

How the grading rubric works within the Learning Community and Other Valuable

Information:

- a. Each learning community is 5 weeks in duration unless there are a series of events that will impact this scheduling. These include Spring Break, Thanksgiving, Christmas, and other holidays;
- b. The grading rubric has a column titled, “Covered by: (Learning Community: LC).” You will note, for example, that the Paradigm and Project Proposal are due in the first LC, or within the first 5 weeks. However, you should also note that these two items carry an * announcement: “* Due First Week of LC1.” Other than those two items, the remainder of the class materials follow the schedule as identified in this “handout”;
- c. During the LC’s, I will be discussing materials, keeping office hours, and using Blackboard Collaborate as the needs of the course dictate. You will need to keep me informed of ANY problems you are having, whether that is a virus on your PC or a problem with material in the course. I can solve most problems that impact the course including what I am aware of; thus, if you have a family emergency and need to be gone or encounter a few weeks of difficult times at work, etc., let me know so I can work with you to reach the goals of the course. **I am here to help...please, keep me informed so I CAN help;**
- d. While materials are not due until the end of the Learning Community, **I HIGHLY ENCOURAGE** you to work at a pace that is ‘comfortable’ for you and feasible for your schedule. I will access the ‘gradebook’ weekly and update what has been posted. If it takes you two weeks to complete a set of materials, then it takes two weeks. But, be mindful that time management is a vital component of the course and you are not alone in this process. WE – me, you, the university, NOC, other faculty, staff and your cohorts in the pipeline of learning – we are all in this together and form a learning community. An LC is a shared method of learning among all in the educational process;
- e. Contacting your instructor: I use various methods, such as Facebook, cell phone, home phone, texting, etc. I will use any method that works for you, but will mainly use the email system via Blackboard. If this is a problem or you need to contact me via a “social networking” tool, such as a Blackberry or other device, no problem whatsoever. The key is contact as you need contact. My emails and phone numbers are posted in the syllabus.
- f. I have an e-portfolio site that is CONSTANTLY changing and being updated. If you would like to know some “stuff” about me (*no claim here to any pinnacle of anything, God forbid*), you can visit the following URL: <http://dr-kenscott.com>.
- g. Final thoughts: My only personal policy about education is, **Do Your Best**. This means that you won’t give up and quit. You will try and try again, if it takes it. In my own quest for educational meaning, I left high school in 1971 (yes, I’m an ‘ole guy’), with the hopes of one day achieving a PhD (EdD). Well, it took me around the world in military service and years in education, but **I DID MY BEST** and I never **GAVE UP AND QUIT!** *(not yelling here, just being emphatically emphatic). That’s the only policy I have. I trust your integrity and good will to do those things. To do this, we need to communicate on a weekly basis. I have some Discussion Board items and ask that you locate those (can’t find them, let me know) and respond to ALL TEN POSTED. I’ll go the extra mile and even carry the load, but please remember that a learning community is a shared process in all respects. Let’s make this a time of fun and achievement. **Do your best and never give up and quit!**

***** Course Grade Scale Rubric is located here for information and also is included in Blackboard as an Information Sheet for your use. *****

Notes: You should read these notes carefully and if you do not fully understand the method of the madness, contact your professor “yesterday” to obtain clarification for your edification and learning community clarification (did he really say that???? Yep, he did.)

1. Your syllabus is designed around Learning Community I, Learning Community II, and Learning Community III. Each Learning Community, as noted on this Grading Rubric, will identify the materials/items to be completed in that particular Learning Community.
2. The major goal of this course is the Design Project/Technical Paper and the Presentations. While the quizzes, final, worksheets, LRL's, and Project Proposal are important, the desired student learning outcome is the project. The project is an active development project, not a passive outcome. Therefore, your time should be centered around the project. The quizzes, worksheets, and discussion board, are to support your Design Project/Technical Paper.
3. It is crucial that you complete the Paradigm and Project Proposal the **FIRST WEEK** of the course. Even if the Project Proposal is modified or changed, it **MUST BE SUBMITTED** in WEEK 1. Okay?
4. **THE SUCCESS OF THIS COURSE RESTS ON COLLABORATION BETWEEN YOUR PROFESSOR AND YOURSELF. DO THIS EARLY, OFTEN, AND THEN START THE COLLABORATIVE PROCESS OVER AGAIN...AND AGAIN...AND...**

