Undergraduate Business
Oral Roberts University

e-Portfolio
Handbook

ORAL ROBERTS UNIVERSITY

UNDERGRADUATE BUSINESS

CONTENTS

**School of Business
Undergraduate Electronic Portfolio
Outcomes, Index, and Artifacts**

1. Outcome: Students will be able to demonstrate competencies in writing, listening, and verbal skills using the latest technology when appropriate.
   a. Index: **Communication Skills**
   b. Artifact:
      - BUS 499 (Senior Paper): Abstract from Senior Paper

2. Outcome: Students will be able to demonstrate competencies involving cultural sensitivity, effective global perspectives, and citizenship.
   a. Index: **Global Perspectives**
   b. Artifact:
      - MGT 431 (Strategic Management): Case Study

3. Outcome: Students will be able to demonstrate competencies in research methodology, interpretative analysis, recommendations, and information literacy.
   a. Index: **Research Skills**
   b. Artifact:
      - MGT 431 (Strategic Management): Case Study

4. Outcome: Students will be able to demonstrate competencies in working as part of a team as related to human relations, time management, and accomplishing planning goals.
   a. Index: **Team Skills**
   b. Artifact:
      - BUS 499 (Senior Paper): Paper Evaluations

5. Outcome: Students will be able to demonstrate competencies in problem solving abilities through analytical skills, critical thinking, entrepreneurship, and creativity.
   a. Index: **Problem Solving Skills**
   b. Artifact:
      - BUS 499 (Senior Paper): Abstract from Senior Paper

6. Outcome: Students will be able to demonstrate management proficiencies using the concepts of planning, organizing, directing, and controlling.
   a. Index: **Management Skills**
   b. Artifact:
      - MGT 130 (Principles of Management): Case Study

7. Outcome: Students will be able to demonstrate competencies in relevant theory, relevant innovation, knowledge of financial responsibility, as well as academic proficiencies in their academic majors.

a. Index: **Technical Skills**
  b. Artifact:
     - FIN 338(Financial Management): Spreadsheet Analysis
     - MGT 431 (Strategic Management): Major Field Area Test (administered to all graduating seniors and a sample of entering freshman).

8. Outcome: Students will be able to demonstrate participation in relevant professional meetings, seminars, and professional organizations.
   a. Index: **Professional Activity**
   b. Artifact:
      - BUS 099 (Business Seminar): Written Evaluations

9. Outcome: Students will be able to demonstrate competencies in leadership, self-motivation, and confidence in social interaction.
   a. Index: **Leadership Skills**
   b. Artifact:
      - BUS 499 (Senior Paper): Peer Evaluations

10. Outcome: Students will be able to demonstrate competencies as related to witnessing for Christ, sensitivity to the Holy Spirit, and evangelistic ability with an emphasis on honest and ethical business behavior.
    a. Index: **Christian Lifestyle & Ethics**
    b. Artifact:
       - BUS 099 (Business Seminar): Essay of Christian Philosophy

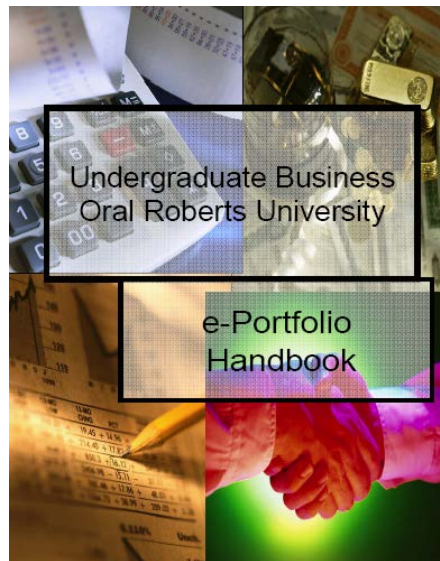Back to top

MATRIX - WORKSHEET
Oral Roberts University Outcomes

Unit/School/Department: Undergraduate Business

MATRIX ALIGNMENT OF UNIT AND UNIVERSITY OUTCOMES										
UNIT OUTCOMES	1	2	3	4	5	6	7	8	9	10
UNIVERSITY OUTCOMES	4A	2C 4C	2A 2B	4A 4B 4E	2A 2B 2E	2A 2B 2E	2A 2B 2C 2E	2A 2B 2E	4A 4B 4E	1B 1C 1D

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**Undergraduate Business
General Rubric**

