This course of study is designed to help you complete the Undergraduate Business Portfolio assessment. Your competence will be assessed as you complete this performance task (PFBM, PFMM, PFIT, PFHM, PFF1, PFN1). Depending on your educational background and work experience, this course of study can take up to five weeks to complete. Following this document sequentially is an important part of your assessment preparation. This tool is also designed to help you become an independent learner by providing multiple learning methods. Consult with your mentor if you wish to accelerate your progress through this course of study.

Introduction

Welcome to the Undergraduate Business Portfolio Course of Study! This is one of your culminating performance assessments in your business degree, and provides you the opportunity to document and demonstrate various competencies you have developed. Certainly in today's business environment there is a real need for the ability to communicate your strengths and competencies to employers, either in searching for new positions or in seeking advancement with current employers. An effective portfolio is clearly a tool that has value today -- and that is just what you are going to work on in this course of study.

What is the Portfolio?

This course of study is designed to prepare you for the Undergraduate Business Portfolio, a performance assessment consisting of five separate sections. The portfolio should be completed during your last academic term. This assessment focuses on developing a business portfolio containing a strengths essay, a career report, a reflection essay, a résumé, and exhibits that support your strengths in the work place. The five sections included in the business portfolio will be compiled and submitted as one task for grading. Although there is only one task in TaskStream for the portfolio, you will upload multiple documents into the task to be graded.

In conjunction with your personal experience and background, each of you has developed many competencies as you have moved through the various assessments in your degree program. Now is your opportunity to highlight your mastery of these skills in the development of a business portfolio. Your final business portfolio will be an asset to you in your current and future professional endeavors.

Competencies

There is one academic competency associated with this course of study:

**Competency: Capstone**
The graduate integrates and synthesizes competencies from across the degree program and thereby demonstrates the ability to participate in and contribute to the chosen professional field.

Preparing for Success

In order to successfully complete the Undergraduate Business Portfolio course of study, you need the appropriate resources to support your learning. The various learning resources
included in this course of study are essential for your success, as they will provide the necessary knowledge to complete the required portfolio tasks.

After completing this section's activities, you should have done the following

- Purchased your textbook
- Accessed the course of study message board
- Established a notebook or decided to use the course of study "Notes" feature
- Discussed TaskStream enrollment with your mentor

Your Learning Resources
Enroll in or order the learning resources for this course as early as possible so as to give them time to arrive and give you enough time to become familiar with them.

Automatically Enrolled Learning Resources

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

**eBrary E-Texts**
The following textbooks are available to you as e-texts within this course of study. You will be directly linked to the specific readings required within the activities that follow.


*Note: These e-texts are available to you as part of your program tuition and fees, but you may purchase hard copies at your own expense through a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition.*

**SkillSoft and Books 24x7**
You will access SkillSoft items at the activity level within this course of study. For more information on accessing SkillSoft items, please see the "Accessing SkillSoft Learning Resources" page.

**Additional Preparation**
There are many different learning tools available to you within your course of study in addition to the learning resources already discussed. Take the time to familiarize yourself with them and determine how best to fit them into your learning process.

**Message Boards, Study Notes, FAQs**

Message boards, study notes, and FAQs are available in every course of study.

Use the "Additional Learning Tools" page to review these tools.

**The WGU Central Library**

The WGU Central Library is available online to WGU students 24 hours a day. The library offers access to a number of resources, including over 60,000 full-text e-books; articles from journals,
magazines, and newspapers; course e-reserves; and tutorials on how to use these resources and the library. The library also includes a reference service for help with research questions or navigating the library.

For more information about using the WGU Library, view the “WGU Library: Finding Articles, Books & E-Reserves” video in the Student Resources section of The WGU Channel.

Course Mentor Assistance

Course mentors are available to help you. Their job is to aid understanding in areas where you need to improve and to guide you to learning resources. Request their help as needed when preparing for assessments.

