

## **ENGL495/IDS493: E-portfolio Project Syllabus**

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**Prerequisite:** Three semester hours in literature, IDS 300W, and senior status.

**Course Description and Objectives:** English 495 is a topics course that focuses on the advanced study of selected topics designed to permit small groups of qualified students to work on subjects of mutual interest. This course will focus on the E-portfolio Project that is an integral part of the Interdisciplinary Studies degree program, though others will benefit from the course as well. ENGL495/IDS493 is meant to emphasize one's writing and work experience within and outside of the university by helping each student create an electronic portfolio for future professional and/or academic use.

### **Course goals and objectives**

- Successfully develop, using electronic tools, an e-portfolio that demonstrates academic, self-assessment and business skills
- Analyze and integrate workplace and academic learning using critical thinking
- As a member of an academic community, collaborate to improve individual projects
- Develop best work, including rationale; outline of steps, resources, and timeline; project activities; and desired outcomes.
- Create interdisciplinary connections among the three components of the e-portfolio

### **Course Materials:**

- Easy access to a computer with Internet
- Access to necessary web development software
- Jump drive
- Student email account

### **Assignments and Grades:**

- Online participation; group participation; reading responses (25%)
- Three skills descriptions (5%)
- Web Resume draft (10%)
- Want ads response (10%)
- Electronic Portfolio including posting of "finalized" web pages according to deadlines throughout the semester (50%)

### **POLICIES:**

**Online course “Attendance”:** In order to verify your attendance for this course, you must participate in scheduled virtual classroom meetings *and* make weekly posts on Blackboard's discussion board.

**Plagiarism:** Writers who use the words or ideas of others are obligated to give credit through proper acknowledgment and documentation. Failure to give credit is plagiarism, a violation of the ODU Honor Code that can lead to expulsion from the University. You are not permitted to change your paper topic at the last minute, submit another's work as your own, or submit work that you have previously submitted for evaluation in another class. Inaccurate citation of sources is also considered plagiarism by the ODU Honor Council, as is including sources in your References that have not been cited in your text. If you have questions about how and when to acknowledge sources, please contact me for advice.

**Peer Reviews.** It is important to obtain feedback on your work-in-progress. Because this is an online class, peer reviews will be conducted using Blackboard group pages. Groups will be arranged and private group discussion pages will be available for posting essay drafts and responses. Group pages are only accessible to group members and the instructor. Responses are graded on their substance and thought. I will personally respond to your drafts by email after final drafts are submitted. You may seek additional advice from me with specific questions.

**Blackboard Reading Responses.** Reading responses *or* peer responses will be due by the end of each week (Sunday) and will provide thoughtful and substantive response to that week's readings, lecture notes, assignments, and activities. Responses are graded on depth, originality, use of course materials, and how well they elicit further discussion from peers. Response grades will not be made available until the semester's conclusion. There will be no reminders for weekly posts, and you will be unable to make posts to dated threads after Sunday. You are required to post at least one reply to a peer as well as your response to the reading. Peer responses will be graded based on their substance and you are encouraged to respond in turn to those who post replies to you.

## **Weekly Schedule**

(This schedule is tentative, and I reserve the right to alter it to fit the needs of the class and to assign work that may currently not be detailed on the syllabus. Additional readings will be made available on the Blackboard course site.)

### **Portfolio Stage 1: Collection**

**Week 1** View Reading Responses PowerPoint, post an introduction to forums; this week's reading: "An Overview of E-portfolios"; reading response due by Sunday

**Week 2** Read: "On Implementing Web-based Electronic Portfolios" and "Fluff"; reading response due by Sunday. **ASSIGNMENT 1**: Entrance Survey

**Week 3** View Peer responses PowerPoint; this week's readings: "Responding—really responding—to other student's writing" and "Extending the Portfolio Model"; reading response due by Sunday

## **Portfolio Stage 2: Selection**

**Week 4** Read Lecture Notes 1, “Your Job Skills Portfolio,” and the Yancey interview at <http://www.bgsu.edu/cconline/yancey/yancey.htm>. **ASSIGNMENT 2**: Choose and share your three skills; reading response due by Sunday

**Week 5** Read “Using Portfolios to Direct Workplace Learning” and all resume readings, including Defining Traits Lecture Notes 2; reading response due by Sunday

**Week 6** Read Stages Lecture Notes 3; Skim “The Electronic Portfolio Development Process” found at <http://electronicportfolios.com/portfolios/EPDevProcess.html>; **ASSIGNMENT 3**: post response to 2 want ads of your choice (search online or in newspapers for ads and include their description with your response) and respond to peers by Sunday

**Week 7** Read Going Live Lecture Notes 4 and “Writing for the Web” and select a method of web page development for your portfolio; **ASSIGNMENT 4**: Finalized skill descriptions due; peer responses due by Sunday

## **Portfolio Stage 3: Reflection**

**Week 8** Read “Reflection in the Electronic Writing Classroom” found at <http://www.bgsu.edu/cconline/irvin/Importance.htm>. View the Web page design program tutorials for the program you selected and begin working on a simple resume web page; reading response due by Sunday

**Week 9** Spring Break; No assignments due.

**Week 10** Read Web Design Basics Lecture Notes 5. Putting your page on the web: select a free or purchased web space provider to host your portfolio (this can be a temporary home for your portfolio, but its final version must be presented to me online); **ASSIGNMENT 5**: Resume web page due; peer responses due by Sunday

**Week 11** Read “Web Writing.” Skill 1 sample(s) and reflective response(s) due to group pages for peer review; peer responses due by Sunday

**Week 12** Skill 2 sample(s) and reflective response(s) due to group pages for peer review; peer responses due by Sunday

**Week 13** Skill 3 sample(s) and reflective response(s) due to group pages for peer review; peer responses due by Sunday

**Week 14** Portfolio due for peer review—post URL in group pages; peer responses due by Sunday

**Week 15** Final electronic portfolio due (email me the web address for your site)