

St. John's University  
Introduction to Electronic Portfolio Design  
Course Syllabus

Course Information

Introduction to Electronic Portfolio Design

Credits: 1

Prerequisites: None

Meeting Date/Time: Asynchronous

Meeting Location: Online via Blackboard

Instructor Information

Professor: Gina Marandino

Office: St. Augustine Hall, Room 110

Office Hours: By appointment. Meetings via Blackboard chat room, face-to-face, or meeting software.

E-Mail: [marandig@stjohns.edu](mailto:marandig@stjohns.edu)

Course Description

The job market is always changing and evolving. General skills that employees look for today are different than they were ten, even five years ago. This course will explore different marketable qualities and show you how to showcase those qualities as well as others you might have by creating an Electronic Portfolio.

Course Goals:

By the end of the course students will:

1. Explain how their experiences and coursework show that they possess important skills and characteristics that are needed in today's job market.
2. Recognize the qualities and skills that make them stand out.
3. Showcase those skills using an electronic portfolio.
4. Use the features of Digication Electronic Portfolio Tool to create an electronic portfolio that will be useful when applying for jobs or graduate school.
5. Apply principles of good design by creating a portfolio that is eye catching, easy to read, and organized.
6. Use image editing/design tools to modify the images and banners they place on their portfolio.
7. Use online tools to assist in the process of creating their portfolio {organizing their ideas, creating things to put into their portfolio}.
8. Follow and apply the rules of copyright, fair use, and creative commons when putting resources into their portfolio.
9. Present their portfolio at a mock job/graduate school interview.

10. Engage in a dialogue with their classmates as they help each other evaluate and revise their portfolios

#### Grading Distribution

Attendance and Participation 20%

Midterm Project 15%

Final Project 40%

Assignments 25%

#### Grading Scheme

Numerical Average Letter Grade

99 – 100 A+

93 – 98 A

90 – 92 A-

86 – 89 B+

82 – 85 B

80 – 81 B-

76 – 79 C+

72 – 75 C

70 – 71 C-

66 – 69 D+

62 – 65 D

60 – 61 D-

≤ 59 F

### **Course Requirements and Expectations**

Taking a course online is a different experience than attending a face-to-face course. There is a lot more responsibility for you, the learner, to keep up with coursework and engage in discussions. You are required to check the announcements page each week and ask me any questions you may have before your assignments are due. Due dates for assignments and discussion board posts will be listed. Points will be taken off for lateness and if something is over a week late, then it will not be accepted.

#### Discussions

Engagement and discussions with classmates will take place primarily through the discussion board. There will be many discussion boards to post to during the semester. You will be required to answer questions, analyze articles, and post some assignments for classmate feedback. You will also be required to comment on one or more of your classmates' posts. I will specify for each board. Your initial post to the discussion

board will be due by Wednesday of the week it is assigned and your response to a classmate's post should be completed by Saturday of the week it is assigned. You are required to check the responses to your posts and follow up if a question is asked. Posts and responses should be well thought out and substantial. A good grade on discussions is determined more by how well your post and replies are written than by the amount of times you post and reply. I will read all posts and comment as necessary, however I want you, the students, to control the dialogue that goes back and forth.

### Assignments

All assignments can be found in the Assignments section of Blackboard. Completed assignments should be posted in the assignments section under in the submission box provided for each assignment. You may also be asked to post certain assignment to the discussion board for peer review. I will not accept any assignments by email or any assignments that are dropped off at my office. It is imperative that you follow all directions given and be cognizant of spelling and grammar. Assignments must be turned in on time. Credit will be lost for late assignments!

*Note: If you submit an assignment and realize you made an error or left something out, let me know immediately and I will reopen it so you may resubmit. This must be done before the due date.*

### Communication

Please email me using the Blackboard email. Any emails that I send to the class will be sent to the Blackboard email as well. Additionally I am setting up a discussion board for questions. If you have a general question that you think others may want answered too then please post it there.

### Policy on Incompletes

Note that an incomplete will not be issued except for emergency situations, and then not unless the instructor and student mutually agree to a written and signed plan for completion of all work. This plan must be agreed to before the semester ends.

### Remember

- Check announcement section every week for due dates, resources, and other announcements.
- Initial discussion board posts are due each week by Wednesday.
- Responses to at least two classmates' posts are due each week by Saturday.
- Communication should be done through Blackboard email or FAQ discussion board.

- Assignments should be submitted in the assignment section unless otherwise specified.
- I am here to help don't hesitate to ask questions.

Schedule (May be modified if I feel it is necessary)

### **Week 1: Course Overview/Definition and Examples of Electronic Portfolios**

During this week we will define electronic portfolios, explore why they are beneficial, and look at examples of different electronic portfolios

### **Week 2: Showcasing Skills and Characteristics**

This week we will discuss different skills that are important in today's job market and how you can showcase them in your portfolio.