Course mentors cannot provide reviews of entire assessments. If you fail assessment attempts, review the provided feedback first, then ask the course mentor specific questions about what you can do to meet the competency standard. Request course mentor assistance as necessary in preparing for second attempts at objective assessments or performance task revisions. Mentors cannot guarantee you pass as they do not evaluate assessments; however, they can provide the assistance and advice necessary to help you succeed.

Discuss TaskStream Enrollment with Your Mentor

At the end of this course of study, you will need to submit your completed assessment in TaskStream to demonstrate your competence. In order to submit your work, you will need to be enrolled in TaskStream. Students who finish Education Without Boundaries in any month and successfully matriculate will have their TaskStream accounts created by the 15th of the following month. TaskStream will automatically send an e-mail to you with your account information. This e-mail will also include log-in information. Additional information on TaskStream can be found in the Student Portal on the "Resources" tab at the bottom of the page. Contact your mentor to go over these TaskStream processes and requirements.

Pacing Guide

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

- Pacing Guide: Undergraduate Business Portfolio

Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.

"Strengths" Essay, Part I

The activities for this section will help prepare you to write the "Strengths" essay (Section A) for the undergraduate business portfolio. Understanding your individual strengths will help you see how you and potential work/career possibilities match, and allow you to focus more clearly on career goals that you will feel confident in pursuing.

It is beneficial for individuals to develop a strengths analysis in which personal strengths can be
assessed in relation to a chosen career.

"Strengths" Essay Concepts
When you have completed this section, you will be able to

- Evaluate your strengths.
- Discuss the importance of a strengths essay.
- Discuss the occupational profile for your chosen career.

What individual strengths are needed to be successful in your chosen career? Understanding the strengths required to be successful in your career field and how your strengths compare is critical to your success in your chosen field. This is your opportunity to develop your understanding of this topic, as well as apply these principles to a real-world setting, including your own career and employment.

Your study of a "Strengths" essay includes resources from your textbook, SkillSoft, and the message board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need to master in order to develop your strengths essay.

What is a Career Portfolio?

Read the following from The Career Portfolio Workbook:

- chapter 1 ("What is a Career Portfolio?")

After reading the chapter, you should be able to answer the following questions, and note your answers in the course of study online "Notes" section, or in your study notebook or journal:

- What are the key concepts covered in a career portfolio?
- What is a career portfolio?
- Who should use a career portfolio?
- What should a portfolio look like?
- How should a portfolio be used?

Assembling Your Master Portfolio

Read the following from The Career Portfolio Workbook:

- chapter 2 ("Assembling Your Master Portfolio")

After reading the chapter, you should be able to answer the following:

- What kinds of documents should you include in your final portfolio?
- How can you obtain new documents for your portfolio?

Questions/Exercises: Examples of Portfolio Documents

Review the following from The Career Portfolio Workbook:
As you review these examples, make a list of potential portfolio documents you may be able to utilize for your final portfolio, and record your list in the course of study "Notes" section, or in your study notebook or journal.

The P.E.A.K.S. Categories

Review the P.E.A.K.S. (Personal characteristic, Experience, Accomplishment, Knowledge, Skill) categories in chapter 1 ("What Is a Career Portfolio") of The Career Portfolio Workbook. After reviewing the chapter, you should be able to answer the following:

- What is included in each of the P.E.A.K.S. categories (Personal characteristic, Experience, Accomplishment, Knowledge, Skill)?
- How can a P.E.A.K.S. assessment help you assess your strengths in relation to your chosen career?


Evaluate Your Strengths and Weaknesses as a Leader

Review the "Evaluate Your Strengths and Weaknesses as a Leader" article and evaluate your strengths and weaknesses as a leader. After reading the material in this website, you should be able to answer the following questions:

- How and where do you have influence?
- Where can you improve your people skills?
- Do you have a positive outlook or attitude?
- Do you see evidence of growth in your self-discipline?
- Do you have a proven track record of success in your chosen field?

