

Agricultural and Construction Systems Management 605

GUIDELINES FOR THE DEVELOPMENT OF A CAREER/PROFESSIONAL PORTFOLIO

EQUIPMENT: Personal Computer w/ Windows 95/98
Microsoft Office 97/00
Desk Jet/Ink Jet/Laser Jet Printer
Pocket Calculator

OBJECTIVES:

- A. To develop and complete a Career/Professional Portfolio demonstrating the student's experiences and strengths in Agricultural and Construction Systems Management for use in gaining employment in a related industry.
- B. To write technical reports explaining a project or one of its components.
- C. To prepare and present your Career/Professional Portfolio to a FABE faculty member and to either a prospective employer or to a future client.

PROCEDURE:

As a major requirement for ACSM 605, each student will develop a Career/Professional Portfolio. The development and presentation of this portfolio will allow you to expand your understanding of Agricultural and Construction Systems Management (ACSM). The Career/Professional Portfolio is a real world summarization of your previous occupational experiences (and internships) along with what you have learned in your ACSM classes and experienced in other college/university courses of study within the ACSM curriculum.

A **Career/Professional Portfolio** should consist of a well organized (and tabbed) one inch, “D” style, three ring, white, framed view binder. This binder should have page (protectors) with tabbed dividers to separate appropriate sections of your Career/Professional Portfolio. The binder should also have semi-gloss page covers (protectors) for each page and/or two pages of the items (“artifacts,” “reflections” and “attestations” that substantiate your present efforts in ACSM 605 and selected past efforts from both your ACSM major classes and other college/university courses) found within specified sections of your Career/Professional Portfolio. Due to the strong probability of colored pictures occurring within your Career/Professional Portfolio, the use of color quality laser paper for all pages in your portfolio is highly recommended.

The following are the “artifacts” or *Products* which should be found in your Career/Professional Portfolio: a letter of introduction (cover letter), a career/professional resume (vita), a professional philosophy including a personal credo, a personal self-assessment, a focused career plan, an ACSM business research project, a team (small group) ACSM oriented project, a previous ACSM class project, another college/university course project and two (2) personal letters of support. Each of these *Portfolio Products* should be prepared on a word processor (double spaced with twelve pitch font and one inch margins). The minimum requirement for this course will be to do at least one of each of the above *Products* and place them in your Career/Professional Portfolio.

A “reflections” page should discuss new information about agricultural systems or construction systems that you may have gained by completing that *Portfolio Product*, your feelings about that *Portfolio Product* and the process involved in completing it as well as any other relevant information that you would like to include. A reflection page needs to be included with your ACSM business research project, your team (small group) ACSM oriented project, your previous ACSM class project and the other college/university course project.

“Attestations” or recommendations will need to be solicited from at least one (1) FABE faculty member and one (1) professional in either the agricultural industry or construction industry verifying the value and quality of your efforts as you work to complete your Career/Professional Portfolio.

Any of these *Portfolio Products* may be selected by the instructor for retention and future use by the faculty, staff and students of the Department of Food, Agricultural and Biological Engineering. These selected materials will be used for the enlightenment of current and future ACSM majors.

As questions arise concerning any one of these *Portfolio Products*, feel free to ask any of the instructors for assistance. Possibly some of your questions could be answered by asking: “What would you expect if you were the person for whom any one of these *Portfolio Products* was to be developed?” and “Are these *Portfolio Products* accurately spelled, grammatically correct, professionally neat and pleasing to read?”

