

Course Description

The purpose of this class will be to educate students on how to construct electronic portfolios (e-portfolios) and specifically what content should appear in on an e-portfolio. The content that makes up a typical e-portfolio is text, images, multimedia, blog entries, and hyperlinks. In order for any e-portfolio to be effective, it must be treated like a resume or vitae. This class will show how to format an e-portfolio and add the correct content to the e-portfolio. The focus will be to create an e-portfolio with a minimum amount of programming and/or coding.

More importantly, an e-portfolio is individualized based on the person, their skill sets and the job/career that the individual is seeking. Therefore, an e-portfolio will needed to be used for multiple purposes. The class will show how to be flexible for multiple occasions.

The course will require students to bring in their own content to add to their e-portfolio (resume, pictures, writings and other digital content related to future employment.

Class Information

Class Number: TBD Room: TBD Hours: TBD

Instructor Information

Shane Tilton Phone: (740) 610-0424 Office: Herrold Hall 204
email: tiltons@ohio.edu campus hours: Monday to Thursday 4 to 6 PM and other times as requested,

Course Objectives

Through taking this course, students will:

- understand which content to include into a e-portfolio.
- understand the basics of content management systems (CMS).
- create their own functional e-portfolio.

Required Reading

Readings will be given during the time of the class.

Class Structure

Since the format of the class is a day long workshop, the focus of the class will be to learn the materials as the class progresses and that knowledge will be applied to create an e-portfolio during the workshop.

Class Schedule

10 AM	Introductions & Greetings
10:30 AM	What is an e-portfolio? <ul style="list-style-type: none">• Why do I need an e-portfolio?• What makes an e-portfolio different than a resume or a webpage?• What should I include in a e-portfolio?
11:00 AM	The Construction of the e-Portfolio: Sketching, Skeletons and Structure <ul style="list-style-type: none">• The importance of creating a good beta sketch• The importance of creating a skeleton of all of content needed for the e-portfolio• Discussing the structures that support a typical e-portfolio.
12:00 PM	Lunch
1:00 PM	Introducing Wordpress CMS <ul style="list-style-type: none">• Understanding how it works and how its different than a traditional website.• The Dashboard/Posting Content/Creating Pages
3:00 PM	The Creation of Personal e-Portfolios <ul style="list-style-type: none">• During this time, we will be applying what we have learn and the instructor will be coming around to help with any issues you make experience.
4:30 PM	Wrapping Up/Review

Plagiarism

"All forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism), or knowingly furnishing false information to the university by forgery, alteration, or misuse of university documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip.

If you are unsure about a question of academic misconduct, consult your instructor or the director of Judiciaries. If you are found to be involved in academic misconduct, your instructor has the option of lowering your grade or giving you an F grade on the project or in the course, and/or referring you to Judiciaries. Possible sanctions through Judiciaries are suspension, expulsion, or any sanction not less than a reprimand.

The Office of Judiciaries is in Beckley Building, Suite D, (740) 593-2629."

Source: <http://www.ohiou.edu/judiciaries/misconduct.htm>

Disability Statement and Policy on Instructional Modifications

Students who have documented disabilities are encouraged to discuss access to classroom resources and needed adaptive equipment to facilitate learning with this instructor. This instructor reserves the right to change class assignments and dates or move the class to another location if the situation is deemed necessary to this instructor. Special needs students/anyone with difficulties are asked to make these needs known to me. Ohio University and the Electronic Media program strives to respect the value and dignity of every student and the persons we serve. As a member of this class, you will be expected to respect others and not discriminate against persons regardless of their race, religion, color, sex/gender/gender or sexual orientation, age, national origin or ancestry, marital status, parental status, handicap or ability status, health status, or veteran status.

Source: <http://www.ohio.edu/equity/upload/disability-handbook.doc>

Final Advice

DON'T PANIC! (Douglas Adams)

This is the way to happiness! (Brian Browne Walker)