

Senior Year Experience

KSU 4401: Senior Seminar
E-Portfolio: Passport to Global Citizenship

Fall 2006

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& Senior-Year Experience Program:
http://www.kennesaw.edu/university_studies/sve/index.shtml
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Course Meeting Times:

KSU 4401/03 TTH	5:00pm-7:45pm	Library 430
KSU 4401/04 TTH	6:30pm-7:45pm	University Village 2004
KSU 4401/05 F	11:00am-1:45pm	University Village 2004

SENIOR YEAR EXPERIENCE VISION:

http://www.kennesaw.edu/university_studies/sve/mission.shtml

The Senior Year Experience consists of year-long institution-wide programs and activities pertinent to college seniors, a variety of discipline specific capstone courses and an institutional capstone course, KSU 4401: The Senior Seminar. Decisions are guided by an advisory board consisting of KSU alumni, faculty, staff and senior students, as well as community representatives.

SENIOR YEAR EXPERIENCE MISSION STATEMENT:

http://www.kennesaw.edu/university_studies/sve/mission.shtml

The mission of the Senior Year Experience is to provide KSU seniors with an opportunity to reflect on and provide closure to their collegiate educational experience, demonstrate proficiency, develop the skills necessary to successfully transition to and navigate post-university life, understand the civic and social responsibilities of being college educated citizens and connect with KSU in an ongoing relationship.

KSU 4401 LEARNING OUTCOMES:

http://www.kennesaw.edu/university_studies/sve/mission.shtml

1) Students will be able to make connections across courses and disciplines as they articulate the personal and professional meaning of their collegiate educational experience. (*Knowledge, attitude and skill outcome*) Assignment: *Reflective Portfolio & Best of Show Portfolio*

- 2) Students will be aware of the variety of post-graduate choices available, what realistically awaits them and will have set meaningful, specific and realistic goals to pursue their selected path. *(Knowledge & skill outcome) Assignment: Reflective Portfolio & Best of Show Portfolio*
- 3) Students will have completed a self-assessment of their personal and professional skills (e.g., ethical leadership, decision-making, communication, interpersonal, problem-solving and technical) and developed an action plan to develop areas of weakness. *(Knowledge & skill outcome) Assignment: Reflective Portfolio*
- 4) Students will possess the tools needed to conduct an effective search for a career, graduate school or other post-graduate choice (e.g., resume writing, interviewing skills, etc.). *(Knowledge & skill outcome) Assignment: Reflective Portfolio*
- 5) Students will be familiar with the cycles of change and transition and will have acquired the life skills (e.g., financial planning, stress management, etc.) necessary to successfully make the transition from college student to college graduate. *(Knowledge & skill outcome) Assignment: Reflective Portfolio*
- 6) Students will understand the importance of civic and social responsibility and having a global citizenship perspective. *(Knowledge & attitude outcome) Assignment: Reflective Portfolio & Best of Show Portfolio*
- 7) Students will have learned about the academic history and traditions surrounding commencement. *(Knowledge outcome) Assignment: Reflective Portfolio*
- 8) Students will be aware of and appreciate the resources, services, and networking opportunities dedicated to ensuring their success, not only while they are KSU seniors, but also after they exit the institution. *(Knowledge outcome) Assignment: Reflective Portfolio*
- 9) Students will understand the personal and communal benefits of being active KSU alumni and know about the variety of ways in which they can become involved. *(Knowledge & attitude outcome) Assignment: Reflective Portfolio*
- 10) Students will embrace the concept that as college graduates, learning does not commence when they receive their degree, but rather it marks the beginning of a commitment and dedication to life-long learning. *(Attitude outcome) Assignment: Reflective Portfolio & Best of Show Portfolio*

Required Text:

K. Andrews, J. Leichter Dominick, D. Smith (2003). *The Complete Graduate: A Workbook for College Seniors**. Second Edition. Kendall/Hunt Publishers: Dubuque: Iowa.

