

# **Master of Science Degree in Hospitality Management**

## **Portfolio Guide**

### **Purpose**

An academic portfolio is a thoughtful, organized, and selective collection of documents that illustrate what you have accomplished during your academic experience. Portfolios are not intended to be a random compilation of every paper or project the student completed during their tenure in the program. Rather, a portfolio should consist of a meaningful reflection of the program with appropriate, but limited, support through examples. Therefore, the purpose of the portfolio is to enable students to conduct a critical self-study of their learning while enrolled in the Master of Science program in Hospitality Management. An additional purpose is to assist faculty in their evaluation of each student's progress.

### **Elements of a Portfolio**

The portfolio has four main components: personal statement, goals, program evaluation, and representative work reflective narrative. These components are designed to provide the student with a framework on which to build his or her portfolio.

### **Personal Statement**

Write a statement about your strengths and achievements. Share your career aspirations. Your personal statement should be a short representation of who you are as a professional, and what you have to offer going forward in terms of experience and ambition.

### **Goals**

1. Identify goals you developed either before or during the program in the following four areas:
  - a. Personal development
  - b. Career training
  - c. Intellectual accomplishment
  - d. Professional aspiration
2. Communicate which goals you have attained and explain how you achieved them through completing the program.
3. When planning for future growth, which goals are you striving to attain? Explain how you plan to achieve these goals.

### **Program Evaluation**

1. How has the program acquainted you with recent trends in hospitality management? Explain significant trend(s) that are impacting your current thoughts and future career aspirations in hospitality management?
2. What do you believe are the contemporary issues facing the industry? How has the program taught you to think critically about those issues? (Note: issues should be different than your answer to Question 1.)
3. How has the program enabled you to gain skills necessary for contributing to research in hospitality management?
4. What are the strengths of the program? Give examples.
5. What changes, contributions, deletions, etc., could improve the quality of the program?

### **Representative Work Reflective Narrative**

Provide examples of your work from three of the courses you have taken in the program as well as from related work experience (if applicable), and include a comprehensive reflective narrative in which you explain why you selected the particular items for inclusion in your portfolio, how the items exemplify your learning or work, and how the items show your growth during the program.

### **Portfolio Guidelines**

The rubrics faculty use to evaluate the portfolio may be found in this document.

#### **Do Not . . .**

- Place every academic example you have in your portfolio.

#### **Do . . .**

- Provide and submit at least one example of academic coursework from each of the three chosen required ten courses.
- Use academic and work examples to demonstrate improvement in academic and work-related goals over the course of your studies.
- Include the previously mentioned reflective narrative for each example.

### **Deadlines and Specifics**

The portfolio will be evaluated by three NHM faculty.

#### **Due Dates**

- Fall – first Monday in November
- Spring – first Monday in April
- Summer – third Monday in July
- or TBD by program director

#### **Writing Requirements** (double-spaced)

- Personal Statement – 1-2 pages
- Goals – 1-2 pages
- Program Evaluation – 1-2 pages
- Examples of work from 3 courses – varies by example
- Reflective Narrative – 2 pages

#### **Copies**

- One electronic copy (pdf file) of the portfolio should be submitted to the three reviewers by the due date.

### **Unsatisfactory Work**

The graduate school requires master's candidates to complete a written examination. Your portfolio satisfies this requirement. However, if the faculty determine that a student's portfolio is unsatisfactory, the student may be asked to complete an oral examination and/or redo the portfolio to correct deficiencies. As the portfolio is a graduation requirement, failure to complete a portfolio, correct portfolio deficiencies or pass an oral exam will result in failure to graduate from the program.

## Portfolio Component Checklist

(Include as the 2<sup>nd</sup> page of the portfolio after the title page)

**Student Name:**

**Semester:**

- 
- 
- Personal statement
  - Goals
  - Program evaluation
  - Academic work examples
  - Reflection of course work

Students must include one example from three of the ten required courses. For each selected example, indicate the title or subject area of submitted work.

NHM \_\_\_:

NHM \_\_\_:

NHM \_\_\_:

- Professional work/course work example(s)  
Mark example type(s) included in the portfolio. Check all that apply. For each selected example, indicate the title or subject area of the project.
  - Presentation:
  - Brochure / print material:
  - Survey / research results:
  - Other, please specify:

- Representative Work Reflective Narrative

Students must include a reflective narrative to accompany the representative course work/work examples in which they explain why they selected the particular items for inclusion in the portfolio, how the items exemplify learning or work, and how the items show growth during the program.

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**Comments:**

**Online M.S. in Hospitality Management  
Student's Program Portfolio Scoring Worksheet**

**Student Name:**

**Semester:**

<b>Personal Statement / 5</b>			
Criteria:	Provides student's strengths, achievements and career aspirations. Represents who the student is as a professional, along with current and future ambitions in a clear, concise, and professional manner.		
Faculty Comments:		Section Score:	
		<i>1 (Unsatisfactory) – 5 (Exceptional)</i>	

<b>Goals / 5</b>			
Criteria:	Identifies goals developed in personality development, career training, intellectual accomplishment, and professional aspiration. Communicates which goals have been attained and explains how goals were achieved. Identifies specific goals that will be addressed in planning for future growth and articulates a plan on how to achieve these goals.		
Faculty Comments:		Section Score:	
		<i>1 (Unsatisfactory) – 5 (Exceptional)</i>	

<b>Program Evaluation / 5</b>			
Criteria:	Gives examples of how the program has: <ul style="list-style-type: none"> <li>• Acquainted the student with historical research in hospitality management;</li> <li>• Taught the student to think critically about contemporary issues in the hospitality industry;</li> <li>• Enabled the student to gain the research skills necessary for contributing to the body of knowledge in hospitality management or application in the industry; and related fields.</li> </ul>		
Faculty Comments:		Section Score:	
		<i>1 (Unsatisfactory) – 5 (Exceptional)</i>	

<b>Representative Work / 5</b>			
Criteria:	Provides examples of three courses with rationale. <b>Reflection</b> includes how learning from the courses impacted personal and professional growth. If applicable, reflection should also include how courses influenced work experience.		
Faculty Comments:		Section Score:	
<i>1 (Unsatisfactory) – 5 (Exceptional)</i>			

<b>The Final Product / 5</b>			
Criteria:	Academic and professional work are of high quality and illustrate relevance, evidence, functional knowledge of goals, self-directed learning, and purpose. Written composition, grammar and editing are high quality. Student provided an electronic copy (pdf) of the portfolio by the deadline and does not exceed writing limitations.		
Faculty Comments:		Section Score:	
<i>1 (Unsatisfactory) – 5 (Exceptional)</i>			

Total Score:		Pass/Fail Recommendation:	
Overall Comments:			

*For office use only*

**Reviewer1:**

**Reviewer2:**

**Reviewer3:**