Occupational Profile

Review the occupational profile for your chosen career at the CareerOneStop website by clicking on "Browse Occupations" in the upper left-hand corner of the screen. After reviewing the material on this website, you should be able to answer the following:

- What are beneficial strengths for your chosen career?

After reviewing the occupational profile for your chosen career utilizing the CareerOneStop website, take notes on the information you found on your chosen career. This information will be valuable to you as you develop your "Strengths" essay.

SkillSoft Module: "Get Your Career on the Fast Track"

Complete the following SkillSoft module:
PD0131: Get Your Career on the Fast Track

1. Read the SkillSoft lesson overview.
2. Take the SkillSoft course pre-test for each section where available.
3. Complete the modules where your pre-test scores are low.
4. Take the posttests after completing all of the modules.
5. For additional information, review the SkillBriefs, Job Aids, and Books24x7 associated with each module.

After completing this SkillSoft module, you should be able to answer the following:

- How can you utilize your strengths and weaknesses to improve your current position?
- How can you develop a plan to get your career on the fast track to success?

Complete the "Build Your Strengths: Become an Expert in Your Field" Job Aid located at the end of the SkillSoft module. This Job Aid will assist you in building on your strengths and ultimately result in you being a more valuable job candidate.

Undergraduate Business Portfolio Message Board

Check the message board for this course of study and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course mentor on the message board.

"Strengths" Essay, Part II

Now that you have completed your review of the resources for this section, you will write your "Strengths" essay for your portfolio assessment. It is beneficial for individuals to develop a strengths analysis in which personal strengths can be assessed in relation to a chosen career. This is an opportunity for you to really think through and present what you see as your strengths in relation to potential employment/careers. In an employment interview you are often asked to describe your strengths, so this essay provides practice in clearly identifying those positive areas.

Write a "Strengths" Essay

When you have completed this section, you will be able to

- Evaluate your top five strengths in relation to your chosen career.
- Provide examples from your personal life, work, or school activities that support your evaluation.

Now is your opportunity to demonstrate the competence you have developed as you write a "Strengths" essay identifying the beneficial strengths for your chosen career. Job candidates who have the ability to assert their personal strengths in relation to their chosen career increase their potential for future employment.

Your study of an appropriate "Strengths" essay has included resources from your textbook, SkillSoft, and the message board. Be sure to utilize each of these resources as they provide a
broad range of viewpoints on the topics you will need in order to write the "Strengths" essay for your business portfolio.

**Writing Your "Strengths" Essay**

Now that you have completed your study of the concepts necessary to develop a "Strengths" essay for your portfolio, it is time to demonstrate your knowledge by developing your own "Strengths" essay by following these instructions:

**Section A**

Write an essay *(suggested length of 1-2 pages)* in which you do the following

- Evaluate your top five strengths in relation to your chosen career, and
- Provide examples from your personal life, work, or school activities that support your evaluation.

**Concept Self Check Activity**

Check your completed strengths essay to ensure it meets the following requirements. In it, you should

- Provide a logical evaluation of your top five strengths in relation to your chosen career.
- Provide appropriate examples from your personal life, work, or school activities that support your evaluation.
- Contain work that is in correct APA format *(if applicable)* and contain effective sentence structure, solid vocabulary, accurate word choice, and no mechanical, grammar, or spelling errors.

**"Career Outlook" Report, Part I**

The activities for this section will help prepare you to write the "Career Outlook" report *(Section B)* for the undergraduate business portfolio. Knowing potential careers is a valuable tool in sorting through the many career possibilities ahead of you. This "Career Outlook" report will allow you to analyze and review the various career paths you are interested in and sort through those with the most potential, which will allow you to focus your career search more effectively.

A "Career Outlook" report provides individuals with vital career information, such as salary range, employment outlook, types of positions, and required education.

**Concepts of "Career Outlook" Report**

When you have completed this section, you will be able to

- Identify concepts associated with a "Career Outlook" report, such as salary range, employment outlook, types of positions and required education.
- Describe appropriate components of a targeted portfolio.

