Appendix A – updated Assessment and Rubric

B. Mgt Portfolio Unit Design and Development

MMM010 – Portfolio 1 Assignment Task and rubric

Submission deadline: Week 8 Monday 4 May 12 noon

This portfolio is intended to help you realise your learning over the course of the year as well as building an understanding of the eight Deakin Graduate Learning Outcomes. 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.

Before commencing the assignment tasks, make sure you have read the **Welcome** page on the MMM010 portfolio site on Cloud Deakin 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 learning and career goals. This page will also highlight both the course learning outcomes for the Bachelor of Management 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.

Assignment Brief

You will produce a Portfolio that contains three pages. The template for this Portfolio has been created for you. If you like you can change the template, but make sure that you have included at least all the information that has been included in the standard template. You will be assigned some marks for creativity, within the Digital Literacy criterion of the marking rubrics.

There are three components to this assessment piece:

* The first component of the portfolio introduces you. This is where you situate yourself and provide your Personal brand.
* The second component looks at the eight Deakin Graduate Learning Outcomes and asks you to develop an understanding of these as well as reflecting on why these skills are important in the work environment.
* The last component asks you to look to your future, get an understanding of the industry you would like to work in and start to map out how you can develop the necessary skills and knowledge to be able to progress in that industry.

**You will be provided with prompts in the Portfolio Template. These prompts should be removed prior to submitting your final Portfolio. They are there to provide guidance and support.**

So what do I have to do in detail?

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, collage or a written introduction of yourself (include an appropriate photo if you include 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.

Provide about 400 words in this section.

Work through the myBrand module to help you develop this page of your Portfolio. You may like to create a Brand collection so that you can store all your brand evidence or artefacts together in one place.

Suggestion – if you have completed the Create your Brand Activity sheet, upload this to My Items in your Portfolio space. Remember to curate it appropriately, with tags and a short description of what the document contains and possibly a reflection about the content. This document may come in handy at a later stage.

1. - Providing evidence of your achievements towards your course learning outcomes and reflecting on those achievements

This section requires you to investigate the eight (8) Deakin Graduate Learning Outcomes (GLO), what they mean to you and the type of skills they relate to. You will be required to provide evidence / artefacts of how they have been incorporated into the different subjects you have undertaken in your first year of study with then Bachelor of Management.

Within this section of your Portfolio, you will be required to do the following:

* Develop a definition of each of the GLOs that resonates with you. Base your definition on the Deakin Graduate Learning Outcomes. Remember to acknowledge any material that you refer to in your extended definition (50 words per GLO).
* Locate some images that portray the GLO that you are defining, and present these in as imaginative manner as you can. Write a short paragraph to justify why you have selected these images (40-60 words per GLO).
* Synthesise the information that you have developed in the two points above, and reflect on how these GLOs relate to the work environment, and in particular the industry that you are looking to work in. Explain how these GLOs will help you in your future career / workplace (200 words).
1. - Completing a task related to further your skills development.

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 require to be able work in that particular industry.

Look at your weaknesses, and think about the major sequence that you are considering. Investigate the units you are to enroll in and consider how you think these will help to develop the skills where you have weaknesses. On the last Portfolio page, you will be required to write about your weakness and how you hope your studies and other experiences will help you to develop these skills (200 words).

When writing about how you will be developing your weaknesses, make sure that you consider the benefits of studying the units that you will be studying in the next year, and how you feel they will help you develop your weakness. Consider all other aspects of your life as well, such as your work experiences, and volunteer roles, as well as commitments you may have within clubs and societies. All of these experiences may provide you with opportunities to develop your skills.

Word count breakdown

|  |  |
| --- | --- |
| Section | No of Words |
| About Me (page 1) | 400 |
| Define each GLO | 500 per GLO = 400 |
| Justification of images | 40 – 60 words per GLO = 320 – 480 |
| GLO in future career | 200  |
| Future studies | 200 |
| Total | 1680 |

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 on the CloudDeakin unit site for this unit.

When and how do I submit my assignment?

The assignment must be submitted by 12 noon on Monday 4 May 2015.

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

**Portfolio 1 (MMM010)
Marking rubric**

**To pass this hurdle unit, students will need to achieve a “Meets expectation” standard for at least 2 out of the 3 criteria listed below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Below expectation** | **Meets expectation** | **Exceeds expectation** |
| **Use of technology and multimedia****[GLO3: Digital literacy]** | Portfolio does not effectively use the CloudDeakin portfolio tool and there is minimal use of multimedia such as images or audio | Portfolio is prepared and published using the CloudDeakin portfolio tool and includes a range of media | Student is able to modify the CloudDeakin portfolio template in a manner that is relevant and effective, and incorporates a large range of media (such as images and video) into their portfolio |
| **Demonstrate understanding of the Deakin Graduate Learning Outcomes (GLOs) and their value in the workplace****[GLO2: Communication]** | The eight Deakin GLOs are not examined or considered. Inadequate discussion of the role and value of the GLOs in the workplace. No use, or inadequate use, of visuals to summarise the GLOs. | All eight Deakin GLOs are considered and discussed. Visuals are selected and used to portray the eight GLOs. | Discussion offers complex insights into the value of all eight Deakin GLOs. Selection of visuals to portray the GLOs demonstrates high level understanding of their value and substance. |
| **Ability to reflect constructively on personal skills and identify areas for growth/ development****[GLO6: Self-management]** | No reflection, or inadequate reflection, on personal strengths in relation to the GLOs. Plans for growth and development in relation to the GLOs is missing or lacking detail and consideration. | Reflection is made of student’s personal strengths and weaknesses in relation to the eight Deakin GLOs. Plans for growth and development in relation to key GLOs are outlined. | High level of personal reflection in relation to the Deakin GLOs. Plans for growth and development in relation to key GLOs are provided with depth and detailed consideration. |