

## Course outline Summer Session 2021

Course information	
<i>Course number:</i>	PBRL 3388.01
<i>Course dates:</i>	May 10 – August 20, 2021
<i>Faculty advisor:</i>	Sherry Grant Donovan
<i>E-mail:</i>	Sherrydonovan40@gmail.com
<i>Telephone:</i>	902-497-0493 (mobile)
<i>Office hours:</i>	by appointment
<i>Prerequisite:</i>	PBRL 2015, 3012, 3013, 3014, COMM 3022 or permission of the department

### Focus of the project

The PBRL 3388 work term project requires you to:

1. Develop an outline of your e-portfolio and the rationale behind the proposed content in your e-portfolio;
2. Prepare a primary item to be included in your e-portfolio, a personal statement or profile; and
3. Build and present an online e-portfolio.

An e-portfolio is an online ‘toolbox’ “that a learner has collected, selected, organized, reflected upon and presented to show understanding and growth over time.”<sup>1</sup> E-portfolios contain work samples that profile your skills, abilities, accomplishments and the scope of your experience. Because they are online, e-portfolios should continually be updated with new information and projects that you have developed. A well-organized e-portfolio indicates that you are a technologically savvy student who is serious about seeking new opportunities.

Reflecting on your work is a critical component of the e-portfolio project and co-operative education as a whole<sup>2</sup>. A key aspect is “your reflection on the evidence, such as why it was chosen and what you learned from the process of developing your e-portfolio.”<sup>3</sup>

### Instructions and technology

Each of the assignments will help you to plan and construct a strong portfolio that will effectively showcase your competencies and your personal “brand” for the benefit of a potential employer or client.

Over the course of the term you will share information about your progress with your peers and with your faculty advisor by taking part in a live Collaborate sessions.

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<sup>1</sup> Barrett, H. (2006). Using Electronic Portfolios for Formative/Classroom-based Assessment. *The REFLECT Initiative: Researching Electronic Folios: Learning, Engagement and Collaboration through Technology*. Submitted to *Connected Newsletter*.

<sup>2</sup> Bender, C.J., Daniels, P., Lazarus, J., Naude, L., and Sattar, K. (2006). *Service-Learning in the Curriculum: A Resource for Higher Education*. Pretoria, South Africa: The Council on Higher Learning.

<sup>3</sup> Barrett, H. (2010). Balancing the Two Faces of ePortfolios. *Educação, Formação & Tecnologias*. 3 (1), 6-14.

## **Objectives of the project**

This work term, you will have the opportunity to:

- Reflect upon the process and product from your three co-op work terms
- Receive and provide peer support on your reflections and learning
- Remain connected with your co-op faculty advisor throughout the duration of your co-op work term by receiving their advice, support and insight
- Develop a visual and interactive tool for potential employers
- Make it easy for employers who live in a different city to view your work
- Build upon strategies learned and/or hone your experience with e-portfolio software
- Manage your online presence and reputation
- Reflect upon how you stand out from other PR students and graduates who are searching for similar positions
- Demonstrate your strategic thinking and planning skills

### **Building your e-portfolio through monthly assignments**

Using the course Moodle site and forum you will communicate with your co-op faculty advisor and other students. Maintaining communication with your classmates about e-portfolio questions is also encouraged through Moodle. You will participate in a live Collaborate audio workshop with your advisor and other students to discuss your objectives for the term.

The e-portfolio project will consist of the following elements.

#### ***Month two: Outline***

You will develop an outline of your e-portfolio which you will submit to your co-op faculty advisor. Begin this process by brainstorming projects and tasks that you feel you might use in your e-portfolio (e.g.: start an inventory of what you will be including). When preparing this outline you will consider:

- What makes an e-portfolio effective?
- What is the best way to structure your e-portfolio?
- What are people saying about best practices for e-portfolios?

#### ***Month three: Sample profile***

Submit one item that you intend to include in your e-portfolio and submit this to your co-op faculty advisor. The item will be in the form of personal profile that:

- Introduces you to a prospective employer or client
- Addresses your goals and objectives
- Outlines what you will bring to the employer or client

#### ***Month four: Final portfolio***

Submit your final e-portfolio product. Send your e-portfolio URL to your co-op faculty advisor via email. After assessing your work, the advisor may ask you to make corrections or revisions and resubmit your portfolio within an agreed timeframe.

## Anticipated timeline

Below is an anticipated timeline for the course elements:

	Assignment	Due date(s)
1	<b>Collaborate live seminar 1:</b> Course expectations & Creating an effective portfolio	By the second week of June (time TBD and will be posted on Moodle)
2	Submit: <b>E-portfolio outline</b>	Sunday, June 20
4	Submit: <b>Sample profile</b>	Sunday, July 11
5	Submit: <b>Final e-portfolio</b>	Sunday, August 15



You will receive more detailed guidelines about the assignments during the first Collaborate Live seminar on by the first week of June. Times to be confirmed.

## Evaluation and deadlines

All assignments must be submitted. We will adhere to the assignment deadlines unless there are extraordinary circumstances. If you believe you will be unable to meet a deadline, discuss it with me *in advance*. It may be possible for us to make alternate arrangements. Without successfully completing all of the assigned exercises, you will not earn a pass for PBRL 3388.

You will receive a grade of “pass” or “fail” for your work term. To receive a grade of “pass” you will:

- Have received an evaluation of “satisfactory” or higher from your co-op employer;
- Achieve a passing grade in the portfolio assignment.

## A failing grade in a co-op program results in dismissal from the program.

If you have a question about an assessment, please contact me by e-mail within 10 days.

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## University Advisories

### Assignments and Assessment

Please also note that at MSVU we use a letter grade assessment, which will be derived from the percentages itemized above *and* the departmental policy for the assignment of grades. Furthermore, failure of any given test or assignment, or the failure to submit an assignment or write a test, constitutes failure of the course. Sustained effort is critical to your success.

### Department writing requirement policy (undergraduate courses only)

Correct use of language is one of the criteria included in the evaluation of all written assignments. Basic writing competency is required to pass this course. The obligation to meet the minimal standard lies with the student. If a faculty member determines that a student’s basic writing competency falls below the minimum standard for the course, the student will fail the course.

### **Statement for Students with Disabilities (Policy for Accommodating)**

Students who have a disability and who require academic accommodations must register with Accessibility Services as early as possible in order to receive accommodations (<http://www.msvu.ca/accessibilityservices>).

### **Statement on plagiarism and cheating**

The University regulations on plagiarism and cheating and other academic offenses will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Calendar and are posted on the website at [www.msvu.ca](http://www.msvu.ca) on the Current Student's Page, under Academic Offenses.

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### **Statement on course policy: missed deadlines or assignments**

Assignments are due on the assigned date and by the assigned time. Tests are administered at the scheduled time and place. Students requesting special consideration as a result of a conflict with a deadline for an assignment, test, or an examination must do so in advance of the relevant deadline. Barring extreme medical/personal issues, there are no excuses which are acceptable for late work or missed tests and examinations.

### **Statement on teaching and learning technologies**

The University wishes us to use our MSVU e-mail addresses for electronic communications. Please do so. Communication between students and professor may also happen in and through Moodle.

### **Policy Against Sexual Assault**

Mount Saint Vincent University has no tolerance for sexual assault. The Mount is committed to providing and maintaining a safe environment that promotes the dignity and well-being of the University community. The University has a strong tradition of social responsibility.

### **Statement on accommodation of religious observances**

Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.

### **Statement on research ethics review**

Students who conduct research involving human participants must have their research reviewed in accordance with the MSVU Policies and Procedures of *Ethics Review of Research Involving Humans* before starting the research. Check with your course professor or Chair of the department about proper procedures.

**Use of course material** Please observe the following:

- Course material to which you are granted access in this course is only to be used for this course.
- Material that you submit as part of the requirements of this course cannot be used to complete the requirements of another course, without the express permission of the instructor of the second course. This constitutes cheating as stated in the Academic Calendar.
- Students do not have permission to upload course material to any external websites or share with others, unless expressly permitted to do so by the

instructor. If you require further clarification about using materials from this course in other contexts, please contact the instructor.

- Under no circumstances are students permitted to provide anyone not registered in this course with access to the Mount Online course site established for the course.

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The Mount Teaching and Learning Centre and Online Learning (2018). *Mount Saint Vincent University Course Outline Template*. Mount Saint Vincent University: Halifax, Nova Scotia. Template last revised March 2018.

### **Persons with disabilities**

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