In this nation's current economic situation, many careers that were once considered stable no
longer possess such a positive career outlook. Therefore, it is vital for current job seekers to be educated on the career outlook for their chosen career to help ensure realistic career goals are pursued. This relevant exercise will help prepare you for the real world application you will encounter as you apply for potential positions.

Your study of an appropriate "Career Outlook" report includes resources from your textbook and corresponding websites. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to write the career outlook report for your business portfolio.

**Targeting Your Portfolio**

Read the following in *The Career Portfolio Workbook*:

- **chapter 3 ("Targeting Your Portfolio")**

After reading the chapter, you should be able to answer the following questions:

- What does it mean to target a portfolio and why you should do so?
- When should you create a targeted portfolio?
- How can you select items that will appeal to your target audience?
- How should you organize the items in your targeted portfolio?

**Using Informational Interviews to Perfect Your Portfolio**

Read the following in *The Career Portfolio Workbook*:

- **chapter 4 ("Using Informational Interviews to Perfect Your Portfolio")**

After reading the chapter, you should be able to answer the following questions:

- What are informational interviews and why are they important?
- What key things can you learn from an informational interview?
- How can you identify and then contact the right people to interview?
- How do you conduct an informational interview?
- What homework should you do prior to informational interviews?

In chapter 4 of your textbook, *The Career Portfolio Workbook*, a list of the types of people who might be particularly useful for informational interviews is provided. Review this list and identify individuals in your current situation who may provide effective informational interviews.

**Career Outlook Report Websites**

Review the following websites to determine relevant career outlook information for your chosen career:

- Careeronestop
- Salary
- The Ladders
After reading the material in these websites, you should be able to answer the following:

- What is the salary range for your chosen career?
- What is the employment outlook for your chosen career?
- What types of positions are available for your chosen career?
- What education is required for your chosen career?

A "Career Outlook" report should contain components such as salary range, employment outlook, types of positions, and education required. As you review the above-mentioned websites, take notes on the relevant information for your chosen career.

**The Message Board**

Check the message board for this course of study, and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course mentor on the message board.

**"Career Outlook" Report, Part II**

Now that you have completed your review of the resources for this section, you will write your "Career Outlook" report for your portfolio assessment. This "Career Outlook" report will allow you to analyze and review the various career paths you are interested in and sort through those with the most potential, which will allow you to focus your career search more effectively.

A "Career Outlook" report provides individuals with vital career information, such as salary range, employment outlook, types of positions, and required education.

**Write a "Career Outlook" Report**

When you have completed this section, you will be able to

- Provide a precise summary of your specific career field of interest.
- Provide appropriate information, such as salary range, employment outlook, types of positions available, and education required for your chosen career.

Now is your opportunity to demonstrate the competence you have developed as you write a "Career Outlook" report for your business portfolio. Individuals who have the ability to assess their career outlook in relation to their long-term goals will be at an advantage in a difficult job market. This relevant exercise not only provides you the opportunity to demonstrate the competence you have gained, but also to participate in a preparatory exercise for future career endeavors.

Your study of an appropriate "Career Outlook" report has included resources from your textbook, corresponding websites, and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of
viewpoints on the topics you will need in order to write the "Career Outlook" report for your business portfolio.

**Develop Your "Career Outlook" Report**

Now that you have completed your study of the concepts necessary to develop an appropriate "Career Outlook" report, it is time to demonstrate your knowledge by developing your own "Career Outlook" report by following these instructions:

**Section B**

Write a "Career Outlook" report *(suggested length of 1-2 pages)* in which you do the following

- Summarize a specific career field that interests you, and
- Provide information such as salary range, employment outlook, types of positions available, and education required.

