Now that you are done with your assignments, you are going to take your examination. Your portfolio is your examination. Your TA will guide you through the process of preparing your portfolio. A rubric is posted together with the portfolio to help you compile your portfolio. The rubric indicates how your portfolio will be marked. Remember the closing date for the portfolio is **23 of OCTOBER 2020**. No extension will be entertained.

Your portfolio should be arranged in the following order:

i. Cover page: The cover page must have your name, surname, student number and module code.

ii. Declaration form: The format of the form follows below. The form can be handwritten or typed.

1.I understand what academic dishonesty entails and aware of UNISA's policies in this regard.
2. I declare that this assignment is my own, original work. Where I have used someone else's work, I have indicated this by using the prescribed style of referencing. Every contribution to, and quotation in, this assignment from the work or works of other people has been referenced according to this style.
3. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
4. I did not make use of another student's work and submitted it as my own.

NAME: …….
STUDENT NUMBER: …….
MODULE CODE: .....
SIGNATURE: …….
DATE: ……..

iii. Table of contents: Composed of sequential responses to questions and page numbers for each question.

Read the letter below which is a complaint written by Ms Ignorant to her principal Mr Dontcare. Ms Ignorant is complaining about her head of department Mr Fixit. Answer questions that follow based on the letter.

"Dear Principal

I am writing this letter hiding my identity. The reason being that I do not want to be victimised by my head of department Mr Fixit.

Most of the teachers in our department are terrified of Mr Fixit. When teachers approach him, he is rude and "dictator like" often screaming and shouting at us. This is unprofessional of Mr Fixit. This demoralising us teachers. As teachers, we are professionals and adults.

The way Mr Fixit should speak to us should be cordial. There is no need for him to become defensive of EVERYTHING, raise his voice and use his position of power to VICTIMISE teachers who query things. He makes things personal and victimise teachers. Teachers who stand up against him are allocated more extracurricular activities. Thus, he uses his position of power to victimise us.

We cannot do our work effectively for fear of reprisals. In one of our departmental meetings, Mr Fixit indicated that teachers who administer formal assessment tasks before moderation of tasks are being insubordinate. We all know the implication of insubordination. Disciplinary actions can be instituted against affected teachers.

I just want to bring these challenges to your attention. Parents have been informed. Do not be surprised when parents approach your office regarding these issues

Yours sincerely
Anonymous"

1. Did Ms Ignorant demonstrate professionalism in how she handled her challenges? Your discussion should be structured in the following way:
   1.1 Effective communication with her colleagues
   1.2 Cooperation with fellow colleagues
   1.3 Collaboration with colleagues

Your discussion should be at most 500 words.

2. Covid 19 came with its own challenges. Discuss how Covid 19 challenges influenced your learning of BPT1501. Your discussion should be structured in this way:
   The impact of Covid 19 challenges on;
   2.1 Online learning materials
   2.2 Interactions with fellow students and your teaching assistants
   2.3 Discipline and responsibility.

Your discussion should be at most 1000 words

3. Of the six BPT1501 assignments, which was the most difficult to approach and why? Your discussion should be at most 750 words.
4. Did you benefit from learning BPT1501? Explain in detail. Your discussion should be structured in this form:
   4.1. Knowledge and skills acquired
   4.2 Ability to apply the acquired knowledge and skills

Your discussion should be at most 750 words.

5. How would you advice a fellow student who want to register for BPT1501? Your discussion should be structured in this form:
   5.1 Staying motivated
   5.2 Avoiding the loneliness of studying alone
   5.3 Improving their confidence

Your discussion should be at most 1000 words.

RUBRIC FOR PORTFOLIO ASSESSMENT 2020 SEMESTER 2

CRITERIA	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
i. COVER PAGE 1X4 = 4	All indicated aspects appear on Cover page	One aspect is missing on the cover page	Two aspects are missing on the cover page.	Three aspects are missing on the cover page.
ii. TABLE OF CONTENTS 2X3 = 6	-Logical sequence of table of contents - Page numbers indicated correspond to topics - Indication of all topics on table of contents	-Logical sequence of table of contents - Page numbers indicated do not correspond to topics - Indication of all topics on table of contents	- Logical sequence of table of contents - Page numbers indicated do not correspond to topics - Some topics are not indicated on table of contents	- The table of contents is difficult to follow
1. PROFESSIONALISM 6 X 3 =18	The discussion is clear, appropriate and it covers information about: 1.1 Effective communication of Ms Ignorant with colleagues. 1.2 Cooperation of Ms Ignorant with colleagues 1.3 Collaboration of Ms Ignorant with colleagues	The discussion is clear and appropriate, but one aspect of the criteria is not covered in the discussion	The discussion is clear and appropriate, but two or more aspects of the criteria are not covered in the discussion	The discussion is irrelevant
2. IMPACT OF COVID 19 CHALLENGES	The discussion covers clear and appropriate information	The discussion covers clear and appropriate information on two	The discussion covers appropriate information on one of the given	The discussion is irrelevant

9 X 3 = 27	about: 2.1 - Online learning material 2.2 Interactions among students and teaching assistants 2.3 Discipline and responsibility	of the given criteria	criteria	
3. ASSIGNMENT CHOICE, MOTIVATION AND DISCUSSION 4 X 3 = 12	- The discussion relates to the chosen assignment - There is motivation for assignment choice - Reasons are clearly outlined	-The discussion relates to the chosen assignment - There is motivation for assignment choice - Reasons are not clearly outlined	- The discussion relates to the chosen assignment - There is no motivation for assignment choice - Reasons are not clearly outlined	- The discussion does not relate to the chosen assignment - There is no motivation for assignment choice - Reasons are not clearly outlined
4. BPT1501 BENEFITS 5 X 3 = 15	The discussion covers clear and appropriate information on: 4.1 Knowledge and skills acquired 4.2 Ability to apply the skills 4.3 Reasons are clearly outlined	The discussion covers clear and appropriate information on: 4.1 Knowledge and skills acquired 4.2 Ability to apply the skills 4.3 Reasons are not clearly outlined	The discussion covers clear and appropriate information on any one of the give criteria. Reasons are not clearly outlined	The discussion is irrelevant
5. ADVICE ON FELLOW	The discussion covers clear	The discussion covers clear and	The discussion covers clear and	The discussion

STUDENT 6 X 3 = 18	and appropriate information on 5.1 How the student should maintain motivation in their study 5.2 What the student should do to avoid loneliness in their study 5.3 How the student should maintain confidence in their study 5.4 Motivation/Reason for each of the advice is clearly indicated.	appropriate information on 1.1 How the student should maintain motivation in their study 1.2 What the student should do to avoid loneliness in their study 1.3 How the student should maintain confidence in their study 5.5 Motivation/Reasons for two of the advices are not.	appropriate information on 1.1 How the student should maintain motivation in their study 1.2 What the student should do to avoid loneliness in their study 1.3 How the student should maintain confidence in their study 5.6 There is no motivation/reason for the advices.	is irrelevant