Sections of a Career/Professional Portfolio:

- #1 Letter of Introduction (Cover Letter)
- #2 Career/Professional Resume/Vita
- #3 Professional Philosophy as an ACSM major including Personal Credo
- #4 Personal Self-Assessment
- #5 Focused Career Plan
- #6 ACSM Business Research Project - plus a **1 page** Reflection Paper
- #7 Team (Small Group) ACSM Oriented Project - plus a **1 page** Reflection Paper
- #8 Previous ACSM Class Project - plus a **1 page** Reflection Paper
- #9 Another College/University Course Project - plus a **1 page** Reflection Paper
- #10 Personal Support Letters - at least **two (2)** letters of attestation or recommendation

Each of the above areas should contain the necessary “artifacts” or *Products* which will substantiate your efforts for your Career/Professional Portfolio. These “artifacts” or *Products* may include but are not limited to proposals for that “artifact” or *Product*, draft (intermediate) reports on that chosen *Portfolio Product* and the completed *Portfolio Product* itself. A one page “reflection” will be necessary on what you have learned from completing the specific *Portfolio Product* found in Sections 6, 7, 8 and 9 above.

Non-team project assignments may be discussed with each other. However, you should do your own work on any one of the non-team projects. If any collaboration may seem even a little bit questionable, please ask the instructor in advance. If you are stuck on how to do a project and/or application, please see the instructor. Any of the instructors will be happy to help you get started.

Due Dates for these “Artifacts” or *Products* found in your Career/Professional Portfolio are listed on page 10 of the Guidelines for Career/Professional Portfolio Development or in the Lecture/ Discussion Outline of the ACSM 605 Syllabus.

An ACSM **Business Research Project** will be negotiated with your instructor through a professional and complete two (2) to three (3) page proposal. This *Portfolio Product* will require a report on what you have learned from researching a company in which you would be interested in interviewing and seeking possible employment in the agriculture/construction industry. This report should include a description of the company, its products and/or services, scope and location of the company (including satellite locations), management structure of the company (are they private/public/U.S./international, etc.), financial status of the company, number of employees, job opportunities and entry level positions available, inside contacts (who's who in the company), a breakdown of the type of clientele served by the company and an insight into "What is the biggest challenge this company is facing today?"

An ACSM 540 Business Research Project report may be re-submitted, **if** you make substantial changes to the original document and include a "**marked up**" version of the original document that will be used for comparison.

Your ACSM Business Research Project report should be 10 or more typewritten pages. Your report should be complete, concise and well written. The final copy should be double spaced with twelve pitch font and one inch margins. Each ACSM Business Research Project report should be structured and written as follows:

- 1) A title page (page #1) for the report should list the title of the company being researched, the location of the company being researched (if applicable), your name, address along with phone number for future contact.
- 2) There should be an index page (page #2) for locating each component of the project within the report. Page numbers should be listed for each section.
- 3) An introduction page (page #3) should introduce and set the stage for the key considerations of the company being researched. The introduction must be a full and complete page.

- 4) The body (pages #4 through #8) of the report should include a description of the company, its products and/or services, scope and location of the company, management structure of the company, financial status of the company, number of employees, job opportunities and entry level positions available.
- 5) A conclusion/summary page (page #9) should conclude and reinforce the key considerations of the company being researched. The conclusion/summary must be a full and complete page.
- 6) The report should include a bibliography/reference page (page #10) of sources used to help research and develop the company being researched. The format should follow American Psychological Association (APA) guidelines.
- 7) When completing the report, please keep in mind the following basic criteria:
 - a. Fully develop the topic
 - b. Grammar and spell check your work
 - c. Legibility and neatness will be considered
 - d. Technical writing procedures should be followed
- 8) This ACSM Business Research Project report may be longer than 10 pages but never less. All pages should be full and complete with color pictures and/or graphics when and where appropriate.

One additional copy of your final ACSM Business Research Project report will be turned in to the instructor for retention by the Department when you turn in the final copy of your Career/Professional Portfolio. This copy of your Construction Business Research Project report will be used for the enlightenment of current and future ACSM majors.

