

MMM010 – Portfolio 1

Assignment Task and rubric

Submission deadline: Wednesday 17th September 2014 at 11.59pm

The portfolio is intended to be completed over the entire year. This is an ungraded hurdle requirement for the Bachelor of Management course, requiring you to submit a portfolio at the end of each year level.

For those in the first year of your studies, the level 1 portfolio – MMM010 is to be submitted in the trimester during your 8th unit of study. For most students this will be during trimester 2, 2014

Before commencing the assignment tasks, make sure you have read the **Welcome** page on the MMM010 portfolio site on Cloud Deakin (also available at our support website – www.bmgtportfolios.com) and learn more about why portfolios are being used in the Bachelor of Management and how they will assist you in documenting and demonstrating your achievements towards your goals. This page will also highlight both the course learning outcomes for the BMgt and the unit learning outcomes for this piece of work.

You should then make sure you have a copy of the Unit Guide for MMM010. This can be obtained from the MMM010 Cloud Deakin site where you are now.

So what exactly do I have to do?

You are to create a digital portfolio that contains the following 3 elements:

1. An “About Me” page

You should use this page to introduce yourself to whomever might be reading your portfolio (fellow student, staff member, potential placement employer). You might want to include:

- A video/audio or a written introduction of yourself (include a photo if you choose to do a written introduction);
- Your reasons for selecting to study the Bachelor of Management;
- What you do outside of your studies (work, social, sporting, etc.)

Include anything else about yourself that you wish to share, remember this can and should be in a number of formats such as text, pictures, videos (downloaded or created by you) or any other item (artefact) you want.

2 - Providing evidence of your achievements towards your course learning outcomes and reflecting on those achievements;

As a student in the Bachelor of Management you have Course Learning Outcomes specific to your course which you will be able to demonstrate throughout your course and mastering them all by graduation.

In this portfolio you will need to demonstrate your achievement towards the 8 course learning outcomes (for an overview of the Course Learning Outcomes – (www.bmgtportfolios.com/clos.html)).

In order to demonstrate your achievement towards each CLO in year 1 of your degree, you should showcase some examples of your work, these can be stored in the portfolio as an **artefact**.

Artefacts can be anything you think displays your work/ideas/thoughts and ultimately your learning! Some examples include:

- Assignment work (business plan, marketing poster, spreadsheet, drawing, PowerPoint presentation);
- A tutorial item;
- Self-Study item (notes, inventive ways you approach study materials - diagrams);
- Mind map;
- An experience (such as an example of an effective group project);
- Informal items (feedback email from a peer (get permission!)).

Anything that evidences what you have done and learnt! Be inventive and use a number of different items to showcase your variety of skills.

This should be followed by a reflective piece for each CLO in a format of your choice (written, audio, video). The reflection could address a number of questions such as:

- What have I achieved towards this Course Learning Outcome? Have these achievements helped me understand what my strengths and weaknesses are in relation to the CLO?
- What would I like to achieve in the second year of the Bachelor of Management in this area? Where should I focus my efforts and why?
- What are my thoughts on where this CLO will assist my future career? How will my career choice affect how I approach achieving this CLO?

These are suggestions only. The intention is to show you understand what a specific course learning outcome is about and have you think about what you have achieved so far towards this course learning outcome. Also, importantly to understand what improvements you may need to be made and what actions you can take to further improve your skills and knowledge in year 2.

Often students can find reflective writing challenging and are unsure of how to do this and why it is important. Before attempting this section it is recommended that you review the resources available in the "Support and Resources page" on the portfolio or you can visit the resources website at www.bmgtportfolios.com

3 - Completing a task related to your future employability and looking to the future.

As you move to the next stage of your course you will need to consider what major sequence of study you will undertake and therefore the specialised knowledge you will be adding to your course and potentially the area of management where you may seek your first graduate role.

In order to provide some context and insight for your possible future you should "look to the future" in a number of ways:

- **Consider the type of roles you could have in management by watching this video (Careers?) Possible major leader's video BUT long term as a number not Faculty based - contact to scope.**
- Review the major sequences of study you will select from in year 2 (<http://www.deakin.edu.au/future-students/courses/course.php?course=M325&stutype=local&keywords=M325#MAJOR-SEQUENCES-LIST>);
- Select one of the areas and using online employment sites (seek.com) find a current job advertisement related to that area and save the advert as an artefact (take a screenshot or download) so that you can reference it here;
- In reading the advert, what skills and knowledge do you think are essential to the role?

Where can I get assistance?

During orientation you would have been introduced to this task and heard about the resources and support you can access in assisting you (mentors, drop-in station, online videos and guides). Further explanation and links to all of these resources can be found at the support website (www.bmgtportfolios.com).

When and how do I submit my assignment?

The assignment must be submitted by 11.59pm on Wednesday 17th September 2014.

Exact submission instructions and instructional video will be available on the resources website in trimester 2.

MMM010 Rubric

A pass will be awarded when 4 out of 5 criteria are marked as meets or exceeds expectations.

	Below expectations	Meets Expectations	Exceeds expectations	Comments
Portfolio requirement	Portfolio is missing most of the requirements as outlined in the assignment description.	Portfolio meets the minimum requirements as outlined in the assignment description.	Portfolio exceeds the minimum requirements as outlined in the assignment description	
Creative use of Technology	No or little use of graphics, Internet resources, photographs, sound and video to enhance portfolio and reflective statements.	Some use of graphics, Internet resources, photographs, sound and video to enhance portfolio and reflective statements.	Good use of graphics, Internet resources, photographs, sound and video to enhance portfolio and reflective statements.	
Creation of Artefacts to show evidence of achievement of CLO's	Most artefacts and work samples are unrelated to the course learning outcomes and purpose of the portfolio.	Most artefacts and work samples are related to the course learning outcomes and the purpose of the portfolio.	All artefacts and work samples are clearly and directly related to the course learning outcomes and the purpose of the portfolio.	
Communication: Organization & Writing	The text has many errors in grammar capitalisation, punctuation, and spelling requiring major editing and revision.	The text has a few errors in grammar, capitalisation, punctuation, and spelling requiring editing and revision. Easy to read and navigate.	The text has no errors in grammar, capitalisation, punctuation, and spelling. Easy to read and navigate.	
Reflection and self-assessment	No reflections that relate to own performance and show little understanding of own successes and failures including what happened, why it was important and what could be done differently in the future.	Most reflections relate to own performance and show understanding of own successes and failures including what happened, why it was important and what could be done differently in the future.	All reflections relate to own performance and show a high level understanding of own success and failures including what happened, why it was important and what could be done differently in the future.	
General Comments				