

Portfolios for Students in the Didactic Program in Dietetics
San Diego State University
Department of Exercise and Nutritional Sciences

Your Student Portfolio can be used for both planning learning/training needs and assessment.

1. Your portfolio will allow you to assess your own learning and training needs by having you:

- Think about and plan your future
- Evaluate your progress toward your goals
- Identify learning experiences that will help you reach your goals
- Reflect about what you have learned and what you will apply from your educational, professional and volunteer experiences
- Demonstrate what you know and can do
- Learn to use a progressive tool which will be carried forward from year-to-year to recognize vital pieces of your personal, academic and career development process
- Record ongoing work and accomplishments
- Provide a sense of accomplishment

2. Your portfolio will allow the faculty to assess student learning and achievement of ADA-required Foundation Knowledge and Skills for the Didactic Component of Entry-Level Dietitian Education Programs. The ADA requires that each program prepare entry-level dietitians in eight areas.

- Communication
- Physical and Biological Sciences
- Social Sciences
- Research
- Food
- Nutrition
- Management
- Health Care Systems

By including select projects from your coursework and outside activities, we will be able to measure the effectiveness of the curriculum in preparing students to be dietetic practitioners. The specific required coursework projects are included on the "DPD Portfolio Grading Sheet"

Required Components of Your Student/Professional Portfolio

- I. Cover Page
- II. Table of Contents
- III. Brief Biosketch
- IV. Resume
- V. Professional Goals
- VI. Demonstration of Academic Competency Achievement
 - A. Include requirements from Course Work divided into sections by course
 - B. Include reflection statement from each course
- VII. Professional Experience and Leadership
 - A. Include employment and volunteer experience
- VIII. Honors, Awards, Scholarships, Special Recognitions
- IX. Hobbies or “Special Things About Me”

Putting your Portfolio Together

- Three ring binders, zippered leather cases
- Clear plastic 3 hole punched page protectors and pockets
- Table of contents
- Extra-wide 3-ring tabs with section labels
- Photo holders, zippered pouches, DVD jewel cases
- Every item should have a caption
- Each section should have a reflective statement
- No handwritten work except instructor's comments on papers
- Avoid staples, paper clips or tape
- Grammatically correct
- Free from spelling errors
- Consistent in font, margins, tabs
- Use bullet points and have some white space on each page
- Logical organization and sequencing

I. Cover Page

**The Career Portfolio
Of
[Type your name here]**

This portfolio is the work of [Your name]. Please do not copy without permission. Some of the exhibits, work samples, and/or community service samples are the proprietary property of the organization whose name appears on the document. Each has granted permission for this product to be used as a demonstration of my work

III. **Biography (Biosketch)**

Write this from a third person perspective as though you are being introduced by someone before giving a presentation.

- Often used when you are working with the media or giving presentations
- Short summary of your qualities and qualifications
- Overview of your
 - Education
 - Work experiences
 - Memberships
 - Community Service Activities
 - Leadership Roles
 - Volunteer Activities
 - Professional Interests
- Optional at the end
 - Family
 - Hobbies
- Should be interesting to read, pleasant and conversational in tone
- Place just before your resume

V. Professional Goals

Your Professional Goals

- Plan for 2 to 5 years from now
- Make sure your goals are measurable
- Make sure they are specific
- Write 3 to 5 goals
- Don't make your career goals too personal

How to Start Developing Professional Goals

Step 1: Reflection

- What are your strengths, weaknesses and interests?
- What do you enjoy most in your coursework, work experience, volunteer service?
- What are your short and long term professional and personal goals?

Step 2: Assessment

- Based on your short and long term goals and perceived weaknesses, what are your learning needs?
- Prioritize these needs based on their level of importance in reaching your goals

Step 3: Planning

- What is needed to accomplish your learning needs?
- Each learning need should relate to at least one goal and that learning need should be accomplished with a proposed plan

Step 4: Implementation

- Put the plan into motion.
- Document what you are doing or have done to accomplish your plans.
- A valuable addition to a portfolio is "work in progress"

Step 5: Evaluation

- Review your progress over the past few years.
- Evaluate what you have learned and how you have applied the new knowledge
- Revise your goals as they are accomplished, writing new goals as some are achieved and as your needs change

VI. Demonstration of Academic Competency Achievement

- A. Include requirements from courses divided by tabs
- B. Include reflection statement from each course

This statement should be approximately one page long and is to include a thoughtful discussion about what you are taking away from this class. Some points to consider:

1. What did you learn in this class and how can you see yourself applying it in the future as it relates to your personal and/or career goals.
2. Was there an individual activity or assignment that particularly stood out for you?
3. Was there anything about the way the course was taught that facilitated your learning the material?