**Textbook is on reserve at the Sturgis Library Reference Desk*

Required Materials:

1. *Reflective Portfolio*: **Expanding File/Class** and Hanging Files/Home
2. *Best of Show Pocket E-Portfolio*: **USB Pen 128mg** for storing E-Portfolio artifacts
3. Two CD-R's for PTD Pocket E-Portfolio-*if you choose this platform*

Optional Materials:

1. Three-ring binder with plastic inserts for Portfolio Storyboard Planning.
2. Purchase **OnLine Career Portfolio Business Card CD** – KSU Bookstore.

Required Assignments:

Grading Process: A (4500-4050 points); B (4049-3600 points); C (3599-3150 points); D (3149-2700 points); F (2699-0 points): Course Assignments worth a total of 4500 points

Part One: Reflective/Private Portfolio: 2100 total points

Consult: <http://www.joandominick.com/foliothinking.html>

- 1. Reflective Portfolio Expanding File** with RACCE College Senior Portfolio File Tabs: **100 points**
- 2. Textbook Reflection & Action Plans:** Select chapters that will best assist you in preparing for graduation & post-university life. This assignment will be done during class. – **750 points**
- 3. Career Plans – 300 points:** Develop career plans for job search, moving up in existing job, starting a business, graduate school and/or whatever you have planned for your career post-university life. This assignment will be presented during class.
- 4. Global Citizen Networking – 200 points:** Contact a mentor that will assist you with your career/global citizenship plans. Discuss what you learned in class from your mentor. Mentor can be local, national, international, and/or global citizen
- 5. Resume – 200 points:** Submit initial resume draft & continue to develop resume(s) during the semester. (Option to post resume(s) on KSU Career Services - OwlTrac). This assignment will be presented during class.
- 6. Detailed Storyboard for Best of Show Portfolio – 350 points:** Consult course workbook -Chapter 1.3 for more information about creating a Storyboard. Storyboards will be presented in class.
- 7. Collection of Learning Evidence:** (A) Samples of College Work, Professional Work, Volunteer Work, International Experiences, Military Work, etc.: (B) Photos, Videos of College Work, Professional Work, Volunteer Work, International Experiences, Military Work, etc.: (C) Narratives of Learning Experiences & Professional Mission Statement – **200 points**

Part Two: Best of Show E-Portfolio: Training, Development and Production:

Training & Development – 1200 points
Production of E-Portfolios - 1200 points
2400 total points

A. Best of Show E-Portfolio Training and Development: 1200 points

Consult: <http://www.joandominick.com/foliothinking.html>

1. PTD Pocket E-Portfolio Training and Development: 600 points (*institutional desktop publishing*)*
**Consult WebCT Course Menu for PTD Pocket E-Portfolio Training Resources*
Six PTD Pocket E-Portfolio Training Seminars – that can be used with the OnLine Career Portfolio & ITS Web Folio Process:
 1. Introduction to Multimedia – 100 points
 2. Introduction to E-Portfolio Training: - 100 points
 3. Introduction to Storyboarding – 100 point
 4. Introduction to Microsoft PowerPoint – 100
 5. Introduction to Adobe Photoshop/Scanning – 100 point
 6. Introduction to Adobe Acrobat – 100 points

For more information on the PTD Pocket E-Portfolio Process consult:

PTD & KSU 4401: Best of Show Pocket E-Portfolio Initiative:

<http://ptd.kennesaw.edu/Templates/html/facultydevelop.html>

<http://ptd.kennesaw.edu/eportfolios/>

2. OnLine Career Portfolio (OLCP Training):- 300 points (*institutional internet/password protected*)

Set up a KSU 4401 Course File to archive a virtual copy of your Reflective Portfolio resulting in an institutional Best of Show Portfolio. The completion of the OLCP results in an institutional web-based portfolio that is maintained by the student and monitored by the university. Consult:

<http://www.careerctr.kennesaw.edu/Portfolio.html>

OnLine Career Portfolio Handbook: <http://careerctr.kennesaw.edu/OLCPSteps.htm>

3. ITS Web Folio Training: Using Microsoft Publisher (150 points) and Dreamweaver (150 points)

Total 300 points (*institutional internet*)

