

Course Number: DIG
Course Title: Digital Portfolio DPO

Credits: VARIABLE

Instructor:
Digital Worlds Institute, University of Florida

Email:
Phone: 352-294-2020

Prerequisites: NONE

REQUISITES: You should provide a personal laptop/tablet and bring it to every meeting.

Course Description:

This course provides students with technical and design skills for the creation of a digital portfolio with interactive media suitable for presentation aggregating media works and a portfolio website. It also covers techniques for using and linking social media. Students use software tools for conversion, arranging, processing and presenting a variety media based on their past works. Students learn fundamentals of visual design and work with industry standard authoring software programs. Students create a time-based media slideshow with original visual content and audio. Students learn to format and design their own media materials for inclusion in professional resumes.

Course Objectives for Variable Credit

At the conclusion of the course, Digital Portfolio students will be able to:

- 1-CREDIT: Create an online portfolio website and link a variety of online social media resources
- 2-CREDITS -everything in number 1 + Construct a media rich slideshow or digital reel of past or current work
- 3- CREDIT-Everything from 1 & 2 +Create a comprehensive portfolio resume in Powerpoint or Prezi format

Students for all credit distinction attend the weekly lecture, homework and portfolio preparation is designated in the syllabi in the “Homework Assignment & Blog” section.

Date	Topics	In Class	Homework Assignment & Blog
Week 1	<p>Introduction to Digital and E-portfolios</p> <ul style="list-style-type: none"> • Artifact • Presentation • Product • Demonstration • Project • Performance • Display • Show • Exhibit 	<p>DVD Studio Pro and Adobe Encore Examples, Interface and Design Issues</p> <p>Lynda.com Introduction Blog Introduction</p> <p>Level 1: ePortfolio as Storage</p> <p>Level 2: ePortfolio as Workspace/Process</p>	<p>Finding DVD Examples, collecting media-Bring to next class</p> <p>Join Blog,</p> <p>WATCH:</p> <p>http://www.youtube.com/watch?v=ckcSegrwjKA</p> <p>http://electronicportfolios.com/handbook/slideshows.html</p> <p>Level 3: ePortfolio as Showcase/Product</p>
Week 2	<p>Online Personal Branding and marketing</p> <p>Using Social Media tools to link your resume, blog and create an online presence</p> <p>Balancing the two Faces of E-portfolios</p> <p>http://electronicportfolios.com/balance/index.html</p> <p>10 steps to powerful personal marketing</p>	<p>Joining Blogger, Twitter, LinkedIn, Facebook, Tumblr</p> <p>Organizing and exploiting free databases and cloud services for free webhosting and media linking</p> <p>Dangers and Benefits</p>	<p>Homework: Read & Review</p> <p>http://eft.educom.pt/index.php/eft/article/viewFile/161/102</p> <p>Write a short review of the article 2-4pgs Due @ Next meeting</p> <p>1 CREDIT: Personal Bio</p> <p>2 CREDIT: : Personal Bio</p> <p>3 CREDIT: : Personal Bio</p>

Course Syllabus:

Week Three	Preparing, arranging and converting Media Assets	Working with Apple's Quicktime Pro, FFMPEG, Compressor and Adobe Media Encoder, Photoshop and GIMP In-class: Image Conversion	1 CREDIT: Media Conversion 2 CREDIT: Media Conversion 3 CREDIT: Media Conversion
Week Four	Preparing, arranging and converting Media Assets II	Online tools for Digital Media. Preparing, Graphics, Video, and Interactive Media types for inclusion in online Portfolios and resumes	Using free sites to construct your own soundtrack to add to your slideshow Lynda.com Tutorial 1: Get Familiar with the basics of the software Homework Myna Assignment Update your Process blog - 1page 1 CREDIT: Homework: WebSite Reviews 2 CREDIT Homework: WebSite Reviews 3 CREDIT: Homework: WebSite Reviews
Week Five	Website Interactivity & Navigation	Website Reviews	ALL CREDIT SECTIONS
Week Six	Research and Design BLOGGING: Examining successful online blogs, banners ads and business strategies SOCIAL MEDIA	Pinterest and reddit FACEBOOK, VIMEO, PINTEREST; Twitter, blogger	Update your Process blog - 1page 1 CREDIT: Social Media Branding 2 CREDIT Social Media Branding 3 CREDIT Social Media Branding