A Team (Small Group) ACSM Oriented Project should be negotiated with your instructor through a professional and complete two (2) to three (3) page proposal. Each team (small group) should have at least three (3) and not more than six (6) members. The minimum requirements for each team (small group) will be to develop a proposal for an ACSM oriented project, develop a team (small group) charter and philosophy, send E-Mail progress reports [among team (small group) members to each individual member with a copy to the instructor], complete a team (small group) ACSM oriented project, write a team (small group) ACSM project report and present this ACSM project report to the rest of the class. The team (small group) ACSM oriented projects may include: development of a possible ACSM information oriented project; enhancement of an ACSM oriented project arising from another ACSM class; an ACSM oriented quality improvement activity from an internship or job, etc. You and your team (small group) should select one of the listed projects or you and your team may propose and create something different which would be appropriate to an ACSM major. You and your team (small group) members should have an interest in the ACSM oriented project chosen. Be careful that you and your team (small group) do not duplicate an ACSM oriented project chosen by another team (small group).

Your Team (Small Group) ACSM Oriented Project should be 10 or more typewritten pages. Your team's report should be complete, concise and well written. The final copy should be double spaced with twelve pitch font and one inch margins. Each team report should be structured and written as follows:

- 1) A title page (page #1) for the report should list the title of the project, location where the project is to occur (if applicable), names of the team members and their addresses along with phone numbers for future contact.
- 2) There should be an index page (page #2) for locating each component of the project within the report. Page numbers should be listed for each section.
- 3) An introduction page (page #3) should introduce and set the stage for the key considerations of the team (small group) project. The introduction must be a full and complete page.

- 4) The body (pages #4 through #8) of the report should address the team (small group) project, steps for project completion and solutions to problems found within the team project, etc.
- 5) A conclusion/summary page (page #9) should conclude and reinforce the key considerations of the team (small group) project. The conclusion/summary must be a full and complete page.
- 6) The report must include a bibliography/reference page (page #10) of sources used to help research and develop the team (small group) project. The bibliography/reference format should follow American Psychological Association (APA) guidelines.
- 7) When completing the report, please keep in mind the following basic criteria:
 - a. Fully develop the topic
 - b. Grammar and spell check your team's work
 - c. Legibility and neatness will be considered
 - d. Technical writing procedures should be followed
- 7) Later in the quarter, a presentation will be made to the rest of the class summarizing the Team (Small Group) ACSM Oriented Project and its outcomes using MS Powerpoint, appropriate graphics and handouts (an executive summary) for each member of the class.

This Team (small group) ACSM Oriented Project Report may be longer than 10 pages but never less. All pages should be full and complete with color pictures and/or graphics when and where appropriate.

A digitized copy of the MS Powerpoint Presentation, appropriate graphics and handouts along with a copy of your team's (small group's) final ACSM project report will be turned in to the instructor for retention by the Department at the conclusion of your team's presentation. These materials will be used for the enlightenment of future ACSM majors.

A **Previous ACSM Class Project** should have been a benefit for you and others in the ACSM field. This project could have been done in either ACSM 489, ACSM 520, ACSM 540, ACSM 560, ACSM 575 or another ACSM course and be in need of further refinement, etc. The Previous ACSM Class Project used should resolve issues and problems typically found in the major and/or in the agriculture or construction field.

Your Previous ACSM Class Project Report should have been 8 or more typewritten pages. Your report should now be complete, concise and well written. The final copy of your Previous ACSM Class Project Report should be double spaced with twelve pitch font and one inch margins. As much as possible your Previous ACSM Class Project Report should be structured and written as follows:

- 1) A title page (page #1) for the report should list the title of the previous ACSM class being researched along with your name, address and phone number for future contact.
- 2) There should be an index page (page #2) for locating each component of the project within the report. Page numbers should be listed for each section.
- 3) An introduction page (page #3) should introduce and set the stage for the key considerations of the Previous ACSM Class Project being wordsmithed. The introduction must be a full and complete page.
- 4) The body (pages #4 through #6) of the report should include a complete wordsmithing of the Previous ACSM Class Project into the format described here along with appropriate attachments.
- 5) A conclusion/summary page (page #7) should conclude and reinforce the key considerations of the Previous ACSM Class Project being wordsmithed. The conclusion/ summary must be a full and complete page.
- 6) The report must include a bibliography/reference page (page #8) of sources used to help research and develop the Previous ACSM Class Project being wordsmithed. The format should follow American Psychological Association (APA) guidelines.
- 7) When completing the report, please keep in mind the following basic criteria:
 - a. Fully develop the topic
 - b. Grammar and spell check your work
 - c. Legibility and neatness will be considered
 - d. Technical writing procedures should be followed
- 8) This Previous ACSM Class Project report may be longer than 8 pages but never less. All pages should be full and complete with color pictures and/or graphics when and where appropriate.

Another College/University Course Project is wordsmithing something that you have done which will assist in demonstrating what you have learned as a major in the College of FAES or in some other portion of your University studies. There may have been, for example, a guest speaker who motivated you to further reflect on that subject, something you have done in another FAES/University course, another college/university course project which needs revision and/or updating, etc. A smaller team (3 or fewer students) project could be considered as an alternative to doing this project individually.

Another College/University Course Project Report should be 8 or more typewritten pages. Your report should be complete, concise and well written. The final copy should be double spaced with twelve pitch font and one inch margins. Other College/University Course Project Reports should be structured and written as follows:

- 1) A title page (page #1) for the report should list the title of the Other College/University Course Project along with your name, address and phone number for future contact.
- 2) There should be an index page (page #2) for locating each component of the project within the report. Page numbers should be listed for each section.
- 3) An introduction page (page #3) should introduce and set the stage for the key considerations of the Other College/University Course Project being wordsmithed. The introduction must be a full and complete page.
- 4) The body (pages #4 through #6) of the report should include a complete wordsmithing of the Other College/University Course Project into the format described here along with appropriate attachments.
- 5) A conclusion/summary page (page #7) should conclude and reinforce the key considerations of the Other College/University Course Project being wordsmithed. The conclusion/summary must be a full and complete page.
- 6) The report must include a bibliography/reference page (page #8) of sources used to help research and develop the Other College/University Course Project being wordsmithed. The format should follow American Psychological Association (APA) guidelines.
- 7) When completing the report, please keep in mind the following basic criteria:
 - a. Fully develop the topic
 - b. Grammar and spell check your work
 - c. Legibility and neatness will be considered
 - d. Technical writing procedures should be followed
- 8) This Other College/University Course Project report may be longer than 8 pages but never less. All pages should be full and complete with color pictures and/or graphics when and where appropriate.

DUE DATES FOR “ARTIFACTS” OR PRODUCTS

for ACSM 605 and the Career/Professional Portfolio.

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|-----|--|---|
| 1. | FAES Interview Application | NLT COB Mon., Oct. 4 |
| 2. | FAES Application for Degree | NLT COB Mon., Oct. 11 |
| 3. | Letter of Introduction (Cover Letter) | NLT COB Mon., Oct. 11 |
| 4. | Career/Professional Resume/Vita | NLT COB Mon., Oct. 11 |
| 5. | Professional Philosophy as an ACSM major including a Personal Credo | NLT COB Mon., Oct. 18 |
| 6. | Focused Career Plan | NLT COB Mon., Oct. 25 |
| 7. | ACSM Business Research Project - -
Written Proposal | NLT COB Mon., Oct. 18 |
| | Draft (Intermediate) Report | NLT COB Mon., Nov. 1 |
| 8. | Team (Small Group) ACSM Oriented Project - -
Written Proposal | NLT COB Mon., Oct. 25 |
| | Draft (Intermediate) Report | NLT COB Mon., Nov. 8 |
| 9. | Previous ACSM Class Project | If you need help preparing this “Artifact” or Product, see either ACSM 605 Instructor for assistance. |
| 10. | Other College/University Project | If you need help preparing this “Artifact” or Product, see either ACSM 605 Instructor for assistance. |
| 11. | Two (2) Personal Support Letters | If you need help preparing this “Artifact” or Product, see either ACSM 605 Instructor for assistance. |
| 12. | The Complete Career/Professional Portfolio - -
Graduating Seniors | NLT COB Mon., Nov. 22 |
| | Non-Graduating Students | NLT COB Mon., Nov. 29 |

