

**INSTRUCTOR**

B. Rich

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Office: Virtual

Phone: TBD

Office Hours: Refer to Faculty [Page](#)

**COURSE INFORMATION**

DMA 490 / EXP 450

Time: Thursday 5:45 – 9:00

Location: Remote / [Zoom](#) (pw: portfolio)

Modality: Sync + Async

Course page: [D2L](#)

Slack: [portfoliofa20.slack.com](https://portfoliofa20.slack.com)

Google Drive [Folder](#)

**COURSE DESCRIPTION**

This course assists students preparing to enter the job market. Its focus is 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.

PREREQUISITE: None

**COURSE OBJECTIVES**

1. Be able to select, prepare and describe work for inclusion in a professional portfolio.
2. Design and produce a professional online portfolio targeted at employment goals.
3. Give effective oral presentations of their professional work.
4. Apply career building strategies to build professional networks and job prospects.

**CLASS FORMAT**

Classes will consist of discussions, workshops, design work, critique, guests and student presentations. You should expect to spend 5-10 hours per week outside of class on course-related work. Class attendance and working on milestone assignments independently is crucial for success.

**COMPUTERS + SOFTWARE**

You are eligible for a free Adobe CC license for this quarter. Please find instructions [here](#).

You will choose a platform (WordPress, Squarespace, etc) for implementing your portfolio based on your own technical skills and other factors. This class will not emphasize technical implementation or developing web skills.

You are encouraged to use [LinkedIn Learning](#) for technical guidance. (free for students)

**EVALUATION & GRADING**

Attendance/Participation*	15
Portfolio Action Plan	10
Portfolio Examples**	5
Platform Research**	5
Guest + Event Take-Aways**	5
Work Audit	10
Project Description/Presentation	10
Portfolio Progress (3 milestones)	20
Final Portfolio	20
Networking Events*	required
Career Center Services*	required
	100

\*Class attendance and participation, networking events and the utilization of Career Center Services all contribute to the Attendance/Participation grade

\*\* In Google doc

**GRADING SCALE**

Please choose Pass / 'D' /Fail as the grade format for this class this quarter

OR

Letter grades will be based on percentages of total points earned:  
A=90%, B=80%, C=70%

**WEEKLY SCHEDULE (likely to change)\***

<b>WEEK 1</b> SEPT 10	TOPIC	Syllabus & Intros Goals & Plans
	ASSIGNMENT	Portfolio Action Plan Portfolio Examples in ' <a href="#">Resources</a> ' document
<b>WEEK 2</b> SEPT 17	TOPIC	Gathering your work
	DUE	Portfolio Action Plan Portfolio Examples in ' <a href="#">Resources</a> '
	ASSIGNMENT	Platform Research in ' <a href="#">Resources</a> ' (if not completed) Work Audit
<b>WEEK 3</b> SEPT 24	TOPIC	Effective portfolios
	DUE	Work Audit
	ASSIGNMENT	Information Architecture (part 1 of 2 for Milestone 1)
<b>WEEK 4</b> OCT 1	TOPIC	Platforms: Exploration and selection Project Descriptions; Process narratives
	DUE	Information Architecture
	ASSIGNMENT	Project Description and Presentation
<b>WEEK 5</b> OCT 8	TOPIC	Project Presentations Layout + Design
	DUE	Project Description and Presentation
	ASSIGNMENT	Rough Draft / Layout (part 2 of 2 for Milestone 1)
<b>WEEK 6</b> OCT 15	TOPIC	Portfolio Building + Refinement
	DUE	Rough Draft / Layout
	ASSIGNMENT	Milestone 2
<b>WEEK 7</b> OCT 22	TOPIC	Content + Details Presentation Practice - Project
	DUE	Milestone 2
	ASSIGNMENT	Milestone 3
<b>WEEK 8</b> OCT 29	TOPIC	Presentation Practice - Portfolio
	DUE	Milestone 3
	ASSIGNMENT	Final Presentation

<b>WEEK 9</b> NOV 5	TOPIC	No class – work on portfolio and presentation
	ASSIGNMENT	Refine Portfolio and presentation
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<b>WEEK 10</b> NOV 12 Last class meeting	TOPIC	Portfolio Presentations to Panel (pros, faculty, etc)

\* This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class and sent via Slack.

**Course Policies:** In addition to [CDM Academic Policies](#) and [DePaul University Policies](#), the following policies will apply to this course:

**Email:** Slack and Email are the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at <http://campusconnect.depaul.edu> is correct.

Some guidelines for your emails:

- Be clear and concise in your subject line; ex: "DMA 490 – question about assignment X"
- Don't reply to class-wide email unless it pertains specifically to the subject of that email
- Begin a new email thread for any new question, notification, etc.
- Expect a reply within 24 hours during the week. Expect a delayed response on weekends. If you don't get a response within 1 business day, please resend as there may be an email issue

**Course Lectures/Reading Assignments:** The assigned and recommended readings offer an opportunity for independent learning that supplements the lectures. Lectures will introduce material not available in the readings, and the readings will explore concepts not mentioned in class.

**Late Assignments:** In order to receive any credit for an assignment, you must communicate with me at least 24 hours before the due date/time regarding it being late. No assignment will be accepted more than 7 days late without a medical excuse.

**Attendance:** Attendance is mandatory. An absence is defined as not showing up for class, arriving 30 minutes late or leaving 30 minutes early. All absences will result in a reduction of the attendance / participation grade. 3 absences, whether excused or not, may constitute failure for the course. 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](#)

**Class Participation:** Student participation is crucial to this class. You are encouraged to ask questions and offer comments relevant to the class topics. You

are also encouraged to offer answers, insights and best guesses to questions posed in class. Making the most of class time and being fully present and engaged add towards the class experience (and your participation points). Productive critiques of your own and everyone else's work is expected. For group projects, each individual is expected to contribute according to the needs of the group/project. Confidential peer evaluations will afford each group the opportunity to measure the contributions of each individual.

**Slack:** This class uses Slack, as a form of both communication and presentation. You will post some assignments to this platform, and you are expected to offer feedback to others' assignments. Interesting articles, links and any type of information related to the concepts explored in class are welcome. Your Participation grade will depend partly on your use of Slack.

**Behavior & Attitude:** A professional and collegiate attitude is expected throughout this course. Maintain a positive and open-minded attitude in class discussions. Strive to achieve your highest standards of quality for all projects. Respect everyone.

**Cell Phones/On Call:** Should you expect to need to answer a call during class, tell the instructor before class. If you are required to be on call as part of your job, please communicate this at the start of the course.

**Civil Discourse:** 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.

**Preferred Name & Gender Pronouns**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun if you advise me of this preference. Students may choose to identify within the University community with a preferred first name that differs from their legal name and update their gender. For more information and instructions on how to do so, please see the [Student Preferred Name and Gender Policy](#).

**DePaul University Policies:**

**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](#).

**Academic Integrity and Plagiarism:** This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

**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 under [Enrollment Policies](#).

**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](mailto:csd@depaul.edu).

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