

## Course outline Summer term 2018

Course information	
Course number:	PBRL 3388.01
Course dates:	May 7 - August 17, 2018
Faculty advisor:	Sherry Donovan
E-mail:	sherry@nshba.ns.ca
Telephone:	902-497-0493 (mobile)
Office hours:	by appointment
Prerequisite:	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

We will use a Moodle platform to facilitate your assignments this term.

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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.

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 participating in the course Moodle forum and by taking part in at least two live Collaborate sessions.

## 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 in PBRL 2015 (Audio Visual Communications) and PBRL 3022 (Text-Based Media: Theory and Practice) to learn 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 at least two live Collaborate audio workshops 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 using the “Assignment” tool in Moodle. 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 using the “Assignment” tool on Moodle. 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)
<b>1</b>	<b>Collaborate live seminar 1:</b> Course expectations	Tuesday, May 22 (or alternate date TBC)
<b>2</b>	Submit: <b>E-portfolio outline</b>	Sunday, June 24
<b>3</b>	<b>Collaborate live seminar 2:</b> Creating an effective portfolio	Monday, July 9 (or alternate date TBC)
<b>4</b>	Submit: <b>Sample profile</b>	Sunday, July 15
<b>5</b>	Submit: <b>Final e-portfolio</b>	Sunday, August 12



You will receive more detailed guidelines about the assignments during the first Collaborate Live seminar on or around **May 22<sup>nd</sup>**. 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 if I am satisfied that your difficulty is a valid one. 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 the faculty advisor by e-mail within 10 days.

## Writing competence

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.

## Teaching and learning technologies

The University wishes us to use our MSVU e-mail addresses for electronic communications. Your MSVU e-mail address will be the primary means by which the faculty advisor will contact you with critical communication. Communication between students and professor may also happen in and through Moodle. **It is your responsibility to monitor both your MSVU e-mail and the course Moodle site regularly and to stay on top of all course requirements.**

## Academic integrity

University regulations on plagiarism and cheating and other academic offences will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the University Calendar and are posted on Department notice boards as well as on the website at [www.msvu.ca](http://www.msvu.ca) on the Current Student’s page under Academic Offences.

## Persons with disabilities

If you have a disability and require academic accommodations you must register with Accessibility Services as early as possible in order to receive accommodations. ([www.msvu.ca/accessibilityservices](http://www.msvu.ca/accessibilityservices)).

## Accommodation of religious observance

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

## 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. Please review the full policy here:

<http://www.msvu.ca/en/home/aboutus/emergencyproceduresguide/sexualassault.aspx>