Requirements from Course Work – Your grade needs to appear with the item

Nutr 203

- _____ Term Paper
- _____ Cultural Heritage Report

Nutr 201/204

- _____ Test scores on nutrient standards and guidelines
- _____ Test scores on sources of nutrients

Nutr 205

- _____ Laboratory Report II on Standards of Identity and Reasonable Quality

Nutr 301

- _____ Profession Search Project
- _____ Popular Diet Project

Nutr 302

- _____ Test Score on Examination
- _____ Test Score on Second Examination

Nutr 302L

- _____ Case Study Composite
- _____ Animal or Human Study Project

Nutr 303

- _____ Food Service System Project

Nutr 304

- _____ Meal Planning Project – Dietary guidelines, FGP, DRI, budget

Nutr 388

- _____ Human Resource Management power point presentation slides

Nutr 404

- _____ Business Plan for food service facility

Nutr 405

- _____ Project III – New Food Product Report

Nutr 407

- _____ Nutrition Assessment Case Study
- _____ Malabsorption Case Study

Nutr 488

- _____ Parenteral Case Study
- _____ Reflection for one Field Trip

Nutr 510

- _____ In-class Counseling & Interviewing Score Sheets
- _____ Counseling Self Evaluation
- _____ Lesson Plan/Brochure/Evaluation
- _____ Policy Project
- _____ Legislative letter

VII. Professional Experience and Leadership

A. Include both employed and volunteer experience

VIII. Honors, Awards, Scholarships, Special Recognitions

IX. Hobbies or “Special Things About Me”

A. What separates you from others? If you are an athlete, pianist, writer, show your unique talents here.

Possible Items to Include in a Student Portfolio

Community/Club Activities

- Certificate of participation in a program
- Evaluation written by a supervisor or other individual
- Outline of a lesson plan you designed to lead a program or presentation
- Pictures of members participating in an event you helped to plan
- Special note or feedback for your help with a project
- Invitations/program/poster designed for a special event
- Agenda describing items discussed in a committee in which you were involved
- Sketch of a layout used to set-up equipment and facilities for an event
- Record of your sales achieved for fund raising

Classroom/School Experiences

- Examples of assignments with special comments from faculty member
- Examples of works in progress or various stages of a major project
- Actual item created through a class project or a picture of the item
- Report on a topic of special interest
- Outline of a memorable presentation to a class
- Transcripts of grades highlighting those classes you particularly enjoyed
- Certificate of completion of class or assignment or special training
- Letter written to individual you were required to contact for a class assignment
- Pictures or souvenirs from a field trip or study abroad
- Positive evaluation received from faculty member or field placement supervisor
- Summary of a research project you designed
- Abstract of presentation made a professional meeting or research competition

Academic Recognition

- Letter or certificate which recognizes you as a scholarship recipient
- Letter or certificate which designates you as a Dean's List member
- Graduation program highlighting designation as Valedictorian, Salutatorian or special honors
- Summary of scholarly research projects and/or results
- Newspaper article noting recognition of special honors
- Special awards for participation in an event
- Pictures of trophies/ribbons for winning or placing in a competition
- Newspaper clippings of individual or team accomplishments
- Pictures of team or individual participation in an event
- Letters of commendation from coach, advisor, or other individuals associated with athletic or academic achievement

Special Skills

- Examples of handouts, letters, memos, reports, charts, graphs, brochures designed using computer software
- Correspondence written in a foreign language
- Documentation of study abroad
- Evidence of a hobby, craft or topic of special interest, certification of skill level such as CPR, First Aid

Work Related

- Letter of recommendation from present or former employers
- Performance evaluations
- Special recognitions from supervisor or customer for work performed
- Employee of the month award
- Clippings from employee newsletter about you

Other

- Philosophy statements
 - A brief description of your beliefs about yourself and the profession
- Academic plan of study
 - Your plan of study that lists courses you have taken to fulfill your degree
- Your resume and cover letter
- Personal statement/reflective autobiography
- Career summary and goals
- List of awards and honors
- List of conferences, workshops in which you have participated
- List of presentations
- Academic transcripts, degrees, qualifications
- References and contact details for references

