DMA 490 Portfolio Workshop

Instructor
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Course Information
DMA 490 Section 701
Class times: Mondays 5:45 - 9:00 PM
Room: 14 E Jackson Room 210 (Daley Building, Loop Campus)
Last day to drop the course with no penalty: September 22, 2015. If dropped on or after September 23, 2015, grade of "W" will be assigned.

Course Website
Design to Learn (D2L) will be used to manage course materials and communications: https://d2l.depaul.edu/

Course Summary
This course assists students preparing to enter the job market and focuses on assembling a professional online portfolio and refining presentation skills. Workshops, discussions with invited professionals, and class activities will help students plan, construct, and build their online presence that can be used for a job search and professional networking.

Prerequisites
None

Learning Objectives
1. Students will be able to select, prepare, and describe work for inclusion in a professional portfolio
2. Students will be able to design and produce a professional online portfolio targeted to employment goals
3. Students will be able to give effective oral presentations of their professional work
4. Students will be able to apply career building strategies to build professional networks and job prospects

Required Text
No required texts.

Class Format
Class meetings will involve discussions, hands-on activities, design work, critique, and presentations. Students should expect to spend 5 to 10 hours per week on outside of class time on course-related work. Since a focus of this class is accountability to and support for creating a portfolio that is ready for a job search, class attendance and working on milestone assignments independently is critical.

Requirements & Evaluation
Coursework includes the following components:

Grade Proportion	Course Requirement	
15%	Attendance and Class Participation	
8%	Portfolio Action Plan	
2%	Portfolio Examples and Resources	
10%	Work Audit	
5%	Platform Research	
10%	Project Description and Presentation	
50%	Portfolio Progress and Presentations (3 deliverables)	
required	Networking Events	*DMA 490 only*
required	Career Center Services	*DMA 490 only*
100%	Total	

Software & Computers
This class meets in a computer lab. You may choose to bring your own laptop. Computers will be needed in each class. Students will choose a platform (e.g., WordPress, Bootstrap, Squarespace) for implementing their portfolio based on their own technical skills and other factors. Students in this class come from diverse fields, thus this class will not emphasize technical implementation or developing coding skills.

Lynda.com. DePaul students, faculty, and staff can login to lynda.com for unlimited access to a vast online library of instructional videos covering the latest software, creative, and business skills. Lynda.com is a high-quality resource for students, faculty, and staff looking to develop skills in Microsoft Office, Adobe Creative Suite, social media, web design, animation, photography, audio and video production, project management, and a wide range of other topics. See: http://offices.depaul.edu/is/services/technology-training/Pages/online-training.aspx

Grading Scale
Letter grades are based on the percent of total points earned.

A	93.00%	186 points	Excellent
A-	90.00%	180 points	
B+	88.00%	176 points	
B	83.00%	166 points	Very Good
B-	80.00%	160 points	
C+	78.00%	156 points	
C	73.00%	146 points	Satisfactory
C-	70.00%	140 points	
D+	68.00%	136 points	
D	60.00%	120 points	
F	0.00%	0 points	

Course Schedule

Syllabus and schedule is subject to change. Required and supplemental readings will be added.

Class	Topics and Activities	Assignments Due in Class*
Sep 14 Class 1	**Introductions and Course overview** **Goals and plans** *What is my job goal? What are the requirements? What is my plan?* Job search resources and developing your action plan	
Sep 21 Class 2	**GUEST SPEAKERS: Effective professional portfolios** *What are prospective employers looking for?* Industry professional guest speakers	Portfolio Action Plan Portfolio Examples and Resources
Sep 28 Class 3	**Gathering work samples** *What work do I have to include in my portfolio? What should be included in my online portfolio? What pieces are missing? What images do I need to gather or prepare?*	Work Audit
Oct 5 Class 4	**Platform exploration and selection** *How will I build my portfolio?* **Refining project descriptions** *How can I showcase my skills?*	Platform Research
Oct 12 Class 5	**Presentation practice: Project presentations** *How can I effectively present my work and my skills?* **Layout and design** *How can I best organize and present myself and my work?*	Project Description and Presentation
Oct 19 Class 6	***Portfolio building and refinement***	
Oct 26 Class 7	**Focus on content and details** *Are all the details in place? What parts need development?*	Portfolio Progress 1
Nov 2 Class 8	**Practice Presentations of Portfolios**	Portfolio Progress 2
Nov 9 Class 9	***Portfolio building and refinement*** Reviews of resume, online profiles (e.g., LinkedIn), cover letters, etc.	
Nov 16 Class 10 *Last class meeting*	**Portfolio presentations (invited professionals)** Polishing and final plans	Portfolio Progress 3

*Assignment descriptions and requirements will be provided in D2L.

Changes to Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Policies & Expectations

Attendance
Students are expected to attend each class and to remain for the duration. Attendance will be taken and is reflected in the Class Participation and Attendance portion of the course grade. Your active participation and engagement in the class is expected and is required to get credit for this portion of the course grade.

