

The Physical Portfolio

The Portfolio Element Each portfolio element is *a substantive piece of your work* that demonstrates the fulfillment of at least one portfolio objective and contributes to your accomplishment of your post-graduation objective.

Other descriptive guidelines include:

- Portfolio elements may be in written, audio, or visual form; at least one element must be written.
- Handwritten material is NOT acceptable.
- Submit only CLEAN COPIES of original work. (DO NOT submit as a portfolio element a graded assignment that contains faculty comments.)
- Written portfolio elements should contain text on only one side of the page.
- Submit an English abstract of any element written in a foreign language, and attach it to the front of the element.
- If submitting a diskette, include paper copies of file content.
- Pocket pages are requested for non-written elements (such as videos, diskettes) and may be used for written elements.
- Each portfolio element and its element analysis must be complete, grammatically correct, and professional in appearance.

Number of Elements Your physical portfolio will include *no fewer than three and no more than five* specifically selected elements.

Element Selection Guidelines Collectively, your portfolio elements should

- demonstrate conclusively that you possess the tools, can perform the processes, and have the knowledge required by your specific post-graduation objective.
- demonstrate the degree to which you have accomplished the management department's two learning goals:
 - achieve substantive or technical competence in the management disciplines sufficient to permit entry into the workforce or graduate or professional school, and
 - achieve breadth of perspective and creative vision necessary for application of such competence.
- demonstrate the ability to use computer software (beyond basic word processing) to present and analyze information.
- demonstrate the level of competence expected of a senior at the culmination of his or her management major

Your portfolio will be assessed by two management faculty. You should assume that *your faculty assessors will*

- Determine whether your portfolio meets the department's requirements.
- Determine whether your physical portfolio makes you a candidate for distinguished portfolio.
- *Review your portfolio as would an actual recruiter*, who is looking for evidence in your portfolio that you can use and apply the content and tools learned in your required MGT classes to actual management scenarios.

- Determine whether each of your portfolio elements meets the objectives you specify for that element on your Portfolio Element Summary Form.

It is possible that portfolio elements developed early in the major, while addressing a given objective, might not demonstrate the level of competence expected of a senior at the culmination of his or her management major. Such elements must be revised before including them in your portfolio.

Sources of Elements *The preferred portfolio does not rely solely on class assignments or projects.*

Elements may be developed from :

- co-curricular involvements, such as
 - work-study
 - work
 - community service
 - student leadership activities
- elective curricular exercises, including
 - Management Internship,
 - Project Management Assistance via Applied Mgt. (MGT. 381, 481, 482) or a class such as in MGT 360, MGT 441),
 - Small Business Institute,
 - Creative Advertising Partnership
 - Other advanced coursework in management disciplines.
- class assignments or projects in management courses
- class assignments or projects in non-management courses where content is applied in a managerial context.

Using group work in your portfolio. Each portfolio element you include in your physical portfolio should be **primarily your work**. When you present an element drawn from group work you should

- **extract your personal work** when possible.
- include a table of contents of the larger work so your faculty assessors can put your element in context.

See below on extracting an element from a large project.

Using a large project in your portfolio. Each element extracted from a larger work must be accompanied by

- a detailed table of contents of the larger work, and
- the executive summary of the larger work or a one-page synopsis of the larger work

No matter how many smaller extractions you take from a larger work and regardless of the number of portfolio objectives each part may fulfill, collectively the **multiple extractions from a larger work count only as one element** in your physical portfolio.

The exception to this rule is an internship where you work on several unrelated or distinct projects. Each project may be used as a distinct individual element.

Specifying your Portfolio Objectives Each portfolio objective should be chosen because recruiters for your post-graduation objective would seek evidence that a student has this skill, knowledge, or attributes. Your portfolio objectives, which guide the development of your portfolio, may be different than those guiding other

management majors.

If proficiency in software other than word processing and spreadsheet is expected, make proficiency in this specified software one of your portfolio objectives.

Physical Specifications Your portfolio must be presented

- in a three ring binder, not to exceed 1 1/2 inches,
- with tab dividers identifying each element by its descriptive title.
- First page must be a [title page](#) containing the following:
 - name
 - school address
 - Wittenberg box number
 - Wittenberg phone,
 - e-mail address,
 - portfolio submission date
 - a statement describing your post-graduation objective (including job placement or program acceptance, if known).

Portfolio Arrangement Order of arrangement, from front to back:

- **Title Page**
- **Personal Biographical paragraph**
- **Resume**
- **I-Skills Resume**
- **Portfolio Element Summary form**
- **Element Analyses** for each of your 3 to 5 elements; put these behind its own tab divider (“Element Analysis”)
- **3 to 5 Elements**
 - each element should be placed behind its own descriptively-labeled tab divider that duplicates the title of the element on the Portfolio Element Summary Form.

In the front pocket of your binder: provide **three** additional sets of documents which include your

- **Title page**
- **Personal biographical paragraph**
- **Resume**
- **I-skills Resume**
- **Portfolio Element Summary form**
- **Element analysis for each element**

The Element Analysis The element analysis demonstrates which specific concepts, skills, tools, and processes learned as a management major are applied in the portfolio element.

Each element analysis must have two sections:

- Executive Summary:
 - Concisely describes the element for the outside audience intended by the post-graduation objective of your portfolio.
 - Contains the following sub-headings
 - Title (same as is on the *tabbed divider* and your *portfolio element summary* form)
 - Source
 - Description (which answers the following questions)
 - What is the element?

reschedule your oral presentation for Tuesday afternoon of oral presentations, and present your oral presentation to a panel of managers and faculty.

What should you do if your portfolio fails to meet all portfolio criteria.

1. Contact the faculty assessor who e-mailed you about your portfolio status, including the date for resubmission.
2. Clarify what must be done to bring your portfolio up to the department's standards by the resubmission date. (Meeting these standards usually involves modifying or creating a portfolio element, or rewriting an element analysis.)
3. Meet with your academic adviser, if desired, to discuss how you might meet the department's standards.
4. Resubmit your physical portfolio to your faculty assessor by the specified resubmission date.
5. You should keep your appointment with your faculty assessors for the Portfolio Oral and prepare for it as though your physical portfolio was accepted.