**Concept Self Check Activity**

Check your completed "Career Outlook" report to ensure it meets the following requirements

- Provide a precise summary of your specific career field of interest
- Provide appropriate information such as salary range, employment outlook, types of positions available, and education required
- Contain work that is in correct APA format (if applicable) and contain effective sentence structure, solid vocabulary, accurate word choice and no mechanical, grammar, or spelling errors

"Reflection" Essay, Part I

The activities for this section will help prepare you to write the "Reflection" essay (Section C) of the undergraduate business portfolio. It is always helpful to look back on experiences and activities to glean what is really of value to you as you prepare to move forward. This can be especially beneficial in the career search -- reviewing for yourself what has been of value to you, and what you would hope to avoid in the future.

A reflection essay provides the opportunity for individuals to reflect on how past experiences have prepared them for their future career.

**Concepts of a "Reflection" Essay**

When you have completed this section, you will be able to

- Describe appropriate components of a reflection essay.
- Identify the advantages a portfolio can give you in an interview.
- Utilize a portfolio during different stages of an interview.
- Describe ways your portfolio can be used in follow-up interviews and when responding to a job offer.
How have your past experiences prepared you for your current or future career? Having the ability to appropriately reflect on this question will not only assist you in being a more competitive job candidate, but will also help you be a well rounded, contributing member in your current and future organizations.

Your study of an appropriate "Reflection" essay includes resources from your textbook, corresponding websites, and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to write the "Reflection" essay for your business portfolio.

Using the Portfolio to Get That Job

Read the following in The Career Portfolio Workbook:

- chapter 6 ("Using That Portfolio to Get That Job")

After reading the chapter, you should be able to answer the following:

- What should you achieve in a job interview?
- What advantages can a portfolio give you in an interview?
- How can you prepare yourself to use a portfolio in an interview?
- How can you use a portfolio during the different stages of an interview?
- How can you use your portfolio in follow-up interviews and when responding to a job offer?

Review the list of "Portfolio Do's and Don'ts" at the end of chapter 6. Based on the information provided in this list, is it appropriate to bring extra copies of the items included in your portfolio to leave with the interviewer?

Review Reflective Essay Example

Review the "Beginning a Career in Higher Education" reflective essay on the Economics Network website. Review the reflective essay as an example for your own reflective essay.

After reviewing the website, you should be able to answer the following:

- What are appropriate components of a reflective essay?

As you review the above-mentioned reflective essay example, take notes on key points you want to include in your own reflective essay.

The Message Board

Check the message board for this course of study and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course mentor on the message board.

"Reflection" Essay, Part II
Now that you have completed your review of the resources for this section, you will write your "Reflection" essay for your portfolio assessment.

A reflection essay provides the opportunity for individuals to reflect on how their past experiences have prepared them for their future career.

**Write a Reflection Essay**

When you have completed this section, you will be able to appropriately reflect on how your past experiences have prepared you for a future in your workplace.

Now is your opportunity to demonstrate the competence you have developed as you write a reflection essay for your business portfolio. In the current economy, it is critical for potential employees to differentiate themselves from other job candidates as they highlight past work and educational experiences that make them unique and appealing to employers.

Your study of an appropriate "Reflection" essay has included resources from your textbook, corresponding websites, and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to write the "Reflection" essay of your business portfolio.

**Writing Your "Reflection" Essay**

Once you have completed your review of the resources for this section, you will write your "Reflection" essay (section C) by following these instructions:

**Section C**

Write an essay (*suggested length of 3-5 pages*) in which you do the following

- Reflect on how your education and past work and life experiences have prepared you for your future in the workplace.

**Concept Self Check Activity**

Check your completed reflection essay to ensure it meets the following requirements. Ensure that your work

- Appropriately reflects on how your education and past work and life experiences have prepared you for a future in your workplace.
- Contains work that is in correct APA format (if applicable).
- Contains effective sentence structure; solid vocabulary; accurate word choice; and no mechanical, grammar, or spelling errors.

**Resume, Part I**

The activities for this section will help prepare you to write your résumé (Section D) for the undergraduate business portfolio.
A résumé is often the first impression an employer has of a potential employee; therefore, it is vital that a résumé is professional, organized, and clearly outlines a candidate's relevant credentials.

