

Date: _____

Student Name: _____

Module Learner Expectations

The student will:

- describe management procedures necessary to implement the venture
- manage the venture by performing the following functions:
 - making decisions
 - managing human resources
 - managing finances

Rating Scale (<i>italics are optional</i>): <i>The student:</i>	
4	exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. <i>Leads others to contribute team goals. Analyzes and provides effective client/customer services beyond expectations.</i>
3	meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively. Quality and productivity are consistent. Works cooperatively and contributes ideas and suggestions that enhance team effort. Analyzes and provides effective client/customer services.
2	meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and used appropriately. Quality and productivity are reasonably consistent. <i>Works cooperatively to achieve team goals. Identifies and provides customer/client services.</i>
1	meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately. Quality and productivity are reasonably consistent. <i>Works cooperatively. Provides a limited range of customer/client services.</i>
0	has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

STANDARD IS 3 IN EACH APPLICABLE AREA

Criteria	Rating Scale				
	4	3	2	1	0
A. Organizational Chart (include a minimum of 3 of the following): <input type="checkbox"/> Shows hierarchy of management <input type="checkbox"/> Depicts lines of communication <input type="checkbox"/> Appropriate job titles <input type="checkbox"/> Professional appearance/appropriate format <input type="checkbox"/> Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Portfolio (include a minimum of 5 of the following): For each job title, describe: <input type="checkbox"/> management functions <input type="checkbox"/> components of effective leadership <input type="checkbox"/> motivation <input type="checkbox"/> communication <input type="checkbox"/> conflict resolution <input type="checkbox"/> team building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____

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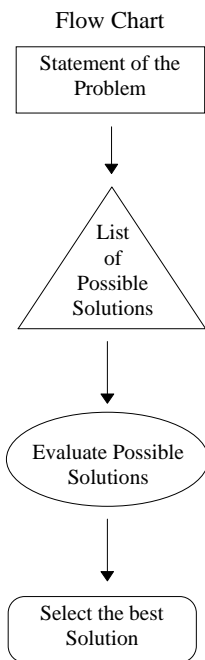
Module Learner Expectations

The student will:

- describe critical risks, and develop contingency procedures

STANDARD IS 3 IN EACH APPLICABLE AREA

Rating Scale (<i>italics are optional</i>): <i>The student:</i>	
4	exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials and/or processes are selected and used efficiently, effectively and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. <i>Leads others to contribute team goals. Analyzes and provides effective client/customer services beyond expectations.</i>
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Problem Scenario #1	Problem Scenario #2	Problem Scenario #3	Criteria	Rating Scale				
				4	3	2	1	0
(Student Work)								
			<input type="checkbox"/> Review of scenario <input type="checkbox"/> Identify present situation versus desired situation <input type="checkbox"/> Clear statement of problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Apply rules and principles to new situations <input type="checkbox"/> Combine ideas or information in new ways <input type="checkbox"/> Develop a variety of solutions based on concrete rationale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> Draw and defend solutions <input type="checkbox"/> Evaluate based on <ul style="list-style-type: none"> - creative ideas - devil's advocate approach - facts, figures, information 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> All criteria considered <input type="checkbox"/> Based on the most positive outcome for the company/situation <input type="checkbox"/> Impact of the solution <ul style="list-style-type: none"> - environmental - social - ethical - legal 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____

Student Name: _____

Module Learner Expectation

The student will:

- describe the monitoring procedure and revisions to the venture plan

STANDARD IS 3 IN EACH APPLICABLE AREA

Rating Scale (<i>italics are optional</i>): <i>The student:</i>	
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Criteria	Rating Scale				
	4	3	2	1	0
<p>Oral Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voice projection, clarity, speed and pacing <input type="checkbox"/> Body language <input type="checkbox"/> Appearance <input type="checkbox"/> Demonstrates knowledge on venture status <input type="checkbox"/> Logical sequence in presentation <input type="checkbox"/> Provides an introduction that describes the venture and its position <input type="checkbox"/> States a conclusion synthesizing the information presented 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review conceptual and planning stages <input type="checkbox"/> Outline perceived risks and risk management strategies <input type="checkbox"/> Update venture progress to date <input type="checkbox"/> Review current position of the venture in financial and management terms <input type="checkbox"/> Highlight the strengths of the venture <input type="checkbox"/> Outline the weaknesses of the venture <input type="checkbox"/> Propose a plan to capitalize on the strengths and revise the weaknesses <input type="checkbox"/> Outline learning experiences throughout the venture process 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					

Module Learner Expectation

The student will:

- describe the monitoring procedure and revisions to the venture plan

Instructions

- Reflection record is evaluated on a completion or non-completion basis
- Implementation of this tool could be:
 - given the criteria as outlined below, the student must meet 5 of the 9 criteria
 - given the criteria as outlined, the student must provide supportive evidence in a written or a verbal explanation. Leadership qualities should have been demonstrated in relation to the implementation of their venture.