Consult: <http://www.joandominick.com/foliothinking.html>

B. Best of Show E-Portfolios: Production – 1200 points

Option A: Student completes the PTD Pocket E-Portfolio (900pts) and OnLine Career Portfolio (300 pts)
Option B: Student completes an ITS Web Folio (900 pts) and Online Career Portfolio (300 pts)
Option C: Student completes an ITS Web Folio (800pts), OnLine Career Portfolio (300 pts) and a Baseline PTD Pocket E-Portfolio (*home page & three connecting pages*) (100pts)
Option D: ITS Web Folio (Institutional Internet Website-1200 pts)
Option E: PTD Pocket E-Portfolio (Institutional Desktop Publishing-1200 pts)
Option F: Online Career Portfolio (Institutional Internet/password protected)-1200) (You have the option to use the Adobe Acrobat Program to create PDF files if needed)
Option G: Student creates a Best of Show Portfolio Hybrid: Paper & Your choice of Electronic Portfolio Platform (PTD Pocket E-Portfolio, OnLine Career Portfolio, and/or ITS Web Folio) (1200pts)
Option H: Students creates a Paper Portfolio and has completed the E-Portfolio Training for all three Platforms available at the university (1200 Points)
Option I: Student creates a Best of Show Portfolio with emerging software not yet imaged at the designing of this syllabus (1200 pts).

Utilize the *Cross Platform Capability of the OnLine Career Portfolio, Pocket E-Portfolio and /or if you chose, the ITS Web Folio.* Showcasing your *FolioThinking* by clearly integrating the KSU Best of Show E-Portfolio Formats develops your learning story, integrates technology to best view your learning story, and increases the varying uses for your portfolio (i.e. Archiving college learning, academic advising, declaring an academic major, internships/coops, scholarship applications, employment, etc.)

- Upload CD PTD Pocket E-Portfolio to OnLine Career Portfolio
- Include the intranet address on the OnLine Career Portfolio on the PTD Pocket E-Portfolio And /or ITS Web Folio
- Create a “Technology” File Tab on the Online career portfolio listing all the technology training you took this in KSU 4401 this past semester

Portfolio Theme Options:

- a. Academic Major Course Work
- b. Volunteer Work
- c. Employment History
- d. KSU Student Activities
- e. Travel
- f. Starting a Business
- g. Hobbies/Interests
- h. Graduate School
- i. Military Experience

1. PTD Pocket E-Portfolio

Students can use the PTD E-Portfolio Templates designed for KSU Seniors in KSU 4401, if interested in creating your own E-Portfolio Template consult professor.

For examples of College Senior Pocket E-Portfolios consult:

Sample KSU 4401 Pocket E-Portfolios

<http://ptd.kennesaw.edu/eportfolio/samples.html>

<http://edtech.kennesaw.edu.21c.seniorsamples.htm>

2. OnLine Career Portfolio (OLCP)

KSU Career Services: Online Career Portfolio

<http://careerctr.kennesaw.edu/Portfolio.html>

3. ITS Web Folio

ITS Technology Training Schedule –training will occur during class time.

<http://its.kennesaw.edu/work-stu/index.htm>

KSU Student ITS Web Folio Samples: <http://www.eport2passport.com/webfolios.html>

Optional Activities:

1. Posting your resume to Owltrac in addition to having a *KSU Online Career Portfolio*
2. Registering for other PTD & ITS technology training seminars not included in KSU 4401.
3. Register for KSU Small Business Development Courses.
4. Attending and/or volunteering at Career/Graduate School Fairs during academic year.
Consider using the Chamber of Commerce Career Fairs.
5. Register at Volunteer Kennesaw for developing Community Service Plan.
6. Network at the KSU Alumni Association.

Course assignments due dates:

All course assignments are designed to assist you in the successful development of a reflective portfolio and a best of show portfolio. For the concise development and success of your reflective and best of show portfolio meeting the course deadlines is essential for your progress.

Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention or destruction of library materials, malicious/intentional misused computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Classroom Learning Environment:

The goals of the instructor are to provide a fair, respectful, and safe **Phones and Pagers:** As a courtesy to others, please turn off all cell phones and pagers during class.

Disruption of Campus Life Statement: It is the purpose of the institution to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening, and/or inappropriate behavior on the part of students is a violation at Kennesaw State University Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution.

Campus Field Trips: (walking tours and virtual tours)

- Career Resource Center
- CAPS for Career Choice and Graduate School Preparation
- Instructional Technology Service
- Presentation Technology Center
- International Center
- RTM Center for Leadership, Ethics, and Character
- Rare Book Room: Academic home of the KSU College Mace
- Volunteer Kennesaw
- Small Business Development Center
- Wellness Center
- Alumni Relations
- Art Galleries

Important Dates for College Seniors:

Petition to Graduate: August 24, 2006 Last Day to Petition to Graduate Fall 2006
 Registrar's Office: <http://www.kennesaw.edu/registrar/>
Undergraduate Diploma Fee of \$30 must be paid when petitioning to graduate

Commencement:

TBA: December 14 or 15, 2006 Consult for more information: http://www.kennesaw.edu/registrar/gradinfo_main.shtml	College of Science and Mathematics College of Arts WellStar College of Health and Human Services College of Humanities and Social Sciences University College
TBA: December 14 or 15, 2006 Consult for more information: http://www.kennesaw.edu/registrar/gradinfo_main.shtml	Coles College of Business Bagwell College of Education

KSU Career Services: For complete listing of events for College Seniors:
 Consult: <http://careerctr.kennesaw.edu/CalendarOfEvents.htm>

Consult the following KSU Resources for Post-University Life Plans:

- KSU Senior-Year Experience Program Resources
http://www.kennesaw.edu/university_studies/sve/
- KSU CAPS Resources: Career & Graduate School
<http://www.kennesaw.edu/caps/cslg-room.htm>
- KSU Career Services
<http://careerctr.kennesaw.edu/>
- KSU Small Business Development
<http://sbdc.kennesaw.edu/>
- KSU Graduate School
http://www.kennesaw.edu/admissions/graduate_admissions.html
- KSU Alumni Society
<http://www.kennesaw.edu/alumni/>
- KSU Registrars Office
http://www.kennesaw.edu/registrar/gradinfo_main.shtml

Senior-Year Experience Websites:

- KSU Senior-Year Experience Program Website:
http://www.kennesaw.edu/university_studies/sve/index.shtml
- KSU Senior-Year Experience Program & KSU 4401 Senior Seminar:
 Vision, Mission, & Learning Outcomes:
http://www.kennesaw.edu/university_studies/sve/mission.shtml
- National Resource Center: Senior-Year Experience
 University of South Carolina, Columbia
<http://www.sc.edu/fyc/resources/syr/index.html>

Electronic Portfolios & Global Citizenship Websites:

- E-Portfolio Resources:
http://www.kennesaw.edu/university_studies/sve/folio.shtm
<http://www.eport2passport.com/resources.html>
- E-Portfolio and Global Citizenship
http://www.kennesaw.edu/university_studies/sve/global.shtml
<http://edtech.kennesaw.edu/21c/>

<http://www.eport2passport.com>

KSU Quality Enhancement Plan (QEP): Global Learning for Engaged Citizenship

http://www.kennesaw.edu/university_studies/sye/folio.shtml

<http://ie.kennesaw.edu/sacs/qep/prospectus/ProspectusGlobalLearning.htm>

Euro Portfolio Global Portfolio Association: EIFEL European Institute for E-Learning

Upcoming ePortfolio 2006 Conference: Dr. Joan E. Leichter Dominick will present

E-Portfolio Passport to Global Citizenship: Folio Thinking for College Seniors:

www.europortfolio.org

<http://www.eife-l.org/news/ep2006/programme>

<http://www.eife-l.org/news/ep2006/speakers>

What's up with Culture:

<http://www3.uop.edu/sis/culture/index.htm>

KSU International Learning Outcomes – ACE Award:

<http://www.acenet.edu/AM/Template.cfm?Section=Search&Template=/CM/HTMLDisplay.cfm&ContentID=1579>

KSU Global Leadership & Ethics Conference:

<http://www.kennesaw.edu/globalinstitute/globaethics.htm>

Implementation of Course Mission: By utilizing the *Folio Thinking Process*, which empowers the student in the integration of their college learning and life experiences, the students prepare for the post-university experience as college graduate and global citizen leader. This institutional capstone event enriches the reflective process connecting your discipline, career, and role in community, with your new role of emerging alumni and productive citizen. To best assure the achievement of the course objective, the student will develop a **College Senior Portfolio** for use in the post-university experience. The portfolio is used to enhance the career search and/or graduate school search. This representational portfolio archives the “reflective” learning history and exhibits the “best work” which assists the student in gaining a better vision of the emerging role as college graduate and citizen leader.

Course Mission derived from the following academic theorists and faculty:

Portfolios as (1) representational or “best work” and (2) developmental or “work in progress”:

“...portfolios are highly regarded as effective learning tools which encourage students to demonstrate many kinds of talent by creating and collecting artifacts meant to represent effective thinking skills, positive value states and additional accomplishments” (Hauser, 1994, p.50). Portfolios inspire learning through a rich, authentic, and valid assessment of student achievement (Calfee & Perfumo, 1993)...Such artifact collections, “holistically portray student journeys toward various competencies” (Hauser, 1994, p. 54). K. Jensen & Vinnie Harris. (July, 1999). *The Public Speaking Portfolio*. Communication Education. Volume 48. (Pps. 212 & 213).

Folio Thinking Empowers the 21st Century Global Knowledge Worker:

According to Peter Drucker - Business Management Theorist

“I am teaching, above all, how to manage oneself. The course I just finished teaching is on the knowledge worker. It deals with what you have to know about yourself-how you have to learn, how to take charge of your own work and your own career, how to make yourself productive, and so on.... Leadership has to be grounded in responsibility. It has to be grounded in a Constitution. It has to be grounded in accountability. Otherwise, it will lead to tyranny.”

P. Galagan. (September 1999). *Peter Drucker*. Training and Development Magazine. Volume 52, Number 9. (Pps. 24 & 25).

Implementation of Course Vision: The academic act of creating the college student portfolio should assist the student in “*crossing borders, joining minds (p.50*)*” from self to global society. – Dr. Joan E. Leichter Dominick

Consult International First-Year Experience Conference 2003:

<http://edtech.kennesaw.edu/21c/ifve2003/index.html>

E-Portfolio as Kaleidoscopic Process: Using *Folio Thinking* from self to global society

Just as a kaleidoscope needs light to view the endless possibilities of visual combinations of the colored glass, an e-portfolio provides the illumination for the learner to view the endless possibilities of the potential views and connections of her/his learning experience from self to global society.

Dr. Helen Barrett, <http://www.helenbarrett.com>/international academic leader in the e-portfolio process, is posting metaphors people develop for the E-Portfolio Process. She has chosen my kaleidoscopic metaphor for her posting list. Go to her website at: <http://www.helenbarrett.com/metaphors.html#other>
Kaleidoscope Metaphor for the E-Portfolio by Dr. Joan E. Leichter Dominick, 2004.
<http://www.eport2passport.com/journal/eportjournal.php>

Course Vision based on the advice from the following academic theorists & faculty:

E-Portfolio: Passport to Global Citizenship: www.eport2passport.com

Dr. Joan E. Leichter Dominick, Ms. M. Leigh Funk, Dr. Donna Tatum -copyright 2003.