**Concepts of a Resume**

When you have completed this section, you will be able to

- Describe the components of an effective résumé.
- Describe how a portfolio can help you achieve greater security in your current career.
- Identify what you should be able to achieve with your résumé.

Today's world of submitting résumés online to job websites varies drastically from the processes job seekers adhered to twenty years ago. If your résumé makes it through the screening process for one of these job websites, it is estimated that potential employees have approximately 12 seconds to convince an employer to continue reading their résumé. In this environment, it is critical for job seekers to have a résumé that clearly and concisely highlights their unique qualifications. The application of the concepts covered in this task will result in an updated résumé that will not only contribute to your business portfolio assessment, but also future job opportunities.

Your study of an appropriate résumé includes resources from your textbook, SkillSoft, and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to write the résumé for your business portfolio.

**Creating Resumes That Work With Your Portfolio**

Read the following in *The Career Portfolio Workbook*, paying particular attention to tips on incorporating P.E.A.K.S. components into your résumé:

- chapter 5 ("Creating Résumés that Work with your Portfolio")

Take notes in the course of study "Notes" section, or in your study notebook or journal.

After reading the chapter, you should be able to answer the following questions:

- What should you be able to achieve with your résumé?
- How can a P.E.A.K.S. formatted résumé help you to achieve your résumé goals?
- How can you create a "master résumé"?
- How can you target your résumé for a particular job?

In chapter 5 of your textbook, review the suggested content for a P.E.A.K.S.-formatted résumé. Does your current résumé contain some of these P.E.A.K.S. components? If not, what sections would you need to add to your résumé?

**Getting That Raise and Other Important Issues for Portfolios**
Read the following in *The Career Portfolio Workbook*:

- **chapter 7** ("Getting That Raise and Other Important Issues for Portfolios")

After reading the chapter, you should be able to answer the following questions:

- In addition to getting the job you want, what other purposes can a strong portfolio serve?
- How can an updated portfolio be helpful to you in your current organization?

After reading chapter 7 in your textbook, consider the following question: what is one additional way you could utilize your completed business portfolio in your current employment situation?

**Developing Your Portfolio to Protect and Advance Your Career**

Read the following in *The Career Portfolio Workbook*:

- **chapter 8** ("Developing Your Portfolio to Protect and Advance Your Career")

After reading the chapter, you should be able to answer the following questions:

- How can a portfolio help you achieve greater security in your present career?
- How can you position yourself to realize your career dreams?

**Tips for Creating a P.E.A.K.S. Resume**


After reading the document, you should be able to answer the following:

- What are some tips for creating a P.E.A.K.S. résumé?
- What are the key components of a P.E.A.K.S. résumé?

**Sample Resumes**

Review the sample résumés in *The Career Portfolio Workbook*. After reviewing these sample résumés, you should be able to answer the following:

- What are the components of an appropriate résumé?
- What are the most effective ways to format and organize your résumé for the reader?

As you review the sample résumés in your textbook, take notes on résumés you find most effective for their purpose, and post them in the course of study "Notes" section or in your study notebook or journal. What are tips you gathered from the sample résumés that you would like to incorporate into your own résumé?

**SkillPort Books24x7**

For additional information on writing your résumé, access the [SkillSoft Home Page](#). Using a key word search, search for books in Books24x7 using the following suggested keywords:
Résumé writing
Career

The Message Board

Check the message board in the course of study, and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course mentor on the message board.

Resume, Part II

Now that you have completed your review of the resources for this section, you will write your résumé for your business portfolio.

A résumé is often the first impression an employer has of a potential employee; therefore, it is vital that a résumé is professional, organized, and clearly outlines a candidate’s relevant credentials.

Write a Resume

When you have completed this section, you will be able to write an effective résumé.

Now is your opportunity to demonstrate the competence you have developed as you prepare an updated résumé for your business portfolio. In the current economy, it is critical for potential employees to have an effective résumé that will differentiate themselves from other job seekers.

Your study of an appropriate résumé has included resources from your textbook, SkillSoft, and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to write the résumé for your business portfolio.