Criteria for Consideration

- Risk taker
- Setting an example of honesty
- Setting an example of fairness
- Providing direction to others
- Task oriented
- Goal oriented
- Ability to generate ideas
- Ability to make decisions
- Listening skills

Date: _____

Student Name: _____

Module Learner Expectations

The student will:

- describe the rationale for expanding a particular venture
- identify the options available, and describe an expansion strategy

Rating Scale (*italics are optional*): *The student:*

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STANDARD IS 3 IN EACH APPLICABLE AREA

Criteria	Rating Scale				
	4	3	2	1	0
Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Voice projection <input type="checkbox"/> Body language <input type="checkbox"/> Appearance <input type="checkbox"/> Demonstrates knowledge of venture <input type="checkbox"/> Logical sequence in presentation <input type="checkbox"/> Provides an introduction that describes the purpose and scope of the venture <input type="checkbox"/> States a conclusion synthesizing information presented					
OR					
Technical Components (Written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Legible <input type="checkbox"/> Free of spelling/proof-reading errors <input type="checkbox"/> Correct grammar/communication style <input type="checkbox"/> Professional appearance/appropriate format <input type="checkbox"/> Appropriate use of white spaces <input type="checkbox"/> Page headings <input type="checkbox"/> Line spacing <input type="checkbox"/> Document free of smudges and wrinkles					
Contents					
The student must demonstrate at least two decisions made under each major heading given the suggestions as outlined below: <input type="checkbox"/> Rationale for expansion <ul style="list-style-type: none"> - personal criteria (values/goals/expertise) - economic criteria - financial considerations - social/ethical considerations - personal definition of a successful venture <input type="checkbox"/> Analysis of options available <ul style="list-style-type: none"> - management strategies - financing strategies - promotional strategies - vertical or horizontal expansion - diversification <input type="checkbox"/> Justify expansion decision <ul style="list-style-type: none"> - personal philosophy - plan for implementation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FRAMEWORK FOR ASSESSING
IMPLEMENTATION OF EXPANSION PLAN**

ENT3020-2

Date: _____

Student Name: _____

Project/Company Name: _____

Member(s) Name: _____

Module Learner Expectation

The student will:

- describe a plan to expand a particular venture

Rating Scale (<i>italics are optional</i>): <i>The student:</i>	
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Being Innovative <input type="checkbox"/> combine ideas or information in new ways <input type="checkbox"/> make connections between seemingly unrelated ideas <input type="checkbox"/> prepare, validate and implement plans that reveal new possibilities <input type="checkbox"/> shows creative thought in developing the expansion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics <input type="checkbox"/> encourage and support others to demonstrate ethical behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Resources <input type="checkbox"/> allocate human resources by assessing knowledge and skills and utilizing those skills effectively <input type="checkbox"/> distributing work and materials in an efficient manner <input type="checkbox"/> continually evaluate performance and make appropriate changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork, Leadership and Service <input type="checkbox"/> lead, when appropriate, mobilizing group for high performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrating Responsibility and Safety <input type="checkbox"/> work hard to excel at setting and meeting goals <input type="checkbox"/> shows creative thought in developing the expansion <input type="checkbox"/> sets high standards and pays attention to important details <input type="checkbox"/> able to assess the need for continued or future expansion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					

Date: _____

Student Name: _____

Module Learner Expectation

The student will:

- describe the elements of “success” (as personally defined) of the expanded venture

STANDARD IS 3 IN EACH APPLICABLE AREA

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<p>Oral Presentation</p> <input type="checkbox"/> Voice projection and enthusiasm/speed and pacing <input type="checkbox"/> Body language <input type="checkbox"/> Appearance <input type="checkbox"/> Demonstrates knowledge of venture expansion <input type="checkbox"/> Logical sequence in presentation <input type="checkbox"/> Provides an introduction that describes the purpose and scope of the venture <input type="checkbox"/> States a conclusion synthesizing information presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR					
<p>Technical Components (Written)</p> <input type="checkbox"/> Legible <input type="checkbox"/> Free of spelling/proofreading errors <input type="checkbox"/> Correct grammar/communication style <input type="checkbox"/> Professional appearance/appropriate format <input type="checkbox"/> Appropriate use of white spaces <input type="checkbox"/> Page headings <input type="checkbox"/> Line spacing <input type="checkbox"/> Document free of smudges and wrinkles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contents</p> <input type="checkbox"/> Personal definition of “success” <input type="checkbox"/> Identification of expansion goals <input type="checkbox"/> Set of criteria developed to assess expansion <input type="checkbox"/> Application of criteria to own venture <input type="checkbox"/> Interprets, organizes and combines information in creative and thoughtful ways <input type="checkbox"/> Assesses and refines approach to expansion based on feedback and reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					