

Each M.S. Sport Management student is expected to submit their exit capstone project 6 weeks prior to their anticipated graduation date. Exit capstone projects will be submitted to the TROY M.S. Sport Management Graduate Coordinator via email at fegreen@troy.edu. Email subject lines should read: LAST NAME. MSSM Exit Capstone Requirement.

Additional information pertaining to the Exit Capstone Requirement:

1. The exit capstone requirement is a digital professional portfolio containing:
 - a. Current Resume or Curriculum Vita (CV);
 - i. a QR code or link to an expanded digital portfolio should be provided in the resume or CV.
 - b. Students should demonstrate their professional, personal, and academic growth during the MSSM program through a creative, digital portfolio. The portfolio should minimally include the following artifact groups: 1) Education, 2) Professional Experiences, 3) Personal or Professional Qualifications/Certifications/Projects/Deliverables, 4) Sport Management Research, 5) Personal Mission Statement, 6) Managerial Statement with Ethical Stance, and 7) Resume. Optional sections include Hobbies, Social Media Links, or similar.
 - c. Preceding *each* group of artifacts, the student should include a brief (less than one page) reflective commentary. The reflections should clearly explain how the artifact demonstrates professional, personal, academic or related growth experiences, competencies, and accomplishments, and should include goals for continued and related learning.
 - d. Students should use the portfolio website builder on [Canva](#) or a similar program (e.g., Wix)
2. Exit capstone requirements will be evaluated on a pass/fail basis by two Troy University Sport Management faculty members. Each student must meet or exceed professionalism expectations in order to pass.
3. Students are not eligible to graduate if they do not successfully complete the exit capstone requirement.
4. Students who do not meet the expectations of the Troy University Sport Management faculty members evaluating this requirement, will have an additional opportunity to resubmit for a passing grade. Students who do not receive a passing grade after the 2nd submission, must wait one semester before resubmitting the digital portfolio again.

Students will receive a “Pass” decision for scoring 19 or higher; students will receive a “Fail” decision if they score 0-18.

Criteria	Unsatisfactory (0) Minimal to no expectations of a graduate learner are displayed.	Developing (1) Some expectations of a graduate learner are displayed.	Proficient (2) Majority of the expectations of a graduate learner are displayed.	Exemplary (3) The expectations of a graduate learner are displayed at a level that exceeds expectations.	TOTAL SCORE RANGE 0-30 points
Completeness: Contains sections related to: 1. Education 2. Professional Experiences/Positions 3. Personal and/or Professional Qualifications/Certifications 4. Examples of Sport Management Research 5. Personal Mission Statement 6. Managerial Philosophy with Ethical Position/Stance 7. Resume or CV with QR Code or Link to Digital Portfolio Optional sections: 1. Links to Socials 2. Hobbies	Missing 2 or more of the required content areas.	Missing 1 of the required content areas.	All content areas are included.	Contains content related to all areas and also includes additional valuable information.	
Navigation	Navigation is confusing; it is difficult to locate artifacts and move to related pages. There are significant problems (more than four) with the movement through the portfolio; this may be related to organization and/or poor links, etc.	The navigation links are somewhat confusing. Some artifacts are difficult to locate. There are two to four noted problems with movement through the portfolio; this may be related to organization and/or poor links, etc.	The navigation links generally function well, but it is clear how to locate an artifact or move to related pages. Most of the pages connect to the navigation menu; external links are functioning.	The portfolio navigation functions are clear and there are no issues locating artifacts or related pages. The portfolio navigation functions exceed expectations.	

