

GRADING REQUIREMENTS

All assignments are graded based on content, presentation, and timeliness. Each of these elements has an assigned point value, and the accumulation of points for all assignments will constitute the final grade for the class according to the following schedule.

ASSIGNMENT	POSSIBLE POINTS	COMPLETION PER INSTRUCTIONS		MEETS DEADLINE
Practitioner Interview	10		5	5
First Drafts:				
Vision & Goals	10		5	5
Résumé	10		5	5
Cover Letter	10		5	5
Self-Introduction (verbal)	10		5	5
Business Card	10		5	5
Research Article Review	10		5	5
Success Collage	10		7	3
Total Assignments	80			
Portfolio Completion		CONTENT	PRESENTATION	
Résumé – final (2 copies)	15	6	4	5
Cover Letter – final (2 copies)	10	4	3	3
Visual Promotion Piece (2 copies)	15	5	5	5
Overall completion of portfolio	30	15	8	7
Total Portfolio	70			
Business Plan	75	50	15	10
Effort	15			
Energy, thought, professionalism, and care in completion of Business Plan & Portfolio				
TOTAL POSSIBLE POINTS	240			

Content:

- Contains elements required by assignment instructions
- Is completed with thoroughness and accuracy

>> OVER >>

#208 Creating a Professional Practice

Presentation:

- Contains correct spelling, grammar, punctuation; no typographical errors
- Exudes professionalism, cleanliness, and is visually pleasing

Meets Deadline:

- Is turned in by assigned due date

TOTAL GRADE POINTS

216 – 240	A – Excellent – PASS
192 – 215	B – Very Good – PASS
168 – 191	C – Satisfactory – PASS
144 – 167	D – Needs Improvement Must complete additional assignments or make-up work in order to pass the class
143 or less	F – Unsatisfactory - FAIL

KEEPING UP

All of the assignments completed both inside and outside of class complement one another in a sequential fashion to build a whole piece. The order and types of assignments are deliberately designed to fit together in the context of the entire class. Having finished this course will offer the experience and satisfaction of having exposure to business fundamentals while producing a viable, flexible, and organic blueprint from which to guide the development of a long-term, prosperous, and professional practice.

Timeliness, thoroughness and professional presentation are essential. This course should be considered the first venture in establishing oneself as a professional bodyworker, and engagement in the classroom and all assignments should be regarded accordingly. As such, all assignments are **due as scheduled**.

NO CLASS EXTENSIONS will be granted for turning in the business plan, portfolio, and/or success collage LATE, so plan your time accordingly!

ATTENDANCE

The standard school policy for attendance applies to this course, allowing up to 20% of class time to be missed without requiring a student to re-take the entire class. However, all missed time must be made up through tutorials and/or make-up work assignments as determined by the instructor.

It is the **student's responsibility to take the initiative** and make arrangements for missed class time, which should be scheduled in advance for known missed dates. This is also a matter of developing the professional courtesy which a successful entrepreneur must establish with one's colleagues and clients, which applies equally to this course.