Criteria	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
	4	**3**	**2**	**1**	**0**	**Weight**
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	**30 %**
Style & Vocabulary	Demonstrates appropriate style and vocabulary. Style and vocabulary enhance effectiveness.	Style and vocabulary are generally appropriate. Contains some minor errors which do not detract from effectiveness.	Minimal evidence of correct style and vocabulary. Contains some errors which detract from effectiveness.	Little evidence of correct style and vocabulary.	No evidence of correct style and vocabulary.	**20%**
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis or conclusions.	No evidence of analysis.	**30%**
Organization	Organization is logical, clear and consistent.	Organization is logical. Has some imperfections in clarity and consistency.	Minimal evidence of effective organization. Somewhat logical, but flaws detract from effectiveness.	Little evidence of effective organization. Sequence not logical. Obscure and disconnected ideas.	No attempt at effective organization.	**10%**
Spelling & Grammar	Follows rules of spelling and grammar. Spelling and grammar enhance effectiveness.	Most rules of spelling and grammar followed. Minor flaws do not detract from effectiveness.	Minimal evidence of accurate spelling and grammar. Flaws detract from effectiveness.	Little evidence of accurate spelling and grammar.	No attempt at using correct spelling and grammar.	**10%**
Christian Worldview	Excellent incorporation of a Christian worldview throughout. Enhances effectiveness.	Christian worldview incorporated. Minor flaws do not detract from effectiveness.	Minimal evidence of a Christian worldview. Flaws and exclusions detract from effectiveness.	Little evidence of a Christian worldview.	No attempt at incorporating a Christian worldview.	**0%**
Communication Skills	Excellent communication throughout.	Communication skills evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective communication skills. Flaws detract from effectiveness.	Little evidence of effective communication skills.	No attempt made at communicating.	**0%**
Leadership	Excellent leadership. Goals met or exceeded. Synergy evident.	Effective leadership. Goals accomplished. Some inefficiencies.	Minimal evidence of leadership.	Little evidence of leadership.	Not attempted.	**0%**

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Setting up Your Undergraduate Business ePortfolio

IMPORTANT NOTE: These instructions will help you set up your ePortfolio the first time you access it. Once you have set up your Undergraduate Business ePortfolio, you will not need to perform these actions again until you begin your personal ePortfolio or a resume ePortfolio. To perform any other actions in your ePortfolio, see "Instructions for Students Using ePortfolio" on the next page of this handbook.

1. Go to http://www.oru.edu.
2. Click on ACADEMICS.
3. Click on ePortfolio.
4. Click on ENTER ePortfolio.
5. Login with user id and password, and click in the box next to "Allow session to continue without timeout."
6. Enter the email address to which you are most likely to respond.
7. Click OK.
8. Find ePortfolio.
9. Click on the ENTER button adjacent to it.
10. Click on the PROFILE button at the top of the page.
11. Choose Undergraduate Business.
12. Click on SAVE CHANGES.
13. Highlight (NEW PORTFOLIO NAME).
14. Type "Undergraduate Business."
15. Click on CREATE.
16. Click on the TABLE OF CONTENTS button at the top of the page.
17. Go to the drop-down box that says, "Choose an existing Table of Contents."
18. Choose Undergraduate Business.
19. Click on CONTINUE.
20. Choose a theme for your ePortfolio (the blue theme, second row on the far left, looks great and keeps the Table of Contents on the left side of the screen).
21. If you are not automatically sent to a new page showing your ePortfolio, click on CONTINUE at the bottom of the page.
22. Click on the PUBLISH button at the top of the page.
23. "Red X" out of the page that pops up (close the page by clicking the red X in the upper right-hand corner of the page).
24. Click on RETURN in the top left-hand corner of your remaining ePortfolio page.

CONGRATULATIONS! You have successfully set up your ePortfolio. To begin the process of uploading artifacts, see "Instructions for Students Using ePortfolio" on the next page of this handbook.

Instructions for Students Using ePortfolio

BEFORE YOU BEGIN: Make sure that all of the artifacts you wish to submit are saved in a place where you can access them (on the computer you are using, on a CD, on a jump drive, or on a diskette).

When you upload other artifacts, <u>pay careful attention to where the artifact belongs</u>. In other words, look at the "Undergraduate Business ePortfolio Handbook" (this document—if you have printed out these instructions, you can find the Handbook at http://ePortfolio.oru.edu then click on the "Department Resources" button) to determine the location in the Undergraduate Business Table of Contents where the artifact should be placed.