Week Seven	Creating a Resume & CV	In-class: Create Resume Webpage with asset collection, analytics and information	Lynda.com Tutorial assignment; TBA 1 CREDIT Resume Creation 2 CREDIT Resume Creation 3 CREDIT Resume Creation
Week Eight	Maintaining a personal blog	Blogger.com Blog Creation and Design	Update your Process blog - 1page 1 CREDIT: Blog Desgn 2 CREDIT: Blog Design 3 CREDIT; Blog Design
Week Nine	Resume and CV II	Resume and Website Professional Photos Linking Media Service and community involvement	Lynda.com Tutorial assignment II 1 CREDIT: Resume and CV II 2 CREDIT: Resume and CV II 3 CREDIT: Resume and CV II
Week Ten	Power Point Explained	Power Point DESIGN Proposal Assigned: An in depth look at PowerPoint Adding Graphics Adding Animation Transitions 1 CREDIT PRESENTATIONS	Update your blog - 1page

Week Eleven	Power Point II	Adding Sound Adding movies Linking to Youtube for contingency Setting up your show	Lynda.com Tutorial Slideshow Assigned 2 CREDIT: Lynda.com: Powerpoint 3 CREDIT: Lynda.com: Powerpoint
Week Twelve	Slideshow Software DVD Studio Encore Online Free tools	Constructing the Slideshow I Planning a Slidehow and Reel for inclusion into an online and offline portfolio Media and Graphics, Sound Legal matters	Update your blog - 1page 2 CREDIT: Media Slide Show/REEL 3 CREDIT: Media Slide Show/REEL
Week Thirteen		2 CREDIT FINAL PRESENTATIONS	Create a flowchart of how you would like your presentation to work. Be creative and courageous we will cover what will and what will not work in the next meeting. Update your Website to include Vimeo REEL 2 CREDIT: FINALS 3 CREDIT: Lynda.com: Powerpoint

Week Fourteen	Best practices for Presentations	Digital Media Lab Work Building, Formatting and Design PREZI for Interactive Presentations	3 CREDIT: Lynda.com: Prezi Essential Training & Up and Running
Week Fifteen	Organizing and Formatting For Final Presentations	Digital Media Lab Work Building, Formatting and Design PREZI for Interactive Presentations In class critiques before final	3 CREDIT: Final Preparations
Week Sixteen		FINAL PRESENTATIONS	3 CREDIT: Final Presentations

GRADE BREAKDOWN

Grade Values and GPA Conversion												
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E, I, NG, S-U, WF
Grade Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00
Percentage	100%	93%	89%	86%	83%	79%	76%	73%	69%	66%	63%	59%

The above chart reflects the official letter grade to GPA conversion chart. The chart can also be viewed at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#grades>

a. Homework & Blog Assignments	20
b. Attendance	10
c. Portfolio Website	25
d. DVD Design Project	25
e. Slideshow Project	20
Total	100

ONLINE Resources & Readings

Barrett, H. (2000) "Create Your Own Electronic Portfolio (using off-the-shelf software)." Learning and Leading with Technology, April, 2000.

Barrett, H. (2004-2008) "My Online Portfolio Adventure." [Retrieved April 14, 2009 from <http://electronicportfolios.org/myportfolio/versions.html> (based on 35 [Versions of My Online Presentation Portfolio](#) developed between 2004 and 2008)]

Barrett, H. (2008) "NECC 2008 update" Electronic Portfolios for Learning blog. [Retrieved April 13, 2009 from: <http://electronicportfolios.org/blog/2008/07/necc-2008-update.html>]

Beck, R. & Bear, S. (2009) "Teacher's Self-Assessment of Reflection Skills as an Outcome of E-Folios" in Adamy & Milman (2009) *Evaluating Electronic Portfolios in Teacher Education*. Charlotte: Information Age Publishers.

