



Instructions for a Portfolio Thesis

Thesis Coordinators

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UAS Thesis Instructions

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Abstract

Author(s)

The authors' names are listed sequentially with the first name before the last name. Alphabetization is based on the last name.

Degree

For example, **Tradenomi**, **Restonomi**, **Liikunnanohjaaja**, **Medianomi** (remove those that do not apply).

Thesis Title

Write the title of your thesis here.

Number of pages and appendices

x + y

The abstract presents the key points of the work in such a way that the reader understands the main points of the report after reading the summary. The abstract presents the background of the matter being investigated, the objective and scope of the work, the central theoretical framework, the method of implementation, the timeframe, the methods used, as well as the results and conclusions.

The abstract follows the order of the report. It is like a miniature version of the report. The abstract is an independent entity that is understandable without reading the report. The abstract is written in a factual style, succinctly and comprehensibly. It uses complete sentences and phrases. It is written in the passive voice and the third person (the author/authors) and not in the first person (I, we).

The abstract uses the imperfect tense when referring to previously published research, the course of one's own research, or one's own and others' results. The perfect tense (for example, has used/been/observed) is used to present research results and conclusions. The present tense is used if the report presents results that can be generalized. The present tense is also used when describing the use of the product.

The abstract should not be longer than one page. It must have at least three paragraphs separated by a single blank line. The abstract must not include references.

Keywords

List 3-6 keywords in order of importance that best describe the content of the work. Utilize subject vocabularies <http://finto.fi/fi/> and <https://annif.org/>.

Table of Contents

1	Introduction	Error! Bookmark not defined.
2	Report structure	3
2.1	Introduction	3
2.2	Theoretical framework, presentation and reflection of the portfolio	3
2.3	Discussion.....	Error! Bookmark not defined.
2.4	Sources.....	Error! Bookmark not defined.
2.5	Appendices	Error! Bookmark not defined.
	Sources	Error! Bookmark not defined.
	Appendices	Error! Bookmark not defined.
	Appendix 1. Examples of different portfolio theses	6
	Appendix 2. Traditional report structure for the portfolio thesis	7
	Appendix 3. Zipper structure for the portfolio thesis.....	8

1 Introduction

In a portfolio-type thesis, you present and reflect on your own competence and its development through the contents you have chosen or produced for the portfolio. In this context, a portfolio can either refer to a portfolio website you have published online or to the works you have selected and compiled for your thesis. The works can be learning assignments, reports, or project outcomes produced as part of your studies. They can also be works related to your degree, which have been produced in the context of work or leisure activities. Examples of different types of outputs are provided in Appendix 1

A portfolio is a planned and structured entity. Therefore, set clear objectives for your portfolio, which you justify in the report. The idea of a portfolio-type thesis is not for the thesis evaluators to evaluate the selected works in the portfolio. The key is your own analysis and reflection. For example, you can reflect on the factors that have influenced the creation of the work from a professional perspective or analyze your competences in relation to the needs of the field.

In the report, you first define the objectives of your portfolio work. You also write the theoretical framework in your report, where you deepen your knowledge of the issues related to the objectives and limitations of your work with the help of sources. In the report, you also describe the production of your portfolio or its parts. Write about both the process and the works you have selected. Choose a structure for your thesis that best supports the presentation of the content of your portfolio. The structure can be either a traditional thesis report structure or a so-called zipper model. (More about the structure in Chapter 2.) If you are presenting a portfolio website, use screenshots to present its different parts. If your perspective is on the development of your competence, you can include not only finished works but also sketches and feedback in your portfolio. Finally, write a concluding chapter that brings the whole together, where you extend the perspective of your analysis to the present and the future.

In the planning phase of a portfolio-type thesis, consider at least the following things:

- What is the theme of your portfolio that you can support with sources to build a theoretical framework?
- In what format can you include or attach the contents belonging to the portfolio in the thesis report?
- How do you consider copyright issues? Take into account other possible factors, such as other members of a team project that may be included in the thesis. Has there been an agreement on copyright with a possible client, commissioner, or publisher? Also, remember

to obtain permission from any individuals who may appear in photographs if you plan to publish the outputs as part of your thesis.

Note that confidential theses are not allowed: all theses are published in Theseus either in an open network or in a restricted collection, where the title and abstract of the work are publicly available. Entire thesis reports in a restricted collection can be read with Haaga-Helia's domain credentials. A person without Haaga-Helia's domain credentials can still access the work by coming to the library or requesting it through the Registry (Kirjaamo) to their email.

2 Report structure

Regardless of whether your portfolio is a curated collection of works or a cohesive online portfolio, it always comes with a report. In your report, you explain to the reader how you created the portfolio and what knowledge base you used to evaluate its contents, as well as presenting the portfolio's content from your chosen perspective.

There are two options for organizing the report. The traditional model (Appendix 2) includes an introduction, theoretical background, breakdown of the works, and a conclusion. In the zipper model (Appendix 3), after the introduction, each work or theme is addressed one at a time, including relevant theoretical background and analytical or evaluative text. Note that there can be no more than seven chapters in the entire work. The zipper model also includes a separate concluding chapter.