Inspired by the text, Organization 21 C: Someday All Organizations will Lead This Way (Subir Chowdhury, Editor and Auther, 2003 – Pearson Education, Inc. New Jersey),

Dr. Vladimir Pucik suggests "...*Creating a global mindset within an organization is really about developing leaders who learn locally, but act globally* (p. 50*)." His research mission is:

"*Crossing Borders, Joining Minds*" (consult his academic Website for more detail:

<http://www02.imd.ch/research/projects/index.cfm?projectID=169>

<p>KSU 4401 Tentative Course Schedule*</p> <p><i>*Consult WebCT & WebCt Vista for updated Course Schedule & Resource: Course Menu, Current Course Calendar, Homepage Course Resources, and Course Content</i></p> <p><i>Modules: Chapters 1-7 text</i></p> <p>WebCt: http://courses.kennesaw.edu/</p> <p>WebCt Vista: http://vista.kennesaw.edu/</p>

Date	Tuesday	Thursday	Learning Plans
	Friday	Friday	
<p>Week One:</p> <p>F 8/18</p> <p>TTH 8/22-24</p>	<p>First Day of Class:</p> <p>Course Overview:</p> <p>Discussion of Students Needs</p> <p>Assessment for Course</p> <p>Overview of SYE Program & KSU 4401</p> <p>Slide Show</p>	<p>Overview of textbook: <i>The Complete Graduate: A Workbook for College Seniors</i></p> <p>Chapter One:</p> <p>Ready: Building Your College Portfolio-</p> <p>RACCE College Senior Portfolio</p> <p>Process:</p> <p>Reflective Portfolio: (Private)</p> <p>Reflect + Assess + Collect</p> <p>Best of Show Portfolio (Public):</p> <p>Connect + Express</p>	<p>Set up Reflective Portfolio File:</p> <p>Use RACCE College Senior Portfolio File Tabs</p> <p>Discuss setting up Reflective Portfolio File Week 2:</p> <p>You can use RACCE College Senior Portfolio File Tabs or create your own Tabs – Includes:</p> <ol style="list-style-type: none"> 1. Textbook Reflections 2. Career Plans 3. Resume 4. Global Citizen Networking 5. Detailed Storyboard 6. Collection of Learning Evidence

			Course Materials Due: 1. Plastic Expanding File: Reflective Portfolio 2. USB Pen 128mg 3. 2 CD-R's –if creating PTD Pocket E-Portfolio –Desktop Publishing
Week Two: F 8/25 TTH 8/29-31	1.1 Reflecting on Your College Experience: Building Your College Senior Portfolio 30 Textbook self-reflection exercises: 50 points each <i>Text exercises will be completed in class: Written and/or discussion</i> Intro to KSU E-Portfolio Buffet: PTD Training: Intro to E-Portfolios Intro to Online Career Portfolio ITS Web Folio Review Folio Thinking for College Seniors PTD Training: Intro to E-Portfolios	1.2 Your Reflective Portfolio: Mapping College Learning Experience Reflective Portfolio Develop your Reflective Portfolio; 100 points A. Bring Your Expanding File B. Use File Tabs for the RACCE College Senior Portfolio – to organize your Reflective Portfolio On Line Career Portfolio Training	Reflective Portfolio Folder Due Week Three: Begin Textbook Reflection & Action Plans: Select chapters that will best assist you in preparing for graduation & post-university life. This assignment will be done during class. – 750 points Develop in Class – Work Reflections from Chapter 1.1, 1.2 & whatever chapters pertain to your post-university life Begin to review: KSU Resources for College Seniors General Education Learning Spreadsheet Micro-View of College Learning Experience Macro-View of College Learning Experience
Week Three: F 9/1 TTH 9/5-7	1.3 Your Best of Show Portfolio: Mission, Design, and Format Chapter 2: Set: Taking Stock-Essential Attributes of the Complete Graduate 2.1 Putting Your Organizational Skills to Work for You 2.2 Benefiting from Clubs and	2.3 People and Team Working Skills 2.4 Leadership in the New Millennium	Career Plans – 300 points: Develop career plans for job search, moving up in existing job, starting a business, graduate school and/or whatever you have planned for your career post-university life. This assignment will be presented during class.