### **Week 3: Writing a Mission Statement**

This week we will discuss the purpose of a mission statement. We will identify the different elements that make up a mission statement, and look at examples of well written mission statements.

### **Week 4: Copyright, Fair Use, and Creative Commons**

This week we will identify the terms copyright, fair use, and creative commons and discuss how to comply with each. We will also look at and how to properly cite sources.

### **Week 5: Finding Appropriate Sources**

This week we will focus on different search strategies to use when finding resources for your portfolio. We will look at different sites that you can use to search for different types of media.

### **Week 6: Planning, Designing, and Outlining your Portfolio**

This week we will talk about what steps you need to take before you start creating your portfolio. We will look at planning what you want to put into your portfolio, outlining the layout of your portfolio, and managing the time you have for getting everything done. We will also talk about good portfolio design vs. bad portfolio design and look at examples of each. This week will set the stage for the rest of the semester when you will be designing your portfolio.

### **Week 7: Midterm**

There will be no discussions or reading this week. You will have the time to complete your midterm.

### **Week 8: Functions of Digitization**

This week you will start to use the standard functions of Digication, the electronic portfolio tool that we are using in this course. We will focus on the initial steps in creating a portfolio: accessing the site, logging in, giving your portfolio a title and url, choosing a template, changing the header image and directory icon, and selecting permission and tagging options.

### **Week 9: Functions of Digication Continued/Creating a Banner**

This week you will start to organize your portfolio adding sections and pages. You will also start adding some modules. We will focus on the following modules this week: image/video/audio, and rich text. Lastly you will learn how to use the functions of BannerSnack and create a banner for your portfolio.

### **Week 10: Functions of Digication Continued/Using Web Based tools to Add Unique Elements to Your Portfolio**

This week we will focus on the rest of the modules: gallery, contact form, twitter and bookmarks.

### **Week 11: CSS Codes/Preparing for Presentation**

This week we will look at how to apply CSS codes to change colors and other elements of your portfolio. We will also discuss how you should prepare for your presentation and what information you need to give me beforehand.

### **Week 12: Work on Your Portfolio/Peer Review**

This week you will have time to work on your portfolio. You will send it to a classmate for peer review and give feedback to another classmate on their portfolio.

### **Week 13: Finalize your Portfolio**

This week you will finalize your portfolio taking into account the feedback from your classmate. Your finished portfolio will be sent to me by Saturday at 11:59 pm.

### **Week 14: Presentations**

This is the last week of the course. You will present your portfolio by engaging in a mock job/graduate school interview. This will be done via online meeting software. We will discuss the schedule for this as the time gets closer.

### **Assignments - Worth 25%**

Assignment 1: Read the article *What do Employers Really Want? Top Skills and Values Employers Seek from Job Seekers* by Randall S. Hansen and Katharine Hansen. [http://www.quintcareers.com/job\\_skills\\_values.html](http://www.quintcareers.com/job_skills_values.html). Choose four of the skills and values mentioned and give examples to show how you possess each skill or value.

**This assignment will assess course objectives 1 and 2. It is worth 5%**

Assignment 2: Use one of the web based tools listed below or another web based tool that you want and create a project that describes you.

Suggested Tools

Wordle - <http://www.wordle.net/>

Glogster - <http://www.glogster.com/>

Prezi - <http://prezi.com/>

Voki - <http://www.voki.com/>

If you have any tools that you like please share them with the class.

**This assignment will assess course objectives 2 and 7. It is worth 5%**

Assignment 3: Write a one page mission statement that will eventually be included in your portfolio.

**This assignment assesses course objectives 1,2, and 3. It is worth 5%**

Assignment 4: Create a banner for your portfolio using BannerSnack

<http://www.bannersnack.com/en/>

**This assignment assesses course objectives 6 and 7. It is worth 5%**

Assignment 5: Create a references sheet that cite where you got each resource used in your portfolio

**This assignment assesses course objective 8. It is worth 5%**

Projects - Worth 55%

Midterm Project: Create a flowchart that outline how your portfolio will be structured and what will be included on each page.

**This assignment assesses course objective 5 and 7. It is worth 15%**

Final Project: Create a portfolio that showcases your skills and experiences and present this portfolio at a mock job or graduate school interview (interview to be done via online meeting software).

**This assignment assesses course objectives 1, 3, 4, 5, and 9. It is worth 40%**

Class Participation - Worth 20%

Class Participation: This includes posting to all discussion boards, and providing feedback on classmates' posts in a thorough well thought out manner as well as turning in assignments on time. It is worth 20%

**Class participation assesses course objective 10 and is worth 20%**

**A note on Academic Integrity**

Academic honesty is of the utmost importance in this course. Do not attempt to pass off someone else's work as your own, whether it's a classmate's or someone else's. If an assignment is to be worked on individually, you must work on all of it individually. Otherwise, you will be caught, get a zero on the assignment, and may face further disciplinary action including course failure.

I look forward to a wonderful semester! GOOD LUCK 😊