

Department of English, Foreign Languages and Journalism  
MWSU, Division of Liberal Arts & Sciences  
Fall 2011

EPR/ETC/JOU 401: Senior Portfolio  
3:00-4:20 T 119 Murphy

**Professor:** Dr. Jeanie C. Crain

**Office:** 212 E Eder Hall

**Office Hours:** MWF 9:00 – 9:50, 11:00-11:50

**Email:** [crain@missouriwestern.edu](mailto:crain@missouriwestern.edu)

**Required Textbook:** *Senior Portfolio Student Handbook* (in Senior Portfolio subfolder of EFLJ folder on the O drive)

**Course Description:** EPR/ETC/JOU 401 is required for the BA English/Journalism, Public Relations, and Technical Communications majors. This is a workshop class for graduating seniors which includes compiling a passing graduation portfolio consisting of a resume, cover letter, and writings from majors courses, in addition to resume and job search preparation. This course must be completed during the semester of graduation, except for summer graduates who must complete the course in the spring semester prior to graduation. This course will be graded on a pass/fail basis.

**Course Objectives:**

- To acquire resume preparation and job search skills related to one's major
- To select, edit, and proofread works from majors courses for inclusion in graduation and professional portfolios
- To write an effective reflective essay and introductions for projects included in the graduation portfolio

**Assignments:** Portfolio requirements are in the Portfolio subfolder of the EFLJ folder on the O drive. Requirements for each emphasis can also be found on the O drive.

**Communication:**

Email is the official medium for communication at Missouri Western. You should check your *Missouri Western* email account at least every other day.

*A note on email etiquette:* When you write an email to a professor, approach it as

correspondence in a professional setting. This means including an informative subject line (at the very least, the course number), complete sentences, correct grammar, punctuation, and spelling, a salutation, and a signature. If you are including an attachment, you should tell the recipient what it is.

**Academic honesty:** Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms.

Please see the Missouri Western Student Handbook and Calendar for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at <http://www.missouriwestern.edu/handbook/index.pdf>.

Papers that have been plagiarized will receive no credit, and the student who submits such a paper will have to meet with me before any other work will be accepted.

**Disabilities:** If you have been diagnosed with a disability or if you suspect that you may have a disability that has never been diagnosed and would like to find out what services may be available, please visit the Office of Disability Services (ODS) in Eder Hall, room 203N or visit the ODS website at <http://www.missouriwestern.edu/ds/> as soon as possible. This syllabus, as well as all other printed or electronic materials, can be made available in alternative/accessible formats if requested with sufficient prior notice. Missouri Western is an equal opportunity/affirmative action institution.

Please let me know during the first week of class about any physical handicap or learning disability if you need special help or accommodation in order to do your best work.

**Grading Policy:**

Credit for EPR/ETC/JOU 401 will be awarded on a pass/fail basis. In order to complete the course successfully, you must receive a score of "1" or higher on a scale of 0-3 on your holistically scored graduating Portfolio. Other course requirements necessary to fulfill in order to receive a passing grade include:

- (1) Submission of a professional portfolio
- (2) Participation in peer critiquing sessions
- (3) Submission of resume to Career Services for critiquing

(4) Review of graduation portfolio materials by Corla Dawson, Writing Coordinator in the Center for Academic Support

(5) Attendance in class when scheduled to meet.

- T 8/30      Overview of *Student Handbook*  
Review of graduation portfolio submission requirements and evaluation rubric  
Review of portfolio template and use of NVU or other software such as Dreamweaver, Frontpage, of Expressions.
- T 9/6      Self-survey and writing the resume  
Selecting pieces for the graduation portfolio: Bring to class the **completed "Criteria" sheet**; indicate what materials you will include to demonstrate that the criteria have been met. Bring digital copies of as many documents as possible.
- T 9/13      Peer critique of resume begins: Finished resume must be uploaded to your portfolio site. (Resume must have been critiqued by Matthew Gregg, Assistant Director of Career Services, AND revised prior to this class date. When you set up the appointment, tell Mr. Gregg that this is for your professional writing Senior Portfolio.)  
Discussion of reflective essay and project introductions
- T 9/20      **Table of contents (and projects for the six criteria should be in a "Portfolio" folder** in the "Public" folder on your P drive. (Portfolio formatting and architecture)
- T 9/27      Peer critiquing of projects during this week. (Saved to your "P" drive Portfolio folder.) Class attendance optional.
- T 10/4      Peer critiquing of project introductions during this week. (Saved to your "P" drive Portfolio folder.) Class attendance optional.
- T 10/11      Peer critiquing of reflective essay during this week. (Saved to your "P" drive Portfolio folder.) Class attendance optional.
- T 10/18      **Copies of your revised project introductions and reflective essay available** to classmates in your "P" Portfolio folder. (Essay must have been critiqued by Corla Dawson, Writing Coordinator in CAS, AND revised prior to this class date). Begin critique of your peers' materials.
- T 10/25      **Portfolio (Saved** to your "P" drive and review-ready)

T/11/1	<b>Graduation portfolios ready for outside reviewers</b> Create a CD-ROM of your portfolio folder. Begin to create professional portfolio for use during job interviews. Beginning the job search
T 11/8	Cover letters and professional portfolio
T 11/15	Class attendance optional.
	Fall Break 11/20 – 11/27
T 11/29	<b>Evidence of professional portfolio available</b> (digital or hard copy)
T 12/6	<b>Graduation portfolio results available</b>
Finals	December 10-16