

Department of English, Foreign Languages and Journalism
MWSU, Division of Liberal Arts & Sciences
Spring 2012

EPR/ETC/JOU 401: Senior Portfolio
3:30-4:20 M 119 Murphy

Professor: Dr. Jeanie C. Crain

Office: 212 E Eder Hall

Office Hours: MWF 10 -11:50

Email (my preferred method of communication): crain@missouriwestern.edu

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

Flash Drive: You will need a dedicated flash drive (used only for this course) on which you will store the documents that you will add to public_html/portfolio on your P 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. This is how professors will contact you if they need to, and it is how you will receive information about campus events, scholarship and financial aid opportunities, and other important campus information. Some departments have student listservs to announce special events (like speakers or conference opportunities), scholarship deadlines, and the like. When you send an email to a professor or office on campus, you should send it from you Western email account, so that we know it is campus business.

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: 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. **Students who are absent two consecutive class sessions OR a total of three class sessions throughout the term will fail the course.**

Course Schedule (Course schedule may be adjusted with in-class announcement)

Classes begin January 17

Week Two Jan. 23

Review of graduation portfolio submission requirements and evaluation rubric; introduction to P drive and creation of folders; introduction to NVU; overview of F2011 portfolios.

Week Three Jan. 30

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 documents you plan to add to your portfolio. These documents must include your current resume.

Week Four Feb. 6

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

Week Five Feb. 13

Projects for the six criteria should be in a "Portfolio" folder in the "Public" folder on your P drive. (We will work on architecture of the portfolio in class.)

Week Six Feb. 20

Peer critiquing of projects during this week. (Saved to your "P" drive Portfolio folder.)

Week Seven Feb. 27

Peer critiquing of projects during this week. (Saved to your "P" drive Portfolio folder.)

Week Eight March 5

Peer critiquing of projects during this week. (Saved to your "P" drive Portfolio folder.)

Spring Break March 11-18

Week Nine March 19

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). Peer critiquing of reflective essay and project introductions during this week. (Saved to your "P" drive Portfolio folder.)

Week Ten March 26

Complete peer critiquing of portfolios.

Week Eleven April 2

Graduation portfolios ready for outside reviewers. Create a CD-ROM of your portfolio folder.

Week Twelve April 9

Cover letters

Week Thirteen April 16

Job search

Week Fourteen April 23

Job search

Last Day Class April 30

Graduation portfolio results available

Week Fifteen Final Examination May 2-8