Absence Policy
- Attend every class.
- One excused or unexcused absence will not negatively affect the Attendance and Class Participation grade.
- For each unexcused absence after the first one, the Attendance and Participation grade is reduced by 15%.
- Three absences for any reason, whether excused or not, may constitute failure for the course.
- Communicate with me if you must miss class for any reason. I appreciate a quick email to let me know.
- Students are individually responsible for material they may have missed due to absence or tardiness.
- Please notify me in advance if there are any special needs.

Late Policy
- Arrive on time to every class.
- Being present and arriving on time to every class is my expectation for everyone. Important information is communicated at the very beginning of class. If there is a reason why you cannot consistently arrive on time to class, please let me know.
- Communicate with me if you must be late to class for any reason. I appreciate it when you let me know.
- Tardiness that exceeds 30 minutes is counted as an absence.

Excused Absence
In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at http://studentaffairs.depaul.edu/dos/academicprocesses.html. Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

Late Assignments
Completing assignments on time and having them ready for discussion and critique in class is essential for this class. Thus, to encourage accountability, late assignments will not receive credit unless acceptable reasons are documented (sickness, family emergency) and communicated to me within 24 hours of the due date.

Class Behavior
- Food and drink during class is ok.
- ***Internet surfing and checking email, etc. during class when your attention is expected is disrespectful and unprofessional.*** I am asking for your cooperation and attention during class time.

- Be a respectful participant by keeping phones in silent mode and do not text in class. If you have a need to be available by phone (sick relative, etc.), please let me know.
- Be engaged in class discussions and workshop activities:
  - Participate with enthusiasm
  - Show genuine effort to cooperate with others
  - Show leadership and take initiative in group efforts
  - Frequently and eagerly offer your thoughts, perspectives, and responses to instructor/classmates
  - Make contributions that reflect excellent preparation (i.e., complete required reading)
- Practice professionalism
  - Communicate (face-to-face, emails, etc.) with the professor and fellow students in a professional and appropriate manner
  - Use body language (ex., eyes, posture) that shows active listening during instructor/student presentations
  - Be careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing homework for another class or wearing inappropriate attire);
  - Be respectful towards others

Email Policy
On weekdays, you can expect me to return emails within 24 hours. Expect a delayed response on weekends. In the spirit of practicing professional communication, make an effort to write email messages in a more formal, professional tone (e.g., proper greeting, correct spelling, etc.).

Attitude
A professional attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

Civil Discourse
DePaul University is a community that thrives on open DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

Coursework Grade Review Requests
Every effort is made to grade in a fair and consistent manner. Should a disagreement arise about a course grade, the student may submit a grade review request in writing to the instructor. The request must be submitted within 48 hours after the assignment grade has been posted. The request must include the student's argument for a different grade evaluation, based on verifiable evidence presented by the student. The instructor handles grade review requests and responds to the student with a review decision as soon as possible.

Incomplete Grades

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process in MyCDM.

- All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.
- If approved, students are required to complete all remaining course requirements independently in consultation with the instructor by the deadline on the incomplete request form.
- By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor.
- An incomplete grade does NOT grant the student permission to attend the same course in a future quarter.

Withdrawal

Students who withdraw from the course do so by using the Campus Connection system. Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

Retroactive Withdrawal

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals for CDM students must be submitted online via MyCDM. The deadlines for submitting appeals are as follows:
- Autumn Quarter: Last day of the last final exam of the subsequent winter quarter
- Winter Quarter: Last day of the last final exam of the subsequent spring quarter
- Spring Quarter: Last day of the last final exam of the subsequent autumn quarter
- Summer Terms: Last day of the last final exam of the subsequent autumn quarter

Academic Integrity & Plagiarism

This course will be subject to the academic integrity policy passed by faculty. More information can be found at http://academicintegrity.depaul.edu/.

Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at: http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx

Resources for Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: csd@depaul.edu.

> Lewis Center 1420, 25 East Jackson Blvd.
> Phone number: (312) 362-8002
> Fax: (312) 362-6544
> TTY: (773) 325-7296

Online Course Evaluations

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in CampusConnect.

Visit the Writing Center

Consider visiting the Writing Center to discuss your written assignments for this course. Writing Center Tutors are specially trained undergraduate and graduate students who can help you at any stage of your writing project. They can help you focus and develop your ideas, review your drafts, and polish your writing, as well as answer questions about grammar, mechanics, style, and citation. You may schedule appointments on an as-needed or weekly basis. In addition to Face-to-Face appointments, the Writing Center also provides Written Feedback by Email and Online Appointments. Be sure to schedule your appointment with enough time to think about and incorporate the feedback you'll receive. Bring/upload your assignment handout and/or any other relevant materials to your appointment. To schedule a Face-to-Face, Written Feedback by Email, or Online Appointment, visit www.depaul.edu/writing. You can also call one of our offices: (312) 362-6726 (Loop Office, 1600 Lewis Center) or (773) 325-4272 (LPC Office, 250 McGaw Hall). When possible, the Writing Center accepts walk-in requests, but it's always a good idea to schedule your appointment ahead of time. You may schedule tutorials on an as-needed basis or as weekly standing appointments up to 3 hours per week. All Writing Center services are free to the DePaul community.