RUBRIC - PERSONAL PHILOSOPHY PAPER

RUBRIC FOR PERSONAL PHILOSOPHY AND COURSE REFLECTION DOCUMENT

Purpose

The **Personal Philosophy and Course Reflection Document** is your opportunity to examine your personal attitudes, beliefs, practices, and activities related to management and to document how these have been changed and impacted through taking the course. The purpose of this task is to help you identify your own personal strengths and skills and to help you demonstrate your understanding and application of management skills. This document will create a snapshot of attitudes and practices that you can revisit (and modify) as you gain additional management skills and experiences.

Requirements

The length of this document should be at least 5 pages but no more than 8 pages. Within your paper, you might address some of the following areas. The key factor is to specifically address how your beliefs, attitudes, and behaviors have changed by taking this class.

- A philosophy statement addressing your attitudes related to the performance of the four management functions of leading, controlling, planning, and organizing. This philosophy should accurately identify your own strengths and preferences.

- An explanation of the top two factors that provide motivation and satisfaction for you, and how these will factor into your choice of company or career.

- Five specific content areas that you found particularly interesting or vital importance to your career, and why they will be memorable or useful.

- Five specific concepts that gave you difficulty and a description of what actions you have taken to overcome your challenges, including any additional resources you found and used.

- Incorporating the weekly discussions, analyze how specific peer-to-peer interactions have affected and extended your learning and understanding of the issues, concepts, and processes in this course. In your work roles, how has the content in the course changed your behaviors or opinions (changes in communications, priorities, processes, etc.)?

- A list of additional resources or changes to the course that might have assisted you in the learning process (at any point in the course, you are welcome to submit your suggestions via private email).

You have the choice to provide this document in any format that is appropriate to a business audience (consider this as a resume / portfolio document). The design and presentation elements are of your choice; you are encouraged to use your creativity, and at your option, you may use an alternate format (PowerPoint, video, website pages). Citations need to be included where appropriate.

This reflection exercise covers the **Analysis** and **Synthesis** steps of Bloom's Taxonomy of Learning. (Analysis: distinguish, analyze, differentiate, appraise, calculate, experiment, test, compare, contrast, criticize, diagram,

inspect, debate, question, relate, solve, examine, categorize / Synthesis: compose, plan, propose, design, hypothesize, formulate, arrange, role-play, assemble, collect, construct, create, set up, organize, manage, prepare.)

It is very important to proofread, spell check, and grammar check your document. Use the built-in tools in Microsoft Word for composing your writings. You can then cut & paste the "proofed" materials into other applications for final presentation.

It is also important that you accurately document your research sources. As soon as you find a piece of research you wish to use, you should use the CitationMachine found at www.citationmachine.net to create a citation that can be added to your bibliography.

Document Grading

Criteria	Not Evident	Insufficient	Sufficient	Expected
Mechanics: Accurate spelling, grammar, and punctuation. .	0 points More than 6 mistakes	3 points 3-6 mistakes	7 points 1-3 mistakes	10 points 0 mistakes
Completeness: Length of paper sufficient to document the course outcomes and changes in behaviors, attitudes, and beliefs.	0 points Less than 3 pages	5 points 3 to 4 pages.	15 points 5 to 6 pages includes a separate statement of personal management philosophy.	20 points 7 to 8 pages with thorough analysis documenting personal growth within each of the 10 Course Outcomes
Personalization: Adaptation to self, addresses scholastic and career goals in a meaningful way	0 points Reflection is superficial; lacks introspection; lacks understanding of own learning process; or lack of development of personalized / individualized application of concepts and skills	10 points Reflection does not show a growth of skills, or there is a lack of application toward medium-term and long-term goals.	25 points Specifically addresses medium and long range career / scholastic applications. Statement areas clearly adapted to the individual's beliefs and experiences.	40 points In addition to fully meeting expectations, specific documentation is provided to show direct and current uses of course skills and knowledge in current work / life situations.
Organization and Flow: Clear to understand and has a consistent theme and flow.	0 points Document lacks a central organization and structure. Thoughts and ideas are randomly presented without clear purpose or connection.	5 points Document contains sequences of organized thoughts, but the organization does not carry	10 points Document is organized with discernable sections and transitions that help guide the reader from start to end.	15 points Paper utilizes harmony and integration with a unified theme / purpose.

		throughout		
Presentation and Style	0 points Paper is straight text without any formatting variations. Visually uninteresting.	5 points Style and presentation helps show structure and organization of the information with use of headings, formatting.	10 points Presentation incorporates visual elements (photos, charts, diagrams, etc.) to help stimulate and retain interest of the reader	15 points Finished presentation demonstrates an attractive, engaging business-professional format and style that flags the 10 Course Outcomes

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