435)

B. Written Project related to dietetics (i.e., FACS 330 Program Plan, FACS 455 Business Proposal).

1. The proposal must include a literature review.

2. The proposal selected should not be a project completed by a group.

C. Menu Project (FACS 337)

D. Case Study (FACS 338 or 339, or FACS 330). The case study must show evidence of:

1. knowledge of medical terminology

2. interpretation of laboratory parameters

3. calculation of nutritional needs

4. documentation of nutritional plan

E. Nutritional Analysis using software or Internet program (include printouts, analysis and name of software) FACS 126, 231, 330.

F. Measurement, calculation and interpretation of body composition data. (FACS 232)

### **Child Development**

A. Written research paper related to learning theories. (EDUC 249/PSYC 202)

B. Evidence of collaborative work. (EDUC 249/PSYC 202, FACS 498)

C. Child observation project/practicum observation (PSYC 211, 265)

E. Book review (FACS 360 or FACS355)

F. Lesson plan (FACS 264)

G. Grant Application

## **Senior Exit Interviews**

Towards the end of a Senior's last semester on campus they will undergo an exit interview. During this exit interview a final grade for the portfolio may be given if there is any portion of the Portfolio work is in progress. You should come to the interview prepared to respond to the following questions.

1. What have you learned about your ability to collaborate?
2. What strengths do you bring to the FCS profession and your specialization?
3. What are your areas of weakness and how are you strengthening these areas?
4. If you were interviewing for a career position, how would you assess your academic achievement?
5. What was the foundation behind the development of your mission and goal statements?
6. Do you plan on continuing your education through graduate school or an internship?
7. How did you integrate information from one area (course) to another to achieve course objectives?
8. How will you continue to grow in your professionalism?
9. What were your most significant experiences in the FACS department?
10. What are the strengths of the FACS department? What are the weaknesses of the FACS department?
11. How do you plan to stay in contact with the FACS department after graduation?