

Faculty of Commerce and Business Administration
BBA Program
BUSN 4500
Career Portfolio Development
Information and Assessment Handbook

May 2016

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BUSN 4500 Career Portfolio Development

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There are many other work experiences which will offer opportunities to gain relevant experience and competencies covered by the learning outcomes. Various combinations of work and special situations will be considered.

A portfolio is a collection of your work that is carefully selected, assembled, and organized to fulfill a specific purpose.

The purpose of the BUSN 4500 portfolio is to provide evidence that you are able to *reflect and intentionally integrate your academic work with your work experience*. It also provides proof that you can apply in the workplace the eight broad learning outcomes of the BBA Program:

1. Client Services
2. Financial Analysis and Technology
3. Cross-cultural Teamwork and Interpersonal Skills
4. Problem Solving and Decision Making
5. Written Communication
6. Oral Communication
7. Ethics and Leadership
8. Continuous Professional Development

You may also find that (with appropriate revision) your completed portfolio could be used to assist you in obtaining employment or promotion and in employee assessment.

Your entire portfolio should be an example of you at your professional best.

Direct evidence

Samples of your work, e.g. charts, brochures, reports, graphs, planning documents, budgets, financial statements, or spreadsheets.

Samples from participation in professional organizations, committees, or work teams.

Samples from volunteer work.

Examples of problem solving, e.g. proposals, reports, case analyses, figures, forms, or pictures showing improvements in products, services, safety, quality, or time.

Writing samples, e.g. memos, reports, articles, training materials, or e-mails.

Evidence of public speaking, e.g. photographs, speech outlines, program brochure, speaker's badge, or videos.

Indirect evidence

Reference letters.

Memos or e-mails from clients or co-workers conveying appreciation or congratulations.

Performance appraisals.

Letters from supervisors attesting to specific accomplishments.

Summaries or transcripts of interviews.

Excerpts from company policy manuals, mission and goal statements.

Employee assessments.

Articles and/or newsletters in which you were mentioned.

Awards:

The evidence you collect should show proof of the experience you have described in each of the Eight BBA

The criteria for assessment of your portfolio are set out in **Appendix C**. You are advised to refer to the criteria frequently as you collect and select your evidence and prepare your written statements.

Your portfolio must show the connection between your classroom and practical experience. Emphasis should be on **quality** over quantity; therefore, carefully select your best evidence and edit your writing to ensure it is clear and

Your oral presentation must meet the following criteria:

- Professional dress required.
- Ten minutes long.
- Supported by four or five PowerPoint slides.
- Showcases your best presentation skills.

The content must focus on an analysis of your work experience and BBA program learning, including:

- a brief summary of your organization, position, and responsibilities;
- your two best examples of work experiences which illustrate your proficiency in a number of the learning outcomes;
- the extent to which your BBA program prepared you for the job; including a reference to two or three learning outcomes; and
- suggestions for changes to the BBA program.

NOTE: Do not list any learning outcomes on your slides – just talk about them! Likewise, do not reproduce emails, etc. Again, just talk about them!

Oral presentations will be scheduled by your instructors towards the end of the semester. Refer to the Course Information and Schedule for dates. You will have some choice in choosing your presentation date. You need only attend the session in which you are presenting, but you are welcome to attend the other sessions. Note that if you do not attend the presentation “sign-up” session

Create a replica of this form for submission of your work experience information; or choose your own format, as long as the same information is included. (For many of you, there will be only one employer and position.)

In the form below, use a separate line for each change in company, title, or position.

Compa

Name: _____ Employment _____

Semester: _____

Assessment Criteria/Comments	Does Not Meet Requirements	Meets Requirements	Exemplary
Preparation and Professionalism			