Writing Your Resume

Once you have completed your review of the resources for this section, you will write your résumé (Section D) following these instructions:

Section D

Write a résumé (no more than 3 pages in length).

Concept Self Check Activity

Check your completed résumé to ensure it meets the following requirements. Ensure that your work

- Includes an appropriate résumé that is 1-3 pages long,
- Includes the necessary formatting to be correctly viewed electronically and when printed,
- Contains work that is in correct APA format (if applicable), and
- Contains effective sentence structure; solid vocabulary; accurate word choice; and no mechanical, grammar, or spelling errors.
Exhibits, Part I

The activities for this section will help prepare the exhibits (Section E) for the undergraduate business portfolio. The exhibits in a professional portfolio provide an employer with additional evidence of a candidate’s skills and/or abilities.

**Concepts of an Exhibit**

When you have completed this section, you will be able to

- Describe the creation and utilization of a digital portfolio.
- Identify technical capabilities and constraints associated with different digital formats.
- List steps to compile a career portfolio in a short period of time.
- Identify appropriate exhibits to be included in a professional portfolio.

How can you differentiate yourself from other job candidates? One way can be to include solid exhibits in your business portfolio. These exhibits can provide an employer additional evidence of a candidate’s skills and abilities. As you develop your competence of the principles associated with appropriate exhibits, you will be creating a more solid business portfolio for your future use.

Your study of appropriate exhibits includes resources from your textbook and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to compile appropriate exhibits for your business portfolio.

**Digital Options for Your Portfolio and Resume**

Read the following in *The Career Portfolio Workbook*:

- chapter 9 ("Digital Options for Your Portfolio and Résumé")

After reading the chapter, you should be able to answer the following questions:

- How can you create and use digital portfolios?
- How can you present off-line digital portfolios?
- What are the pros and cons of having a web-based portfolio?
- What are the technical capabilities and constraints associated with different digital formats?

**Portfolios on the Fly: Creating a Portfolio in a Few Hours**

Read the following in *The Career Portfolio Workbook*:

- chapter 10 ("Portfolios on the Fly: Creating a Portfolio in a Few Hours")

After reading the chapter, you should be able to answer the following questions:

- What are career portfolios and how can they help you achieve your next career goal?
What are ten quick steps that will help you compile a career portfolio in a short period of time?

Chapter 10 of your textbook provides steps for individuals who want to quickly compile a portfolio. Based on these quick steps, what exhibits do you currently have on hand that you could incorporate into your portfolio?

**Examples of Targeted Portfolios in Part II**

Review the following in Part II of your textbook, *The Career Portfolio Workbook*:

- "Examples of Targeted Portfolios"

After reviewing these examples, you should be able to answer the following questions:

- What are the components of a targeted portfolio?
- Who is your portfolio trying to target?

After reviewing the examples of targeted portfolios in your textbook, whom have you identified as the target group for your own portfolio?

**Examples of Portfolio Documents**

Review the following in *The Career Portfolio Workbook*:

- "Examples of Portfolio Documents" on pages 18-20 of chapter 1 ("What Is a Career Portfolio?")

After reviewing these examples, you should be able to answer the following question:

- What are some examples of appropriate portfolio documents?

**The Message Board**

Check the message board in the course of study, and post any questions you might have at this point. Be sure to follow the questions and responses of other students and the expert advice of the course mentor on the message board.

**Exhibits, Part II**

Now that you have completed your review of the resources for this section, you will compile your exhibits for your portfolio assessment. The exhibits in a professional portfolio provide an employer with additional evidence of a candidate's skills and/or abilities.

**Compile Exhibits**

When you have completed this section, you will be able to provide appropriate exhibits to be included in your professional portfolio.

Now is your opportunity to demonstrate the competence you have developed as you compile appropriate exhibits for your business portfolio. These exhibits can be a distinguishing factor for
job candidates in a downward economy.