Uploading an Artifact to your Artifact Library

1. Go to http://www.oru.edu.
2. Click on ACADEMICS.
3. Click on ePortfolio.
4. Click on ENTER ePortfolio.
5. Login with <u>user id</u> and <u>password</u>, and click in the box next to "Allow session to continue without timeout."
6. Find ePortfolio.
7. Click on the ENTER button adjacent to it.
8. Find your Undergraduate Business portfolio.
9. Click on the EDIT button adjacent to it.
10. Click on the ARTIFACT LIBRARY button at the top of the page.
11. Click the ADD NEW ARTIFACT button at the top of the page.
12. Click the BROWSE button.
13. Choose the location where your assignment is stored.
14. Peruse the list until you find the desired (.doc) file.
15. Double-click on the item.
16. Click on the DEPOSIT FILE button.
17. In the TITLE box, type the name of the artifact or use the automatically generated file name.
18. Click on the TYPE drop-down box.
19. Choose OTHER. [Note: If your document is a web page, choose WEB PAGE (HTML). If it has been scanned and saved as a PDF file, choose ACROBAT DOCUMENT.]
20. Ignore the FOLDER drop-down box for now.
21. Click on the REGISTER button. (Your file should now show up under the "ARTIFACTS LIST" in the ARTIFACT LIBRARY.)
22. Click on the RETURN button at the top of the page.

Inserting an Artifact From Your Artifact Library Into Your ePortfolio

1. Find your Undergraduate Business portfolio.
2. Next to this portfolio, click on the EDIT button.
3. Click on the appropriate item in the first level of the Table of Contents.
4. Find the appropriate subsection of the Table of Contents and click on EDIT. **(It is ESSENTIAL that you place your artifact in the correct location; if you choose the wrong section or subsection, your professor will not be able to assess your artifact.)**
5. Click on the drop-down box under the subsection heading for your assignment.
6. Click on the title of the artifact you are uploading.
7. Once your artifact appears with a check mark next to it, click on the PUBLISH button at the top of the page. **(Note: If you do not publish your portfolio, it will not save your changes.)**
8. "Red X" out of the page that pops up (close the page by clicking the red X in the upper right-hand corner of the page).
9. Click on the RETURN button at the top of your remaining ePortfolio page.

Sending Your Work to be Assessed

1. Find your Undergraduate Business portfolio again. (This is the portfolio you were just working with when you uploaded your artifact in the set of steps above.)
2. Next to this portfolio, click on the ASSESS button. (Note: If the ASSESS button does not appear, then click on PUBLISH, "Red X" out of the new page that pops up, and the ASSESS button will appear. If you <u>still</u> do not see it, click on the green REFRESH button at the very top toolbar of your screen.)
3. You should see a split screen. Under STEP 1, look at your ePortfolio to double check that all documents are readable and in the correct locations. This is exactly what your professor will see.
4. Under STEP 2, click on the SUBMIT PORTFOLIO button.
5. Complete the DEMOGRAPHIC SURVEY. (This survey will only appear once a semester.)
6. When you get to the screen that says "SELECT SECTION," find the appropriate item in the first level of the Table of Contents.
7. Find the appropriate subsection heading to which you attached your artifact. Click the box next to it. **(If you do not know which section and subsection to choose, refer to the "Undergraduate Business ePortfolio Handbook." It is ESSENTIAL that you choose the correct location; if you choose the wrong section or subsection, your professor will not be able to assess your artifact.)**
8. Click OK.
9. Choose the correct RUBRIC from the drop-down menu. There will sometimes be more than one choice, so look at the entire list before choosing one.

10. Choose the name of the designated ASSESSOR for your artifact.
11. Click the SUBMIT FOR ASSESSMENT button at the bottom of the page.
12. Click on RETURN TO ePortfolio if you have more artifacts to upload. When you have finished, you can exit by clicking on the faint green LOG OUT link at the top of the page.

CONGRATULATIONS! You have successfully uploaded and submitted an ePortfolio artifact for evaluation. If you have further questions about the steps of this process, visit the ePortfolio website at http://www.oru.edu, "Academics," "ePortfolio," "Instructions."

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Dr. James Russell

THE CHAIR OF THE UNDERGRADUATE BUSINESS DEPARTMENT