Multimedia Elements	The graphic elements or multimedia do not contribute to understanding concepts, ideas and/or relationships. The inappropriate use of multimedia detracts from the content.	Some of the graphic elements and multimedia do not contribute to understanding concepts, ideas and relationships.	Most of the graphic elements and multimedia contribute to understanding concepts, ideas and relationship AND enhance the written material, creating interest.	All of the graphic elements and multimedia contribute to understanding concepts, ideas and relationships AND enhance the written material, creating interest.	
Writing Conventions	There are 6 or more errors in grammar, capitalization, punctuation, spelling, requiring major revision.	There are 4 or more errors in grammar, capitalization, punctuation, spelling, requiring major revision.	There are 1 to 3 errors in grammar, capitalization, punctuation, spelling, requiring minor revision.	There are no errors in grammar, capitalization, punctuation, spelling.	
Reflective Commentary: Reflective commentary is a concise statement preceding each artifact group	No reflections are included or the few included reflections do not explain professional or related growth experiences and do not include goals for continued growth.	Some reflections are included and somewhat explain professional or related growth experiences and include goals for continued growth.	All reflections are included and mostly explain professional or related growth experiences and include goals for continued growth.	All reflections are included and clearly explain how the artifact demonstrates professional or related growth experiences, competencies, accomplishments and include goals for continue learning.	
Professional or Related Experiences, Certifications, Deliverables, or similar	No displayed content related professional or related experiences.	Displayed some content that relates to professional or related experiences, but did not provide examples of work.	Displayed content that relates to professional or related experiences. Provides examples of this work that allowed the reviewer to have a grasp of the student's skillsets. The skillsets may or may not stand out but are average.	Displayed content that relates to professional or related experiences. Provides several examples that allowed the reviewer to have a strong grasp of the student's skillsets. The skillsets stand out as above average.	
Personal Mission Statement No more than 5 sentences.	Shallow, incohesive, impersonal mission statement. Does not meet the length requirement. Statement does not address personal core values, goals, successes and contributions.	Shallow, semi-cohesive, impersonal mission statement. Does not meet the length requirement. Statement does not adequately address personal core values, goals, successes and contributions; the statement is not memorable.	Concise yet cohesive personal mission statement. Somewhat meets the length requirement. Statement adequately addresses personal core values, goals, successes and contributions. Concise yet cohesive personal mission statement that adequately addresses personal core values, goals, successes and contributions; the statement is somewhat memorable.	Concise yet cohesive personal mission statement. Meets the length requirement completely. Statement exceeds expectations by addressing personal core values, goals, successes and contributions; the statement is memorable.	
Managerial Philosophy No more than 5 sentences.	Shallow, incohesive, managerial philosophy	Shallow, semi-cohesive, managerial philosophy	Concise yet cohesive managerial philosophy	Concise yet cohesive managerial philosophy	

	statement. Does not meet the length requirement. Statement does not address preferred managerial approach and ethical stance.	statement. Does not meet the length requirement. Statement does not adequately address preferred managerial approach and ethical stance; the statement is not memorable.	statement. Somewhat meets the length requirement. Statement adequately addresses preferred managerial approach and ethical stance; the statement is somewhat memorable.	statement. Meets the length requirement completely. Statement exceeds expectations by addressing preferred managerial approach and ethical stance; the statement is memorable.	
Application of Research	Displayed 0 research papers/projects or included research is not well written, not professional, and does not include all required scholarly sources	Displayed 1 research paper/project that represents academic work during the program. Research is somewhat well written, may not be professional, does not include all required scholarly sources	Displayed 2 research papers/projects that represent academic growth during the program. Research is mostly well written, professional, and includes required scholarly sources.	Displayed 3 research papers/projects that best represent academic growth during the program. Research is very well written, extremely professional, and includes required scholarly sources.	
Resume or CV	Contains limited sections. Provides partial information on your experience and credentials for assuming the responsibilities related to a desired position.	Contains some of the expected sections; Provides some information on your experience and credentials related to a desired position.	Contains all of the expected sections. Provides details related to experience and credentials related to a desired position. Displays QR code or links to digital portfolio.	Contains all of the expected sections. Comprehensively detailed professional goals, experience and credentials related to a desired position. Includes additional content related to conferences, workshops, professional memberships, and other notable experiences. Displays QR Codes or links to digital portfolio.	
TOTAL					

Student Name: _____ Student ID: _____

Reviewed by: _____ Date: _____