

# **EDIT 772 - Electronic Portfolio**

(2 credit hours)

Dates and Time: Mondays and Wednesdays 5/17 – 6/16; 4:30 pm - 7:10 pm

Location: Commerce I 100 Lab

Instructor: William Warrick

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Office Hours: Before and after class and via email

## **1. Course Description**

This two credit hour course is designed to prepare participants for creating and publishing a Web-based growth and learning portfolio. Topics covered in the course will include: understanding the purpose and use of electronic portfolios; web page/site design elements - content, navigation, etc.; look and feel issues; and production/publishing techniques. The course culminates in the development and publishing of an electronic portfolio.

## **2. Methodology**

The course is structured around readings, reflections on those readings, class activities, discussions and activities.

## **3. Objectives**

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 and 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

## **4. Texts and Materials**

Recommended Text: Williams, R. & Tollett, J. (2000) The Non-Designer's Web Book (2nd Ed.) Peachpit Press ISBN: 0201710382

Selected readings, distributed online or in class.

Students are expected to obtain and bring to class appropriate materials and supplies to include 3 1/2" disks and note-taking materials.

Students must have an E-mail account (GMU provides free to students) and regular, systematic, easy access to both telecommunications and a computer.

## 5. 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.

## 6. 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.
2. **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 principals for web page/site creation.
3. **Class Participation:** The class depends heavily on class participation and completion of in class activities.

## 7. Evaluation

<b>In class/homework Assignments</b>	<b>20 %</b>
<b>Portfolio</b>	<b>60 %</b>
<b>Class Participation</b>	<b>20 %</b>

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.

## 8. GSE Syllabus Statements of Expectations

The Graduate School of Education (GSE) expects that all students abide by the following:

Students are expected to exhibit professional behavior and dispositions. See [gse.gmu.edu](http://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](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](http://www.gmu.edu/student/drc) or call 703-993-2474 to access the DRC.