



## ***e-Syllabus***<sup>®</sup>

### **Section I**

***E-Portfolio in Business Administration***

***BS4458***

***Spring 2013***

***January 7 – April 19, 2013***

***Ken Scott, EdD***

**Internet based instruction, assignments & tests**

*An instructor may revise the Syllabus upon written notice to the student.*

## Section I - Contents

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## WARNING!

**Copying Course Syllabi** – Amridge University charges a \$50 per course administration fee to provide a copy of *previous* course syllabi. All students should print and retain a copy of the course syllabus of each course taken. Copies of course syllabi are often required for licensure applications, employment applications and applications for advanced study. Because course syllabi often change and course numbers sometimes change, extensive effort is required to retrieve and correct syllabi for *previous* classes.

## Catalog Course Description

### **BS4458 – E-Portfolios in Business Administration (4 Semester Hours)**

This is a capstone course that should be taken at the end of the Business program. The program exit exam in the area of the student's concentration (General Business, Information Communication or Information Systems Management) will be administered as part of this course. This course will assist the student in the development of a professional e-Portfolio that is reflective of the student's professional goals, objectives, and personal experiences and that is designed as a valuable tool for career progression. This course will include weekly discussions about professional and ethical issues/topics related to the student's discipline as well as techniques for e-Portfolio development.

Prerequisite: Must be within 12 hours of graduation.

# Instructor Contact Information

## Telephone Numbers:

**Amridge University** 334.387.7874  
**Toll Free** 800.351.4040, Voicemail Ext. 7874  
**Fax** 334.387.3878 (put instructor's name on fax cover sheet)  
**Email:** [kenscott@amridgeuniversity.edu](mailto:kenscott@amridgeuniversity.edu)  
**Home:** **Emergency only:**  
[skinner777@knology.net](mailto:skinner777@knology.net); 334.279.6480; "Celery Phone": 334.312.4751

# Course Objectives and Assessment of Learning Outcomes

## Upon completion of this course, the student should be able to:

- Defend the application of an e-portfolio by explaining the purpose of the e-portfolio, how it is used in today's global business environment, and what are its key components.
  - Demonstrate the creation of an e-portfolio by submitting a link for instructor evaluation. Note: this link may be reviewed by outside readers to provide a business-community level assessment.
  - Demonstrate proficiency in creating a basic e-portfolio with materials of the student's choice, using care to not expose personal or sensitive information.
- \* Complete exercises specific to an e-portfolio. Assessment of learning outcomes for this course: configuration of an e-portfolio, present the e-portfolio in an Blackboard Collaborate session, and complete any quizzes, labs or other requirements noted in this syllabus or on the Course Grade Scale Rubric. Each lesson will support research with assigned web sites for inclusion in the Research Log

# Required Course Textbooks

**No Textbooks are required for this course. You will be provided links to web sites, selected materials, articles, and other items that will be used as the "textbook" for the course. Assessments for the course will be derived from these materials.**

**Suggested, NOT REQUIRED:** Penny Light, T., Chen, H., & Ittelson, J. (2012). *Documenting learning with eportfolios: A guide for college instructors*. Jossey-Bass: San Francisco, CA.

# Selected Course Bibliography

Students seeking degrees from programs within the College of Business and Leadership should have access to The Chicago Manual of Style, 15<sup>th</sup> edition.

