

PORTFOLIO COMPONENTS & SUGGESTED TIMELINE:

This is a suggested track and will vary depending on the order in which courses are taken. Students should make regular progress to maximize the benefits of the portfolio and look for opportunities to improve the quality of their portfolio where appropriate.

Item #	Qty.	Items with links to templates	Possible Source*
Freshman Year: <i>(use PirateID and password to access templates – intra\PirateID if accessing from off campus)</i>			
1	#1 of 4	Personal Reflection	
2	20 hrs.	Service Learning Requirement	
3	#1 of 4	Professional Reading	BUSI 1200
4	#1 of 4	Leadership Speaker Series	
5	#1 of 2	Leadership Personality Assessment	BUSI 1200
6	#1 of 4	EDGE Perspective (International/Global)	ENGL 1200
Sophomore Year:			
1	#2 of 4	Personal Reflection	
2	20 hrs.	Service Learning Requirement	BUSI 2200
3	#2 of 4	Professional Reading	BUSI 2200
4	#2 of 4	Leadership Speaker Series	
6	#2 of 4	EDGE Perspective (Diversity)	BUSI 2200
7	#1 of 1	Active Participation in Professional Organization	
8	#1 of 3	Professional Writing (Items C & D)	ENGL 1200/3880 or BUSI 2200
9	#1 of 2	Group Involvement	BUSI 2200
Junior Year:			
1	#3 of 4	Personal Reflection	
2	20 hrs.	Service Learning Requirement	
3	#3 of 4	Professional Reading	BUSI 3200
4	#3 of 4	Leadership Speaker Series	
5	#2 of 2	Leadership Personality Assessment (junior or senior)	BUSI 3200
6	#3 of 4	EDGE Perspective (Ethics)	BUSI 3200
8	#2 of 3	Professional Writing (Items A, B, & E)	BUSI 3200
9	#2 of 2	Group Involvement	Core or Concentration
10	#1 of 2	Professional Presentations	Core or Concentration
11	#1 of 1	Professional Behavior/Etiquette and Appearance	BUSI 3200
12	#1, #2 of 4	Employer Informational Events	
Senior Year:			
1	#4 of 4	Personal Reflection	BUSI 4200
2	10 hrs.	Service Learning Requirement	
3	#4 of 4	Professional Reading	BUSI 4200
4	#4 of 4	Leadership Speaker Series	
5	#2 of 2	Leadership Personality Assessment (junior or senior)	BUSI 4200
6	#4 of 4	EDGE Perspective (Environment/Social Responsibility)	BUSI 4200
8	#3 of 3	Professional Writing (Item E)	Core or Concentration
10	#2 of 2	Professional Presentations	Core or Concentration
12	#3, #4 of 4	Employer Informational Events	

*These are courses in which the requirement might be covered. Students must complete all requirements even if they do not take a class that covers the material. Additional information is available to identify courses in which students may have an opportunity to complete the requirements.