Your study of appropriate exhibits has included resources from your textbook and the Undergraduate Business Capstone and Portfolio Message Board. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need in order to compile the exhibits for your business portfolio.

**Compile Your Exhibits**

Once you have completed your review of the resources for this section, you will compile your exhibits (Section E) by following these instructions:

**Section E**

Provide five exhibits to include in your professional portfolio. Examples may include the following:

1. Executive summary from your capstone (no more than 1-2 pages in length).
2. Any artifact from your work experience if it applies directly to information that a potential employer would be interested in seeing (e.g., awards, certificates, letters of recommendation, performance evaluations, other evidence of outstanding work performance).
3. Any artifact from your university experience if it applies directly to information that a potential employer would be interested in seeing (e.g., transcripts, score reports, certificates, awards).
4. Description of a work product.
5. Projects or assignments completed to meet requirements in your degree program.

**Concept Self Check Activity**

Check your compiled exhibits to ensure it meets the following requirements. Ensure that your work

- Provides five appropriate exhibits.
- Contains work that is in correct APA format (if applicable).
- Contains effective sentence structure; solid vocabulary; accurate word choice; and no mechanical, grammar, or spelling errors.

**Conclusion**

Congratulations! You have now successfully completed the Undergraduate Business Portfolio Course of Study. From this culminating assessment, you have been able to demonstrate the competencies mastered throughout your entire degree program at WGU. In addition, this assessment has enabled you to complete a relevant exercise that will assist you in your current and future career opportunities.

**Review of Major Points**

As you prepare to complete your business portfolio and this course of study, you have had the
opportunity to demonstrate your mastery of competencies gained through your entire degree at WGU. This competence has been demonstrated as you have completed each of the following sections of the business portfolio:

1. "Strengths" Essay
2. "Career Outlook" Report
3. "Reflection" Essay
4. Résumé
5. Exhibits

Once you have successfully completed each of the required sections of your business portfolio, you will be compiling and reviewing your final documents so you can proceed with the submission in TaskStream.

Review your completed business portfolio carefully in conjunction with the scoring rubric located in TaskStream to ensure you have covered each of the required components.

**Finalize Your Document**

Complete the following:

- Review and organize required sections of your business portfolio.
- Run spell check and correct all errors in the document.
- Check your formatting to make sure that you have used the same format throughout the document.
- Read your finalized business portfolio documents closely to ensure your sentences are clear and concise.
- If you used references, make sure that you cite them using APA style.

**Next Steps: Submit Your Task in TaskStream**

Once you have reviewed your completed work and ensured you have included all of the requirements outlined in the rubric, submit your final business portfolio in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not give you a passing grade for your task you can review, revise, and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the course mentor for assistance. If you do not pass the assessment within two tries, you will need to have the course mentor’s approval to try again.

To submit your task in TaskStream:

1. Log in to your MyWGU Student Portal.
2. Go to the "My Degree Plan" tab.
3. In the list below "Course Details," find the assessment you are working on.
4. In the "Assessment Scheduled Date" column, click "Schedule Now."
5. A new window will come up. If there are other considerations you would like to inform
the Assessment Delivery Team about, discuss them in the "Other Considerations" box that appears and then click "Continue." If not, simply click "Continue."

6. A request will be sent to your mentor for approval.

7. Once your mentor has approved your request, our Assessment Delivery Team will open the tasks required for the assessment in TaskStream. You will log in to TaskStream to receive the instructions, see the rubric, and submit your assessment for grading.

Feedback

WGU values your input! If you have comments, concerns, or suggestions for improvement of this course, please submit your feedback using the following form:

- Course Feedback

ADA Policy

Western Governors University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. Western Governors University is committed to provide reasonable accommodation(s) to qualified disabled learners in University programs and activities as is required by applicable law(s). ADA Support Services serves as the principal point of contact for students seeking accommodations and can be contacted at ADASupport@wgu.edu. Further information on WGU’s ADA policy and process can be viewed in the student handbook at the following link:

- Policies and Procedures for Students with Disabilities