



**OTAGO**  
POLYTECHNIC  
Te Kura Matatini ki Otago

# Passport:

## School of Applied Business.

Student Passport to Success.



**Semester 1 2010**

**0800 762 786**

[www.otagopolytechnic.ac.nz](http://www.otagopolytechnic.ac.nz)

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# Introduction – All About You.

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**Name:**

**Programme:**

**Student Number:**

**Address:**

**Cell phone Number:**

**My Blogs:** (NOT REQUIRED IN BUSINESS ADMINISTRATION)

1.

2.

**The purpose of this booklet is:**

- To give you a 'toolkit' to help you do well
- To suggest some events/activities to help to support you towards greater success
- To act as a record of what you have done and when
- To keep as a record of your achievement.

**How?**

As you journey through each activity or learning event, bring some evidence of what you have done. Then have it stamped by me or your Programme Manager by the end of Semester 1.

Many of the Learning Centre resources can be found online at:

<http://www.otagopolytechnic.ac.nz/students/student-services/the-learning-centre.html>. We suggest you do them all but the icons (CERT, DIP, BAM) show which are compulsory for your programme.

Regards, *Jan Ferguson*

*Please Note: If for any reason you need to replace this booklet, replacement copies are available for \$5 from the School Administrator.*

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## Passport Items: Goals

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1. Log on to Moodle / Wiki
2. Visit the Learning Centre
3. Attend a study skills tutorial
4. Attend an APA referencing tutorial
5. Source and use Endnote
6. Produce an APA reference list on Endnote
7. Use the referencing tool on Word 2007
8. Set up a blog
9. Register at the library
10. Use a research database at the library
11. Start a portfolio / wiki for the programme
12. Find out what your preferred learning style is
13. Take the Myers Briggs type test and record your type –  
not compulsory but interesting
14. Other – list here.

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## Passport Items:

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**Log on to Moodle / Wiki:**

CERT

My proof of this is:

DIP

BAM

**Visit the Learning Centre Online:**

CERT

<http://www.otagopolytechnic.ac.nz/students/student-services/the-learning-centre.html>

DIP

My proof of this is:

BAM

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## Passport Items:

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**Attend a Study Skills Tutorial with the Learning Centre:**

CERT

My proof of this is:

DIP

BAM

**Attend an APA referencing tutorial with the Learning Centre:**

DIP

My proof of this is:

BAM

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## Passport Items:

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**Source and Use Endnote:**

DIP

My proof of this is:

BAM

**Produce APA Reference List and Endnote Library:**

DIP

My proof of this is:

BAM

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## Passport Items:

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**Use the Referencing Tool on Word 2007:**

DIP

My proof of this is:

BAM

**Set Up Your Own Blog for this Course:**

DIP

<https://www.blogger.com/start>

BAM

My proof of this is:

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## Passport Items:

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**Register at the Library:**

DIP

My proof of this is:

BAM

**Use a Research Database at the Library:**

DIP

My proof of this is:

BAM



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## Passport Items:

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**Start Your Own Portfolio / Wiki for the Programme:**

DIP

My proof of this is:

BAM

**Find Out Your Preferred Learning Style:**

CERT

Do the quiz at the Learning Centre or at:

DIP

<http://www.vark-learn.com/english/page.asp?p=questionnaire>

BAM

My proof of this is:

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# Passport Items:

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Attend an Exam Preparation Tutorial at the Learning Centre:

DIP

My proof of this is:

BAM

## 1. Others – (Show Initiative):

*If you would like to take the Myers-Briggs assessment it will cost approximately \$24 –see Jan Ferguson for the form and feedback.*

My proof of this is:

## 2. Others – (Show Initiative):

My proof of this is:

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## **To Do.**

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**Use this space for planning appointments, writing any questions you have and key dates for completing your passport:**

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# School of Applied Business' Philosophy.

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The School of Applied Business is influenced by the servant-leader philosophy of Greenleaf and others such as Stephen Covey (1999) who states:

*"The deepest part of human nature is that which urges people — each one of us — to rise above our present circumstances and to transcend our nature. If you can appeal to it, you tap into a whole new source of human motivation".*

The School of Applied Business strives to apply these practices through leading all learners towards their own leadership and self-determination to success.

This is also practiced in the philosophy of investment in people in that as Greenleaf said;

*"The difference manifests itself in the care taken by the servant-first to make sure that other people's highest priority needs are being served. The best test, and difficult to administer, is: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?"*

We make this investment in people in the education, training and commercial services we offer to all learners in our community including ourselves. The School aspires to be an investor in people through the practical application of this philosophy.

Greenleaf, R. K. (1977). *Servant leadership: A journey into the nature of legitimate power and leadership* New York: Paulist Press.

Covey, S. (1999). *Principle-centred Leadership*. London: Simon and Schuster

Replacement Passport booklets will cost \$5.00

*School of Applied Business, D Block, Otago Polytechnic, Private Bag 1910, Forth St, Dunedin.*

**WELL DONE! YOU ARE ON YOUR JOURNEY TO SUCCESS!**

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