2.1 Introduction

In the introduction, present the objective that you set for the portfolio and the related reflection. Discuss the limitations and perspectives. Justify the objectives and choices by referencing sources. Briefly introduce the portfolio's output and key parts and explain why you specifically chose them. Describe how they form a whole. Justify the relevance, novelty, and relationship to social responsibility of the topic or perspective. Follow the Reporting Guidelines for Long Reports and Theses (Thesis Coordinators 2022, 4) when writing the introduction.

2.2 Theoretical framework, presentation and reflection of the portfolio

All theses, including portfolio-type works, require a theoretical framework. The theoretical framework of a portfolio thesis is linked to the theme or themes of the portfolio. There must be a clear connection between the theoretical framework and the content of the portfolio. Discuss the themes and structure of the theoretical framework with your supervisor.

You can structure the report either by output or theme. Discuss the design of the portfolio. Introduce the outputs or parts of the portfolio and evaluate them in a way that is relevant to your own work, for example from the perspective of the competencies demonstrated by the outputs or based on perspectives found in literature. If necessary, combine multiple parts or outputs into the same chapter. Describe the process of creating the output, describe the output as needed, and discuss the feedback it received. Highlight the competencies required to create the output and the choices you made. You may also describe the development of your competencies by discussing what you would do differently if you were to create the output now or by producing a new version of it.

2.3 Discussion

In the Discussion chapter, evaluate the content of the portfolio and the text you have written about it. Did you meet the objectives you set at the beginning? Compare the content of the portfolio and also how it came about to the sources presented in the theoretical framework. What did you learn and realize during the thesis process? Reflect on your skills and strengths. What are the development needs for the future? Critical and analytical thinking demonstrates your development and ability to expertise. Follow the guidelines for writing the Discussion chapter in the Reporting Guidelines for Long Reports and Theses (Thesis Coordinators 2022, 4-5).

2.4 Sources

The reference list includes all the information of the used sources in alphabetical order. For referencing, follow the Haaga-Helia Library's LibGuides for referencing (Haaga-Helia Library and Information Services 2023).

2.5 Appendices

Liitä portfoliosi tai siihen kuuluvat tuotokset työn loppuun teknisten mahdollisuuksien ja tekijänoikeuksien rajoissa.

Attach your portfolio or the included outputs at the end of the work within the limits of technical possibilities and copyright.

Sources

Haaga-Helia Library and Information Services 2023. Supporting Citation: Text Citations and Reference List. Available at: <https://libguides.haaga-helia.fi/laideviittaamisen-tueksi/tekstiviitteet-ja-lahdeluet-telo>. Accessed on: February 28, 2023.

Thesis Coordinators 2022. Reporting Guidelines for Long Reports and Theses. Haaga-Helia University of Applied Sciences. Available at: https://www.haaga-helia.fi/sites/default/files/file/2022-01/ra-portointiohje_pitkille_raportteille_ja_opinnaytetoille_2022.pdf. Accessed on: January 26, 2022.

Appendices

Appendix 1. Examples of different portfolio thesis outputs

The portfolio may include, for example:

- Learning assignments or parts of them
- Photos, graphics, videos
- Descriptions of projects consisting of text and images
- Plans, sketches, notes, feedback
- Published materials, for example, in the field of communication, marketing, or journalism
- A personal job search portfolio website (presented with links and screenshots)
- Elements of your own business plan
- Tools made for the client, such as instructions or annual calendars.

Lite 2. Traditional report structure for the portfolio thesis

Cover sheet, Abstract and Table of Contents
Introduction <ul style="list-style-type: none"> • General introduction • Objectives • Limitations • Main concepts
Theoretical Framework <ul style="list-style-type: none"> • Theory and previous practical and experiential knowledge, such as instructions, manuals, laws and regulations, official guidelines • Anchoring one's own topic to previous research, theories, or models using professional literature and other sources • Possible summary of the theoretical framework
Empirical part <ul style="list-style-type: none"> • Description of the portfolio plan with justifications • Description of the selected works • Descriptions of the implementation or work methods of the works • Examination, analysis or evaluation of the works from the chosen perspective.
Discussion <ul style="list-style-type: none"> • Evaluation of the empirical part as a whole • Evaluation of one's own thesis project and learning • Ideas and needs for development.
Sources
Appendices <ul style="list-style-type: none"> • Outputs, parts of them, or for example pictures of them to an appropriate extent.

Appendix 3. Zipper structure for the portfolio thesis

Cover sheet, Abstract and Table of Contents
Introduction <ul style="list-style-type: none"> • General introduction • Objectives • Limitations • Main concepts
Topic 1 <ul style="list-style-type: none"> • Introduction of topic 1 and justification for its selection as part of the planned whole • Theoretical and practical knowledge related to topic 1, including guidelines, manuals, laws and regulations, official instructions; anchoring the topic in previous research, theories, or models using professional literature and other sources • Description of selected outputs • Description of the implementation or work methods of the outputs • Examination, analysis or evaluation of the outputs from the chosen perspective.
Topic 2
Topic 3
Discussion <ul style="list-style-type: none"> • Examination of the empirical part as a whole • Evaluation of one's own thesis project and learning • Development ideas and needs.
Sources
Appendices <ul style="list-style-type: none"> • Outputs, parts of them, or for example pictures of them to an appropriate extent