	Organizations		
<p>Week Four:</p> <p>F 9/8 TTH 9/12-14</p>	<p>Chapter 3: Go: Time to Start Career-Hunting</p> <p>3.6 The Resume as Sales Tool Career Services: <i>Resume Writing</i></p> <p>Draft One of Resume: Bring a copy of your resume to class or materials to write the first draft of your resume</p>	<p>2.5 Public Speaking Survival Kit</p> <p>2.6 Decision-Making and Problem-Solving Abilities</p> <p>2.7 Modeling a Strong Work Ethic</p> <p>PTD Intro to Storyboarding</p>	<p>Due throughout semester: Global Citizen Networking – 200 points: Contact a mentor that will assist you with your career/global citizenship plans. Discuss what you learned in class from your mentor. Mentor can be local, national, international, and/or global citizen</p>
<p>Week Five:</p> <p>F 9/15 TTH 9/19-21</p>	<p>Draft Two of Resume: Resume will be revised in class.</p> <p>3.1 Most Common Mistakes Made by Seniors</p> <p>3.2 Utilizing Your Career Services Center</p>	<p>ITS Web Folio Training: Microsoft Publisher & File Transfer Protocol</p>	<p>Collection of Learning Evidence – 200 points: Bring in your list of learning evidence for your Reflective Portfolio.</p>
<p>Week Six:</p> <p>F 9/22 TTH 9/26-28</p>	<p>3.3 Identifying Work Values and Skills</p> <p>3.4 Researching Your Career</p> <p>3.5 The Cover Letter</p>	<p>Draft Three of Resume: Resume will be revised in class</p> <p>Storyboard Plan Due</p> <p>PTD ITS Web Folio: Microsoft Publisher & overview of Dreamweaver TBA</p>	<p>Resume – 200 points: Submit initial resume draft & continue to develop resume(s) during the semester. (Option to post resume(s) on KSU Career Services - OwlTrac). This assignment will be presented during class.</p>
<p>Week Seven:</p> <p>F 9/29 TTH 10/3-5</p>	<p>3.7 The Interview as Sales Pitch</p> <p>3.8 Dealing with Rejection</p> <p>3.9 Choosing the Right Offer</p>	<p>6.1 Office Politics: How to Survive the First Year</p> <p>PTD Intro to Microsoft PowerPoint Templates Bring USB 128mg to store PTD Pocket E-Portfolio Templates</p>	<p>Detailed Storyboard for Best of Show Portfolio – 350 points: Consult course workbook -Chapter 1.3 for more information about creating a Storyboard. Storyboards will be presented in class.</p>

<p>Week Eight:</p> <p>F 10/6 TTH 10/10-12</p>	<p>1.3 Best-of-Show Portfolio-Connect: Mission: <i>What is the purpose of the portfolio?</i> Employment Graduate School Internship Scholarship Entrepreneur</p>	<p>1.3 Best-of-Show Portfolio- Connect: Develop your Mission, Design, and Format in class Best-of-Show Portfolio: Design: <i>What is the best table of contents for your learning story?</i> Establish Credibility General Skills Specific Academic Major Experience University Life Professional Life Technology Experience Community Service Life Plan</p>	<p>Continue work on Best of Show Pocket E-Portfolio</p>
<p>Week Nine:</p> <p>F 10/13 TTH 10/17-19</p>	<p>Continue work on Best of Show Pocket E-Portfolio</p>	<p>PTD Intro to Adobe Acrobat: <i>For Linking PTD Pocket E-Portfolios & creating PDF files for OLCP, ITS Web Folio, & PTD Pocket E-Portfolio</i></p>	
<p>Week Ten:</p> <p>F 10/20 TTH 10/24-26</p>	<p>Chapter 4: Are You On the Right Track? Other Post-Graduate Choices</p> <p>4.1 Is Graduate School for Me?</p>	<p>4.3 Choosing a Military Career 4.4 Becoming an Entrepreneur 4.2 What About Bettering the World</p>	<p>Continue work on Best of Show Pocket E-Portfolio</p>
<p>Week Eleven:</p> <p>F 10/27 TTH 10/31-11/2</p>	<p>Chapter 5: Crossing the Finish Line: Preparing to Exit the University</p> <p>Celebrate KSU College Commencement: Visit the KSU Rare Book Room – Academic Home of the KSU College Mace</p>	<p>Chapter 5: Crossing the Finish Line: Preparing to Exit the University</p> <p>5.1 Wellness Works 5.2 Coping Strategies for Dealing with Change and Transition 5.3 Becoming Financially Fit 5.4 Celebrating Your College Commencement</p>	<p>Continue work on Best of Show Pocket E-Portfolio</p>

