**ARTT 102 e-Portfolio Project**

**Introduction**

As part of the requirements for this course, you will create an individual e-Portfolio. e-Portfolios are student developed websites which provide you with the opportunity to showcase your learning and experiences – both inside and outside of the classroom. While you will be expected to follow a consistent template format in terms of what categories to include, you will be able to decide on which work you want to showcase (these are called artifacts), and how you want to tailor the “look” of your e-Portfolio. Think of your e-Portfolio as a place to show your creativity and originality, to communicate your ideas and demonstrate your learning across the full range of your educational experience, and to develop a professional, unique online presence.

You will be required to include all of the projects that we complete in this course, along with project reflections that will be a key part of every project. Please save all of your work in good condition – you will be photographing it for your e-Portfolio.

If you have concerns about privacy, please make an appointment to speak with me outside of class, or see me during office hours.

**e-Portfolio Components – What to Include in your e-Portfolio**

Your e-Portfolio must include the following pages. You can see examples of these pages, with additional instructions in the sample portfolio I developed for this course at [www.mcmfarrell.weebly.com](http://www.mcmfarrell.weebly.com)

A sample template of pages is included in the e-Portfolio section in Blackboard.

* Welcome Page
  + This is an opportunity to tell people what they will find in your e-Portfolio – information about your, your coursework, your activities . Your welcome page should be a visual and written expression of who you are.
  + You should use only your first name, or first name and first letter of your last name.
* About Me Page
  + Tell your audience something about yourself, but only things you are willing to have others see. ***Remember, this is a public site***.
  + You can include a few short paragraphs or a bulleted list
  + You can talk about your life as a student and your life beyond school
  + You can highlight your interests
  + You should include a photograph, and you can also include images, quotes, videos or anything else that reinforces the impression you want to make.
* My Goals Page
  + In this section, tell people where you want to go. Consider including:
    - Life goals – what kind of person are you? What do you hope to accomplish in life?
    - Career goals – Do you have one? If not, don’t worry – there’s lots of time to figure things out. You might want to just list some possible interests
    - Academic goals – Do you have a major? What kind of degree do you hope to earn? Do you want to transfer? Do you know where?
    - What kind of *skills and abilities* do you think you need to develop to achieve your goals? Do you have a plan for how to accomplish this?
  + You should include a link to a page your create that shows your Academic Plan
  + You should include a link to a page you create that shows your Major (Program) Requirements

***Your My Goals section is meant to evolve – it might change over the course of the semester, or the year, or over several semesters. Like the rest of your e-Portfolio, it is a living document that changes as you do.***

* My Showcase e-Portfolio Page
  + The Showcase e-Portfolio page is where you will choose your best work from this course and other courses you have taken or are taking. The objective of your portfolio page is to highlight the work that you feel best exemplifies learning.
  + ***Each piece that you choose to include must be accompanied by a brief reflection that provides some insight into why you chose this work. You should address:***
    - ***What went well? Why?***
    - ***What was difficult? Why?***
    - ***What might you have done differently?***
  + The choices your make are what gives your Showcase e-Portfolio page its value. It is not simply a place to put all of your work (that would be the Course Page-ARTT 102 described below), but rather the place to put those examples that you believe provide the best overview of your accomplishments.
* General Education Portfolio Page
  + On this page you should showcase work that demonstrates your learning in your General Education classes, and a brief reflection as to which General Education skills you gained in completing the work.
  + You might also want to include a listing of the General Education competencies and proficiencies
  + You should also include links to the General Education Initial and Final Assessments that you completed for ARTT 102.
* My Major Requirements Page
  + On this page you should list the requirements for your major
    - Your General Education Foundation and Distribution requirements
    - Your Program (Major) requirements
    - Your Program electives
  + If instructors in your courses require you to set up a course page for your class (like we will be doing for ARTT 102) you should include links to those course pages on your Major Requirements page.
* Course Page: ARTT 102
  + On this page you will include the *Course Description* and *Course Objectives* and links to pages for each of the four assigned projects for this course.
  + Each project course page should include an image of the project, a brief paragraph summarizing the full project reflection that you completed as part of the project, and a link to the full project reflection.

