

George Mason University
College of Education and Human Development
Instructional Technology

EDIT 772 - Electronic Portfolio
Summer 2007
(2 credit hours)

Meeting Day/Time: Wednesday; 7:20 pm - 10:00 pm

Location: Commerce II Room 101

Instructors: Dr. Michele Schmidt Moore

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Phone: (304) 268-9409

Office Hours: Wednesdays 6:20-7:20 PM By appointment

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 are once per 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 and uploading and downloading tools.

3. Students will develop an understanding of the basic elements of web page design including look and feel, navigation elements, and graphics.
4. Students will develop and publish an online portfolio based on the content requirements of the Graduate School of Education.

Texts and Materials

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

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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 mandatory, 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, preferably 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 Statement of Expectations

All students must abide by the following:

Students are expected to exhibit professional behavior and dispositions. See gse.gmu.edu for a listing of these dispositions.

Students must follow the guidelines of the University Honor Code. See http://www.gmu.edu/catalog/apolicies/#TOC_H12 for the full honor code.

Students must agree to abide by the university policy for Responsible Use of Computing. See <http://mail.gmu.edu> and click on Responsible Use of Computing at the bottom of the screen.

Students with disabilities who seek accommodations in a course must be registered with the GMU Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester. See www.gmu.edu/student/drc or call 703-993-2474 to access the DRC.

Proposed Class Schedule

Date	Topic	Readings and Assignments
Wed 1/20	Syllabus Purpose of portfolio What is a reflection?	Readings: Chapter 3 and 4 Assignment: Reflection Assignment
Wed 1/27	Introduction to web editors Basic html code Using Secureshell Revising Reflection	Readings: Chapter 7 and 8 Assignment: Organizational Metaphor/Look and Feel
Wed 2/3	Site organization Tables Navigation Graphics	Readings: Chapter 10 and 11 Assignment: Navigation Map
Wed 2/10	No Class	
Wed 2/17	Links Creating a template	Readings: Chapter 6 Assignment: Create a template (send a link) Bring an artifact from a previous class.
Wed 2/24	Adding artifacts	Readings: Chapter 12 Assignment: Continue to work on portfolio
Wed 3/3	Designing the portfolio/consultations	Readings: Chapter 13 Assignment: Continue to work on portfolio Midterm Evaluation: Send a link to your portfolio
Wed 3/10	Designing the portfolio/consultations Midterm Evaluation Link Due	Assignment: Continue to work on portfolio.
Wed 3/17	Spring Break	
Wed 3/24	Designing the portfolio/consultations	Assignment: Continue to work on portfolio
Wed 3/31	Designing the portfolio/consultations	Assignment: Bring the link to your finished portfolio to share in class.
Wed 4/7	Portfolio presentations. Portfolio due.	

Portfolio Assignment Due: April 7, 2010

You are not expected to have a completed portfolio, but you are required to have the following elements in your portfolio. If you are not in the Ph.D. in Education program then you may need to adjust the requirements. Please let us know if your requirements are different for your program.

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 decided to take 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. **Documentation of Academic and Professional Growth (List of Artifacts):** You should have any papers or artifacts that you have done in your classes thus far on this page.
6. **Evidence of Analytical and Integrative Thinking:** You should have a link to a template page.
7. **Professional Experiences:** You should have a link to a template page and you can begin to reflect on your professional experiences.
8. **Research and Dissertation Planning:** You should have a link to a template page.

General Comments:

- All of the links on your page need to work.
- You should be able to navigate between pages on your site. This means you can have a navigational bar or just a link to home from each page.
- 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 isn't so busy that it takes away from the content on the page.

Grading:

45 – 50 A+ to A-	40 – 44 B+ to B-	35 – 39 C+ to C-
The portfolio meets 100-90 percent of the requirements listed above.	The portfolio meets 89-80 percent of the requirements listed above.	The portfolio meets 79-70 percent of the requirements listed above.

On or before April 6, 2010 send an email with a link to your portfolio to Michele Schmidt Moore (mmoorea@gmu.edu). In the subject line put electronic portfolio. Also on April 7th you will share your portfolio with your colleagues.