# Course Assignments & Requirements

## Exams & Summary

Description	Number of Quizzes or Assignments			
		Points per Quiz or Assignment		
			Total	
<p><i>Getting Started: Amridge University's primary concern for each student is a successful learning experience each semester. This can be achieved only through good communication. Therefore, the student should expect to receive an initial email from the course instructor at the beginning of the semester. DO NOT RESPOND TO THAT EMAIL. After the initial email is sent, <u>AN ANNOUNCEMENT</u> will be placed at the top of the Announcements page letting each student know the initial email has been sent and asking if you received the initial email. If you do not receive that email, you will need to send an email to the instructor informing him or her of the situation. We will then attempt to identify the problem and offer a solution.</i></p>				
<b>Initial Contact and Personal Paradigm (PIP) (50 Pts)</b>	<b>1</b>	<b>50</b>	<b>50</b>	
<b>Project Proposal (50 Pts) w/Rubric</b>	<b>1</b>	<b>50</b>	<b>50</b>	
<b>Quizzes (20 Pts Each)/Worksheets (100 Pts Each)</b>	<b>5/1</b>	<b>100/100</b>	<b>200</b>	
<b>ePortfolio Design Project w/Rubrics (400) &amp; Poster Design w/Rubric (200)</b>	<b>1/1</b>	<b>400/200</b>	<b>600</b>	
<b>Final Exam</b>	<b>1</b>	<b>100</b>	<b>100</b>	
<b>Library Research Log Entries/Discussion Board Items</b>	<b>10/10</b>	<b>100/100</b>	<b>200</b>	
<b>TOTAL COURSE EXAMS AND ASSIGNMENT POINTS</b>			<b>1,200</b>	
<ul style="list-style-type: none"> <li>A Course Grade Scale Rubric (CGSR) is posted in Blackboard to indicate the items and points assigned. The CGSR is provided in the syllabus as well.</li> </ul>				

### Assignments by Week

(An academic week is Monday-Sunday except the last week of the semester which ends at 5:00pm Central Time on Friday.)

\*\*\* This course is made up of 3 five week periods noted as Learning Community I, Learning Community II, and Learning Community III. Each Learning Community covers a period of 5 weeks. Within each Learning Community, you will see the items that are to be read, completed, submitted, reviewed, etc., for that five week period. Please contact your instructor for help if this is not clear. \*\*\*

#### **Learning Community 1 (LC1): Weeks 1 – 5. Points for LC 1 = 320 Points.**

LC1 covers the first five weeks of the course. The calendar for LC1 is:

#### **Learning Community I:**

Week 1: 7 January – 13 January, 2013

Week 2: 14 January – 20 January, 2013: \*\*\* Monday, 21 January 2013, MLK Holiday \*\*\*

Week 3: 21 January – 27 January, 2013

Week 4: 28 January – 3 February, 2013

Week 5: 4 February – 10 February, 2013

### **Textbook materials for LC1 are:**

Course Introduction, Accessing the course online materials, and expectations Course Content: Noted in Blackboard under LC1 which includes, but is not limited to, web sites, journal articles, list servers, references in books, suggested collection of personal/professional materials, substantive materials review, etc. These will be explained in greater detail in the Course Materials of Blackboard.

### **LC1 Items DUE NLT Friday of Week 5 or UNDER DEVELOPMENT**

Initial Contact & Personal Paradigm – **50 Pts (Due Week 1)**

Project Proposal w/Rubric – **50 Pts (Due Week 2)** \*\*\* This is a draft and may be modified as needed \*\*\*

Quiz 1 – **20 Pts (Due Week 3)** (Closed book/notes/timed exercise)

Quiz 2 – **20 Pts (Due Week 4)** (Closed book/notes/timed exercise)

Design Project ePortfolio – Under Initial Development (**Progress ~33%**) (**End of Week 5**)

Design Project Poster Presentation – Work-in-Progress (**Progress ~33%**) (**End of Week 5**)

Worksheet 1 – **100 Pts (Due Week 5)**

**LRL1: (DUE NLT Friday of Week 5)**

- 4 Discussion Board items (**10 Pts Each for 40 Points**)
- 4 Library Research Log Sources/Citations (**10 Pts Each for 40 Points**)

### **Learning Community 2 (LC2): Weeks 6 – 10. Gen Points for LC2 = 200 Points.**

LC2 covers the second five weeks of the course. The calendar for LC2 is:

#### **Learning Community II:**

Week 6: 11 February – 17 February, 2013

Week 7: 18 February – 24 February, 2013

Week 8: 25 February – 3 March, 2013

Week 9: 4 March – 10 March, 2013

Week 10: 11 March – 17 March, 2013

### **Textbook materials for LC2 are:**

Course Content: Noted in Blackboard under LC2 which includes, but is not limited to, web sites, journal articles, list servers, references in books, suggested collection of personal/professional materials, etc. These will be explained in greater detail in the Course Materials of Blackboard.

