CMAP 1550 ePortfolio Development Section N70

Semester/Year: Fall 2015

Lecture Hours: .5	**Lab Hours**: 1	**Credit Hours**: 1
Class Time: Internet	**Days**: Internet 9/28 - 10/30	**Room**: Internet

Instructor: Mrs. Sheri Coughenour

Email: Please use the MCC Moodle Mail email account within Moodle. If you are unable to access the course in Moodle, I can also be reached at scoughenour@caspercollege.edu

Office Hours: Please contact me to arrange a meeting time.

Course Description: This course is designed for students to create a developmental electronic learning record that will provide reflection upon their learning and evidence of achievement in their particular field of study. Professional items will be added such as a resume, cover letter, and other pertinent examples to substantiate learning for assessment purposes or for prospective employment. Technical skills of file management, media creation and upload. Information relevant to the aesthetics and functionality of e-portfolios will also be provided. *This course is not intended for Education Majors.*

Statement of Prerequisites: There are no prerequisites for this course.

Required Text, Readings and Materials: No textbook required. Students will receive instructor generated information for projects and assignments.

Technical Requirements:

- Internet Cable or DSL (broadband) connection to the Internet minimum. Dial-up is not acceptable.
- **Google Chrome** or **Mozilla Firefox** browser; they are the most compatible with the Moodle features and other cloud based apps used in the course on Windows or Mac systems.
- Up to date Adobe Flash player and Java to view the course videos, open files and interact with sites.
- Adobe Reader to view PDF files.
- Activation and use of your Casper College student Google account.
- Built-in microphone/webcam, external microphone or smartphone with the WeVideo app to record audio.

Goal: Upon successful completion of this course, each student will have created an electronic learning record to demonstrate achievement in predetermined areas for assessment and/or employment purposes. A portfolio will be developed using an online portfolio website specifically designed for the creating of student portfolios. Access to this website is initially provided by Casper College. Students will later be given the opportunity to maintain this website at their own expense for a nominal fee in order to perpetuate and maintain their portfolio for future classes or prospective employers.

Outcomes:
To successfully complete this course, students will:

- demonstrate knowledge and skills in creating, saving and editing digital photographs, video clips, and text documents
- demonstrate file management ability using folders, subfolders, and files
- demonstrate the ability to embed, upload, maintain and update materials included as part of a digital portfolio
- objectively reflect upon learning experiences
- demonstrate the ability to objectively assess material to be included in a professional electronic portfolio
- write a resume, sample cover letter and follow-up thank you
- learn about their "online persona" and professionalism
- demonstrate appropriate use of the Internet for information gathering purposes

This course meets the following Casper College Gen Ed outcome:

- Demonstrate effective oral and written communication

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from the students' work product.

Course Objectives: Students will complete assignments to develop an online portfolio showcasing coursework related to their major.

- perform internet searches
- evaluate "professional online persona"
- write a resume and sample cover letter
- create electronic folders, subfolders, and organize files
- edit digital photographs
- design a storyboard then construct a video to communicate a new skill or knowledge acquired in a class
- embed, upload, maintain and update materials included as part of a digital portfolio
- upload indicative coursework samples (artifacts) to a professional electronic portfolio
- compose reflections to be included with artifacts

Methodology: Delivery of instruction will be completed through Moodle using a variety of methods, including: weekly detailed assignment/information files, discussions, email, and/or video clips. The class Moodle site will contain the information needed for this class and the means for which to communicate, discuss, view instructor messages, and submit assignments. I typically respond to your email within 24-48 hours, excluding weekends and holidays.

A successful online student will be highly self-motivated; be an active participant in the class; be able to independently read materials/view tutorials, comprehend and apply that knowledge to complete assignments. In an on-campus section, you would spend approximately two and a half hours per week in class and should expect to spend a similar amount of independent time on this class. Class time does *not* include homework or study time. (Keep in mind that the amount of

time may vary depending on your comfort level with technology, internet connection speed, possible technical difficulties, and reading/comprehension speed.) The general homework guideline is an additional two hours outside of class for every hour in class. Each week assignments will be posted. Students are expected to view posted videos, thoroughly read all material and related links. Student participation in discussion of assigned reading materials, reading for direction and information, project collaboration, and asking questions to clarify understanding is expected and are all a part of the interaction of the distance education classroom. *You are encouraged to discuss projects with others, establish support networks, obtain technology tips, and gain insights and ideas for assignment completion. However, you must submit your own, original work.*

Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

Evaluation Criteria: Assignments with associated submission deadlines can be found in the *Upcoming Events* and *Calendar* blocks in Moodle. To earn full credit on these assignments, complete the work carefully, completely, and on time. Correct grammar, spelling and sentence structure should be used at all times. I, your instructor, a future employer, or both will be viewing your documents so be sure they are free of spelling or grammatical errors. *Keep in mind that the way you present your material is a reflection on you.*

Grades will be computed on a point scale. Points will be totaled at the end of the semester and a percentage grade computed.

The course grade will be comprised of:		Grading Scale:	A	90-100%
Lab Assignments	35%		B	80-89%
Quizzes	10%		C	70-79%
Final Project	45%		D	60-69%
Subjective Factor*	10%		F	0-59%

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

Class Policies: *It is your responsibility* to use the correct browser, familiarize yourself with Moodle and the class layout in order to find materials, assignments and quizzes, install/use the required programs and/or contact the instructor or Digital Learning should problems arise.

This course requires you to be an active participant in the class; to participate in discussions, independently read materials/view tutorials for direction and information, and comprehend and apply that knowledge to complete assignments/projects following the posted due dates. New assignments/instructions files will be posted weekly with assignment due dates throughout the week. All assignments for the week can be submitted as soon as instructions are available. You are expected to log in to class a minimum of three a week to check for new material and/or messages. Emailing the instructor concerning questions to clarify understanding is expected as part of the interaction of the distance education classroom.

==**Late work and/or quizzes will not be accepted without PRIOR approval AND with extenuating circumstances**. <u>EXCUSED</u> late work will be reduced by half credit; <u>UNEXCUSED</u> late work will receive zero credit.== If an assignment is due, your absence (not checking into Moodle) does not excuse the submission. Also, participating in extracurricular activities or college sponsored activities does not excuse an assignment. Daily life can sometimes throw you a last minute unexpected roadblock, so, you may turn in *one assignment* late (within 24 hours of the due date) *one* time without being penalized. You do not need prior approval but must enter "Late Work Exception" in the comments with your submission to receive this exception.

Assignments submitted at least 36 hours before the deadline can be resubmitted prior to the deadline in an attempt to earn a higher score.

Last Date to Change to Audit Status or to Withdraw with a W Grade: *October 30th, 2015.*

Student Rights and Responsibilities: Please refer to the [Casper College Student Conduct and Judicial Code](#) for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the [Casper College Student Code of Conduct](#) for more information on this topic. "Shared" work or "borrowed" work from another student is not representative of your work. Do not ask another student if you can copy his/her work. Any student who shares work with another student or receives that shared work will receive failing grades.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is where you will find course evaluation link(s) during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu . The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Schedule of Activities: Tentative calendar posted in Moodle.