Butler, P.(2006) "Review of the Literature on Portfolios and Eportfolios" [Retrieved April 13, 2009 from <https://eduforge.org/docman/view.php/176/1111/ePortfolio%20Project%20Research%20Report.pdf>]

Eastern Sierra Unified School District (2009). Electronic Portfolio Implementation Plan. [Retrieved April 13, 2009 from: <http://sites.google.com/site/esusd2009/Home>]

JISC (2008). *Effective Practice with e-Portfolios*. [Retrievien April 14, 2009 from <http://www.jisc.ac.uk/whatwedo/themes/elearning/eportfolios/effectivepracticeeportfolios.aspx>]

Epsilen Portfolios - the collaboration of higher education institutions and the IUPUI CyberLab
<http://www.epsilen.com/>

[Alverno College's Diagnostic Digital Portfolio](#)
<http://ddp.alverno.edu/>

An early pioneer in the use of portfolios in Teacher Education, here us their website on their Diagnostic Digital Portfolio which maintains key performances

[Carla Piper's Dissertation on Electronic Portfolios in Teacher Education](#)
<http://www.chapman.edu/soe/faculty/piper/EPWeb/>

One of the first dissertations on the topic of electronic portfolios. A comprehensive literature review (1999).

[Joyce Morris at University of Vermont](#)

<http://www.uvm.edu/~jmorris/ep/electronicportfolio.html>

A comprehensive guide in Higher Education

[PT3 Grant-Portfolio Connections Research Grant at University of Vermont](http://www.uvm.edu/pt3/)

<http://www.uvm.edu/pt3/>

[Career Development Portfolios](http://www.wa.gov/esd/lmea/soicc/prtfolio.htm)

<http://www.wa.gov/esd/lmea/soicc/prtfolio.htm>

The Washington SOICC provides support for career development portfolios.

University of Florida Policies

1. **Academic Honesty:** As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty, and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."
2. **Acceptable Use Policy:** Please read the University of Florida Acceptable Use Policy. It is expected that you abide by this policy.
3. **Software Use:** All faculty, staff, and students of the University of Florida are required and expected to obey laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.
4. **Accommodations for Students with Disabilities:** Students with disabilities, who need reasonable modifications to complete assignments successfully and otherwise satisfy course criteria, are encouraged to meet with the instructor as early in the course as possible to identify and plan specific accommodations.
 - a. Students will be asked to supply a letter from the Office for Students with Disabilities to assist in planning accommodations. Please see me outside of class time to discuss any accommodations you might need.
5. **University of Florida Counseling Services:** Resources are available on campus for students having personal problems or lacking clear career and academic goals that interfere with their academic performance. These resources include:
 - a. University Counseling Center, 301 Peabody Hall, 3921575, personal and career counseling.
 - b. Student Mental Health, Student Health Care Center, 3921171, for personal counseling.
 - c. Sexual Assault Recovery Services (SARS), Student Health Care Center, 3921161, for sexual assault counseling.
 - d. Career Resource Center, Reitz Union, 3921601, career development assistance and counseling.
6. **Technology Assistance**

- a. There are several labs on campus with the proper software installed to complete all the projects
- b. Students will have swipe access to the NAVE lab to work on their projects
- c. Late work will be penalized according to the late policy

7. Late policy

- a. Any assignment turned in past the due date will lose one letter grade on any assignment for each day it is late.

8. Response times

- a. Allow 24 hours for replies to email. This may be extended to 48 hours if email is left over a weekend or holiday.

9. Attendance Policy

- a. Attendance is mandatory for EVERY class meeting, if you have a special concern please arrange this in advance with the professor. Because of the short summer semester missing even one class can be detrimental to your understanding of the topics and your grade.

10. Explanation of Terms

- a.) IN-CLASS Objectives are tasks, tutorials or in class exercises that should be completed before the end of the meeting class, because this class uses computers, you will be asked to complete certain tasks and either submit them digitally or show the instructor that you have completed them. Uncompleted in class objectives are due by the next meeting time with a light grade point penalty. Students will be given ample time to complete in class-objectives.