*These materials also include a substantial effort to have created, posted, tested, and submitted for review the e-Portfolio, which by this point should be ~ 65% completed.*

### **LC2 Items DUE NLT Friday of Week 10 or UNDER DEVELOPMENT**

Design Project, i.e., the actual developed web site submitted for assessment (**Due Week 7**)

Design Project, i.e., the actual developed poster submitted for assessment (**Due Week 8**)

\*\*\* NOTE: **100 points** of the 400 points for the web site assigned in Week 7 (instructor assessment to be applied via a ePortfolio Web Design Assessment w/Rubric applied. \*\*\*

Quiz 3 – **20 Pts (Due Week 8)**

Quiz 4 – **20 Pts (Due Week 10)**

Design Project ePortfolio – Under Midterm Development (**Progress ~65%**)

Design Project Poster Presentation – Under Midterm Development (**Progress ~65%**)

**LRL2: (DUE NLT Friday of Week 10)**

- 3 Discussion Board items (**10 Pts Each for 30 Points**)
- 3 Library Research Log Sources/Citations (10 Pts Each for **30 Points**)

### **Learning Community 3 (LC3): Weeks 11 - 15. Gen Points for LC3 = 680 Points.**

LC3 covers the third and final five weeks of the course. The calendar for LC3 is:

#### **Learning Community III:**

Week 11: 18 March – 24 March, 2013

Week 12: 25 March – 31 March, 2013

Week 13: 1 April – 7 April, 2013

Week 14: 8 April – 14 April, 2013

Week 15: 15 April – 19 April, 2013

**Week 15: 15 April – 19 April, 2013: Week of Finals, Project and Poster Presentations**

#### **Textbook materials for LC3 are:**

Course Content: Noted in Blackboard under LC3 which includes, but is not limited to, web sites, journal articles, list servers, references in books, suggested collection of personal/professional materials, etc. These will be explained in greater detail in the Course Materials of Blackboard.

### **LC3 Items DUE NLT THURSDAY of Week 15 or UNDER DEVELOPMENT**

Quiz 5 – **20 Pts (Due Week 11)**

Design Project, i.e., the actual developed web site submitted for assessment (**Due Week 7**)

Design Project, i.e., the actual developed poster submitted for assessment (**Due Week 8**)

**\*\*\* NOTE: 300 points of the 400 points for the web site assigned in Week 15 (instructor final assessment to be applied via a ePortfolio Web Design Assessment w/Rubric applied.**

**\*\*\*), as well as the Poster Presentation Rubric @ 200 Points**

Design Project ePortfolio – Under Initial Development (**Progress ~100%**)

Design Project Poster Presentation – Under Initial Development (**Progress ~100%**)

Final Exam: **Must be completed NLT the Final Thursday of the Semester: 100 Pts**

**LRL3: (DUE NLT Thursday of Week 15)**

- Final 3 Discussion Board items (**10 Pts Each for 30 Points**)
- Final 3 Library Research Log Sources/Citations (**10 Pts Each for 30 Points**)

**Total Course Points: LC1 = 320; LC2 = 200; LC3 = 680: 320+200+680 = 1200 Points**

#### **How the grading rubric works within the Learning Community and Other Valuable Information:**

- 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;
- 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";
- 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.

<u>Item Name</u>	<u>Description</u>	<u>Gradebook Name</u>	<u>Pts/Cumulative/Tot</u>	<u>Covered by: (Learning Community: LC)</u>
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	<b>Worksheet 1 is a composite and detailed review of several assigned items in LC1.</b>	WS1	100/240/1200	LC1 – Week 5
<b>Library Research Log/DB 1 (LRL1)</b>	<b>Library Research Log (4 Citations) Discussion Board (4 Contributions)</b>	<b>LRL1</b>	<b>40/280/1200 40/320/1200</b>	<b>LC1 – Week 5</b>
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
<b>Library Research Log/DB 2 (LRL2)</b>	<b>Library Research Log (3 Citations) Discussion Board (3 Contributions)</b>	<b>LRL2</b>	<b>30/490/1200 30/520/1200</b>	<b>LC2 – Week 10</b>
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
<b>Library Research Log/DB 3 (LRL3)</b>	<b>Library Research Log (3 Citations) Discussion Board (3 Contributions)</b>	<b>LRL3</b>	<b>30/1070/1200 30/1100/1200</b>	<b>LC3 – Week 15</b>
Final Written Assessment	Comprehensive Undertaking	Final (Timed) **	100/1200/1200	LC1 – LC3
<b>** 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. **</b>				
			<b>Total Points: 1200</b>	

### **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.