Examples of Skills to Highlight in Your Portfolio

(Source: Creating Your Career Portfolio, Williams, et al, Prentice-Hall, 2005)

These are skills that employers will look for in an employee:

A Sampling of Hard Skills

Food Preparation

- Menu formulation
- Food preparation
- Purchasing
- Budgeting

Food Safety

- Knowledge of health, safety and issues related to food consumption trends
- Nutrient composition of foods, food additives, food allergies
- Naturally occurring toxins, pathogens, pesticides, bio-tech foods
- Irradiated foods
- Food laws and regulations

Assessment

- Assessment and screening techniques
- Medical record reviews
- Patient care plan development
- Documentation techniques

Nutrition in Disease

- Physiological and biochemical aspects of nutrient metabolism
- Biochemical and physiological principles of nutrition for sport, obesity, eating disorders, respiration, alcohol metabolism, inborn errors, immunity, cancer
- The nervous system and trauma

A Sampling of Soft Skills

Teamwork

- Putting the good of the team ahead of yourself
- Respecting others' opinions
- Hearing people out
- Involving everyone in finding solutions to problems

Presentation Skills

- Leading a meeting
- Promoting an idea to the boss
- Giving your thoughts in a meeting

Communication Skills

- Answering the phone
- Writing e-mails
- Putting together a proposal
- Interacting with co-workers and customers
- Being a good listener
- Giving and receiving feedback
- Writing in medical records

Leadership

- Heading up a project
- Training others
- Delegating
- Negotiating
- Managing conflict
- Planning
- Setting priorities
- Organizing skills

Other Soft Skills

- Problem solving
- Multi-tasking
- Thinking quickly
- Ability to make decisions
- Customer service
- Courtesy
- Ability to work with multiethnic population
- Work ethic
- Self-discipline

Transferable Skills

- Verbal communication
- Nonverbal communication
- Plan and organize
- Counsel and serve
- Create and innovate
- Written communication
- Train/consult
- Interpersonal relations
- Leadership
- Management
- Financial
- Administrative
- Analyze
- Construct and operate
- Research

Grading for 388 – 50 points possible

15 items up through and including 388	15	_____
Drafts of		
Bio Sketch	5	_____
Resume	5	_____
Work philosophy and career goals	5	_____
Professional experience and leadership	5	_____
Honors, Awards	5	_____
All About Me	5	_____
Organization	5	_____
	TOTAL	50

Grading for 488 – 100 points possible

Rubric score x 10

PORTFOLIO ASSESSMENT RUBRIC

Adapted from Portfolio Rubric by June Payne Palacio, PhD, RD

	Does Not Meet Expectations = 0	Meets Expectations = 1	Exceeds Expectations = 2
<p>Organization The portfolio is organized according to guidelines</p> <p>Score _____</p>	Lacks organization or does not adhere to guidelines. Appears chaotic. Not reader friendly.	May be somewhat organized or lack complete adherence to guidelines. Somewhat reader friendly.	Very well organized and meets all outlined expectations and guidelines. Aesthetically pleasing. Very reader friendly.
<p>Written communication The portfolio reflects use of appropriate written communication skills.</p> <p>Score _____</p>	Numerous spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.	A few spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.	No evident spelling, grammatical, word choice, sentence structure, capitalization or punctuation errors.
<p>Appropriateness of selected materials The portfolio contains adequate and appropriately selected items in the designated sections</p> <p>Score _____</p>	An inadequate number of items or inappropriate items in designated sections.	Barely adequate number and some difficulty associating a few items with designated sections.	Completely adequate number and each item is clearly representative of the designated section.
<p>Assessment The portfolio contains reflective statements that demonstrate critical thinking skills</p> <p>Score _____</p>	Ignores or superficially evaluates experiences/does not justify results or explain reasons.	Offers some analyses and evaluations of experiences and some explanation of results and reasons.	Thoughtfully analyzes and evaluates the experiences and thoroughly explains results and reasons.
<p>Professionalism The portfolio is appropriate for use in a professional setting</p> <p>Score _____</p>	Not appropriate for use in a professional setting	With some editing and/or modifications, the portfolio would be appropriate for use in a professional setting	As presented, the portfolio is appropriate for use in a professional setting
TOTAL SCORE:			

Evaluator's Comments: