George Mason University
College of Education and Human Development
Instructional Technology

EDIT 772 - Electronic Portfolio
Summer 2011
(2 credit hours)

Meeting Day/Time: NET
Location: Net
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Office Hours: Monday & Thursday; 2:00 – 4:15 pm

Course Description

This two credit hour course is designed to prepare students for creating and publishing a web-based learning portfolio. As part of the course, students will examine the purpose and use of electronic portfolios and the basic principles of webpage design. In designing their learning portfolios, students will develop skills in production and publishing techniques. The course culminates in the development and publishing of an electronic portfolio.

Nature of Course Delivery

1. Class meetings once a week. The first part of each class will be devoted to mini-lectures on key topics, demonstrations, class exercises, and discussions.

2. The final hour or so of each class will be used as time for you to work on your electronic portfolio and receive feedback.

3. There will be minimal assigned readings; however, they are essential to the course and your understanding of web design.

Student Outcomes

The following objectives have been established for the course:

1. Students will develop an understanding of the purposes, functions, and reflective nature of electronic portfolios for growth and learning,

2. Students will become familiar with the mechanics of a number of tools to facilitate the development and publishing of web pages including web based editors; uploading and downloading tools,

3. Students will develop an understanding of the basic elements of web page design including look and feel, navigation elements, graphics, and

4. Students will develop and publish an online portfolio based on the content requirements of the Graduate School of Education.

Texts and Materials

Williams, R. & Tollett, J. (2000) The Non-Designer's Web Book (3rd Ed.) Peachpit Press ISBN: 0321303377

NVu, Macromedia Dreamweaver, Secure Shell, FrontPage

Selected readings, distributed online or in class.

Students must have an E-mail account (GMU provides free to students) and regular, systematic, easy access to both telecommunications and a computer. All communication about the course will be sent to GMU email accounts.

Course Requirements

1. Attendance in class is <u>mandatory</u> as discussions, lectures, and hands-on activities are important parts of the course.

2. Each student is expected to complete all readings and participate in discussions.

3. Each student is expected to participate in and complete all classroom projects.

4. Students who must miss a class are responsible for notifying the instructor (preferably in advance) and for completing any assignments, readings, etc. before the start of the next class.

5. All written assignments must be completed on a word processor. Assignments are to be turned in at the beginning of class on the date due. Late assignments will not be accepted without making prior arrangements with the instructor.

Course Assignments

1. **In Class/Homework Assignments**: Students will be asked to work individually or in small groups on activities and assignments throughout the course. Assignments and requirements will be discussed in class or electronically. Each of following assignments is worth 5 points:

   - First reflection assignment
   - Organization metaphor/look and feel
   - Navigational map
   - Website template

2. **Midterm Evaluation**: This evaluation serves to review the progress you have made with your portfolio. Feedback will be given in order to help you edit your portfolio before final evaluation.

3. **Portfolio**: Throughout the class, students will develop an online, learning and growth portfolio. This portfolio should reflect an understanding of the requirements for electronic portfolio and exhibit an understanding of design principles for webpage and website creation.

4. **Class Participation**: The class depends heavily on class participation and completion of in class activities. Class participation includes regular attendance. If you will not be in class, please notify, perferably via e-mail, the course instructors. Absences in excess of two will result in points deducted.

Evaluation

In Class/Homework Assignments	**20 points**
Midterm Evaluation	**20 points**
Portfolio	**50 points**
Class Participation	**10 points**

Since this is a graduate level course, high quality work is expected on all assignments and in class. Points for all graded assignments will be based on the scope, quality, and creativity of the assignments. All assignments are due at the beginning of class. Late assignments will not be accepted without making arrangements with the instructor.

Grading Scale

95-100	**A**
90-94	**A-**
86-89	**B+**
83-85	**B**
80-82	**B-**
75-79	**C**
74-0	**F**

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See http://academicintegrity.gmu.edu/honorcode/].

- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See http://ods.gmu.edu/].

- Students must follow the university policy for Responsible Use of Computing [See http://universitypolicy.gmu.edu/1301gen.html].

- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.

- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See http://caps.gmu.edu/].

- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See http://writingcenter.gmu.edu/].

- For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See http://gse.gmu.edu/].

Class Schedule

Date	Topic	Readings and Assignments
1/24	Syllabus Purpose of portfolio What is a reflection? Obtaining and Accessing Mason account Introduction to Graphics Program	Obtain NVu Obtain Secure Shell Prepare Design Document – Look and Feel and description of metaphor Collect artifacts and place in a folder Goal statement, vitae, class artifacts; bring on flash drive Write first reflection – Ways of Knowing if taken Bring downloaded graphic(s) that go with your look and feel/metaphor
1/31	No Class Meeting	
2/7	Sharing of Design Plan Sharing and Revising Reflection Introduction to web editors Basic html code Using Secure Shell Creating Graphics	Revise first reflection Write at least two more
2/14	Site organization Tables Navigation Graphics	Work on portfolio
2/21	Links Creating a template Adding artifacts	Work on portfolio
2/28	Designing the portfolio/consultations **Midterm Evaluation Link Due**	Work on portfolio
3/7	Designing the portfolio/consultations	Work on portfolio
3/14	Designing the portfolio/consultations	Work on portfolio
3/21	Designing the portfolio/consultations	Work on portfolio
3/28	Designing the portfolio/consultations	Work on portfolio
4/4	**Portfolio due.** Portfolio presentations. Course Evaluations	

Final Portfolio Due: April 4, 2011

You are not expected to have a completed portfolio, but you are required to have the following elements in your portfolio.

1. **Home page:** On the home page you need to have working links to the contents of your portfolio.
2. **Vitae:** You need to have a working link to your current vitae. Your vitae should be on a separate web page.
3. **Goal Statements:** You should have a link to a web page containing your initial goal statement. This will probably be the goal statement that you used when applying to the program.
4. **Coursework:** You should have a link to a page that contains links to your program of study, coursework reflections, and access to transcripts.
   - Program of Study: You should have a page that lists all of the courses that you are taking as part of your program. If you are just beginning the program you need to at least have your general education course requirements listed.
   - Coursework Reflections: You should have all of the classes you have listed in your program of study in this section with an area for your reflections. You should have reflections for all of the classes you have taken thus far. If you are just beginning the program, you should at least have one reflection for the portfolio course (EDIT 772), and any other courses you are taking this fall.
   - Access to Transcripts: You should have a page that links to Patriot Web where your advisor can access your transcripts.
5. **Evidence of Analytical and Integrative Thinking:** You should have a link to a template page.
6. **Professional Experiences:** You should have a link to a template page, and you can begin to reflect on your professional experiences.
7. **Research and Dissertation Planning:** You should have a link to a template page.

General Comments:
- All of the links need to work.
- You should be able to navigate between pages on your site. This means you can have a navigational system.
- All of your pages should have a common theme and should be consistent. It should be clear on each page that it is your portfolio.
- Everything on your page should be readable. Make sure that your background is appropriate and does not detract from the content of each page.