AGRICULTURAL & CONSTRUCTION SYSTEMS MANAGEMENT 605

Career/Professional Portfolio Evaluation Checklist

<u>Possible Points</u>	<u>Criteria</u>	<u>Go/NoGo</u>	<u>Actual Points</u>
150	A. Career/Professional Portfolio	_____	_____
	1. One inch, "D" style, three ring, white, framed view binder	_____	
	2. Page covers (protectors) with tabbed dividers	_____	
	3. Semi-gloss page covers (protectors)	_____	
	4. Color quality laser paper	_____	
	B. Basic Portfolio Sections:		
	Tab #1 Letter of Introduction (Cover Letter)	_____	
	Tab #2 Career/Professional Resume/Vita	_____	
	Tab #3 Professional Philosophy with Personal Credo	_____	
	Tab #4 Personal Self-Assessment	_____	
	Tab #5 Focused Career Plan	_____	
	Tab #10 Personal Support Letters	_____	
50	C. (Tab #6) ACSM Business Research Project	_____	_____
	1. Format - a. Header sheet (title, your name, address and phone number)	_____	
	b. Index of report contents	_____	
	c. Index of table(s) and/or figure(s) (optional)	_____	
	d. Introduction of the project report	_____	
	e. Main body discussion of project topics	_____	
	f. Conclusion/Summary of the project report	_____	
	g. Bibliography/Reference List	_____	
	h. Other necessary attachments	_____	
	2. Content - a. Clear and concise presentation	_____	
	b. Complete topic development	_____	
	c. Grammatical and spelling correctness	_____	

Career/Professional Portfolio Evaluation Checklist Cont'd.

Possible		Go/ NoGo	Actual Points
<u>Points</u>	<u>Criteria</u>		
50	C. (Tab #7) Team (Small Group) ACSM Oriented Project	_____	_____
	1. Format - a. Header sheet (title, location, names, addresses and phone numbers of team members)	_____	
	b. Index of report contents	_____	
	c. Index of table(s) and/or figure(s) (optional)	_____	
	d. Introduction of the project report	_____	
	e. Main body discussion of project topics	_____	
	f. Conclusion/Summary of the project report	_____	
	g. Bibliography/Reference List	_____	
	h. Other necessary attachments	_____	
	2. Content - a. Clear and concise presentation	_____	
	b. Complete topic development	_____	
	c. Grammatical and spelling correctness	_____	
25	C. (Tab #8) Previous ACSM Class Project	_____	_____
	1. Format - a. Header sheet (title, your name, address and phone number)	_____	
	b. Index of report contents	_____	
	c. Index of table(s) and/or figure(s) (optional)	_____	
	d. Introduction of the project report	_____	
	e. Main body discussion of project topics	_____	
	f. Conclusion/Summary of the project report	_____	
	g. Bibliography/Reference List	_____	
	h. Other necessary attachments	_____	
	2. Content - a. Clear and concise presentation	_____	
	b. Complete topic development	_____	
	c. Grammatical and spelling correctness	_____	

C. (Tab #9) Another College/University Project

- 1. Format -
 - a. Title page (title, your name, address and phone number) _____
 - b. Index of report contents _____
 - c. Index of table(s) and/or figure(s) (optional) _____
 - d. Introduction of the project report _____
 - e. Main body discussion of project topics _____
 - f. Conclusion/Summary of the project report _____
 - g. Bibliography/Reference List _____
 - h. Other necessary attachments _____
- 2. Content -
 - a. Clear and concise presentation _____
 - b. Complete topic development _____
 - c. Grammatical and spelling correctness _____