<p>Week Twelve:</p> <p>F 11/3 TTH 11/7-9</p>	<p>Continue to work on your Best of Show Portfolio</p> <p>Chapter 6: Being in the Winner's Circle: Achieving Success in the First Year</p> <p>6.1 Becoming an Active Alumnus 6.2 Office Politics – How to Survive the First Year 6.3 Making a Difference in Your Community</p>	<p>Continue to work on your Best of Show Portfolio</p>	<p>Continue to work on your Best of Show Portfolio</p>
<p>Week Thirteen:</p> <p>F 11/10 TTH 11/14-16</p>	<p>E-Portfolio PTD work continues</p> <p>Chapter 7: Conclusion: The Marathon of Life: Your Post-University Experience</p>	<p>E-Portfolio PTD work continues</p>	<p>Continue work on Best of Show Portfolio</p>
<p>Week Fourteen:</p> <p>F 11/17 TTH 11/21</p> <p>Fall Break 11/22-26</p>	<p>Continue work on Best of Show Portfolio</p>	<p>Continue work on Best of Show Portfolio</p>	<p>Continue work on Best of Show Portfolio</p>
<p>Week Fifteen:</p> <p>F 12/1 TTH 12/5</p>	<p>Best-of-Show Pocket Portfolio practicum: Review and discuss final plans for portfolio presentation.</p>	<p>Best of Show Pocket E-Portfolio:</p>	<p>Continue work on Best of Show Portfolio</p>
<p>Week Sixteen:</p> <p>Last Day of Classes 12/6</p>	<p>Continue work on Best of Show Portfolio: Paper Format and CD/DVD Format</p> <p>1.3 Best of Show Portfolio – Express: How to present your Best of Show Portfolio and evaluating the process</p>	<p>Continue work on Best of Show Portfolio:</p> <p>1.2 Assessing Your College Senior Portfolio: Self Faculty Peer Stakeholder</p>	<p>Continue work on Best of Show Portfolio: Your choice of Paper Format, OLCP, Website, and/or CD/DVD Format</p>
<p>Final Exams</p> <p>Friday 12/8</p> <p>TTH 12/7</p>	<p>1.3 Best of Show Portfolio – Express: How to present your Best of Show Portfolio and evaluating the process</p>	<p>1.2 Assessing Your College Senior Portfolio: Self Faculty Peer Stakeholder</p>	<p>Draft of Assessment: Self –Assessment of College Senior Portfolio</p> <p>Continue work on Best of Show Portfolio</p>

	Best of Show E- Portfolio	Best of Show E- Portfolio	
Final Exams: TTH 12/7	Best of Show Pocket Portfolio	Best of Show E- Portfolio	Continue work on Best of Show Portfolio
Final Exams: F 12/8	Best of Show Portfolio: <i>Continue work on Portfolios if needed</i>	Best of Show Portfolio: <i>Continue work on Portfolios if needed</i>	Continue work on Best of Show Portfolio
Course Summation: Commencement: December 14 & 15th	Continue your portfolios in your post-university life: <i>Honor, Understand, and Connect Your Learning</i>		Continue your portfolios in your post-university life: <i>Honor, Understand, and Connect Your Learning</i>