Course Grade Scale Rubric (CGSR) – See LCI-III in BlackBoard (1200 Points Total):				
Release Version: Sunday, November 25, 2012; BS4458: E-Portfolio in Bus. Adm.: Database Management: NOTE: Learning Community Designations cover approx. 5 Weeks/Learning Community per Semester.				
Item Name	Description	Gradebook Name	Pts/Cumulative/Tot	Covered by: (Learning Community: LC)
Project Proposal, ePortfolio	Design Project Proposal: Must be approved by Professor	DPPI	50/50/1200	LC1 *Due First Week of LC1
Initial Contact and Personal Paradigm	Personal Information Paradigm	PIP	50/100/1200	LC1 *Due First Week of LC1
Quiz 1	Materials in Learning Community I*	Q1	20/120/1200	LC1 – Week 3
Quiz 2	Materials in Learning Community I	Q2	20/140/1200	LC1 – Week 4
Worksheet 1	Worksheet 1 is a composite and detailed review of several assigned items in LC1.	WS1	100/240/1200	LC1 – Week 5
Library Research Log/DB 1 (LRL1)	Library Research Log (4 Citations) Discussion Board (4 Contributions)	LRL1	40/280/1200 40/320/1200	LC1 – Week 5
Assessment of ePortfolio Design	Review of actual developed web site to this point in WLOs	DPPA	100/420/1200	LC2 – Week 7
Poster Presentation	Poster Presentation ~65% Developed	N/A	NA	Through Week 7 Via LC1 - LCII
Quiz 3	Materials in Learning Community II*	Q3	20/440/1200	LC2 – Week 8
Quiz 4	Materials in Learning Community II	Q4	20/460/1200	LC2 – Week 10
Library Research Log/DB 2 (LRL2)	Library Research Log (3 Citations) Discussion Board (3 Contributions)	LRL2	30/490/1200 30/520/1200	LC2 – Week 10
Quiz 5	Materials in Learning Community III	Q5	20/540/1200	LC3 – Week 11
Final Assessment of ePortfolio	Review of actual developed web site to this point in WLOs	DPPF	300/840/1200	LC3 – Week 15
Final Poster Presentation	Poster Presentation ~100% Developed	POSF	200/1040/1200	LCIII – Week 15
Library Research Log/DB 3 (LRL3)	Library Research Log (3 Citations) Discussion Board (3 Contributions)	LRL3	30/1070/1200 30/1100/1200	LC3 – Week 15
Final Written Assessment	Comprehensive Undertaking	Final (Timed) **	100/1200/1200	LC1 – LC3
** The final exam is a times exercise covering all materials and will consist of various types of questions, including several evaluations of screen shots that pertain to ePortfolio design and development. **				
			Total Points: 1200	

STUDENT LEARNING OUTCOMES: NOTES:

1. This e-Portfolio course will require, please note the word require, you as a continuous learner to become proficient with the use of the Citrix Server and the fundamentals of Adobe CSx.y DreamWeaver. These two items are necessary for you to access a web template of your choosing (or design a web page) to edit the web page/template for your e-portfolio. The details of this process will be part of Learning Community I;
2. You will be required to locate a free or other web hosting service and be able to use WS-FTP or FileZilla to upload files using the ftp process, including the URL-type format of <ftp://www.knology.net>, username, password, port 21, and login to the remote web hosting server (knology.net is an example ONLY). The details of this process will be part of Learning Community I;
3. You will be required to develop your e-portfolio to the extent that your web page includes the minimum aspects relative to a viable e-portfolio site. It should be noted that this process will then be a business level e-portfolio for you to use for personal and/or professional outcomes.