You may elect to include additional pages, such as:

* Extra-Curricular Activities
* Resume

**What Not to Include in Your e-Portfolio**

**Information that you do not want others to see**

* Do not post any information that you consider too personal. Your e-portfolio rests in a public domain that your professor, peers and anyone who you give your e-portfolio site or who finds your e-portfolio site, can see and access. (If you have privacy concerns, please speak with me about your options.)
* Some information you should NOT include in your portfolio follows:
  + Your full name (Use your first name only or first name and an initial).
  + Personal information (Cell phone, address, personal email, Social Security number, date of birth)
  + Information that is of a personal and sensitive nature

**Inappropriate content for intended audience**

* All content posted to your e-portfolio site will be seen by your instructor(s), your fellow students and others in the general public. Inappropriate content includes information, imagery, videos, audio, etc. that does not in some way relate to your activities at Montgomery College, your education, your career and academic goals your course(s) or assignments.
* You should AVOID content that is inflammatory, offensive, explicit, or other content deemed inappropriate for an educational setting.
* *Inappropriate material will be handled in accordance with Montgomery College’s policies. You will be asked to take down content deemed to be inappropriate.*

**Content that you do not own or have the rights to use, or improperly cited content created by someone else.**

* It is never permissible to plagiarize (to claim someone else’s work is your own). If you post content that is created by someone else, such as a paper or picture or video, that was not created by you, you MUST CITE who created the piece and where it was from, if you choose to include another’s work or an excerpt from an outside source. It is also recommended that you provide context for why you included someone else’s work or made the reference that you did.
* Please see examples of proper citing at [www.easybib.com](http://www.easybib.com), or refer to MC Library resources for citing sources.

**Please use discretion (an common sense) when posting content to your e-Portfolio**

**It is strongly recommended that you create *links* to your written work (rather than creating new pages) and upload written work in a PDF format, rather than as a Word document. This will insure consistency and better ease of opening for the documents as they are viewed in your e-Portfolio.**

**Grading your e-Portfolio**

Your e-Portfolio will be graded as part of your overall grade for this course. It will comprise **10%** of your final grade, so it is important that you devote time to developing a professional looking portfolio that contains all of the requirements for this course. We will devote time in class to working on your e-Portfolio and you should ask your classmates to look at your portfolio and give feedback as to how it’s working.

Grading will be based on:

* Introduction pages – Welcome/About Me/Goals
* My Showcase Portfolio and My General Education Portfolio pages
* My Major Requirements page and My ARTT 102 Course page
* Reflections

Specific grading criteria can be found in the e-Portfolio Evaluation Rubric included in the e-Portfolio module in Blackboard.

**First Steps – How to Get Started with Weebly**

These are the initial steps for setting up your individual e-Portfolio website. Additional instructions and example pages can be seen at the sample site I set up [www.michaelfarrell.weebly.com](http://www.michaelfarrell.weebly.com). Weebly also provides helpful articles on how to get started at the Help Center link below:

(<http://hc.weebly.com/hc/en-us?flash_digest=b07cccdbc35b4833d69950378023fc5ab0d02de8>)

1. Go to [www.Weebly.com](http://www.Weebly.com) and create an account.
2. Add  Site.
3. Choose a theme (this can be changed later at any time).
4. Create a Welcome Page and add your welcome/introductory statement on your Welcome Page. (explore the page layout options that Weebly provides for the Welcome page, your About Me page, and your My Goals page, or develop your own layout)
5. Create an About Me page
6. Create a My Goals page

Don’t be afraid to explore and experiment. We will build additional portfolio pages once you begin to complete coursework. Your site as you build it is private until you decide to publish it, and you can always decided to “un-publish” your site. We will discuss in class when to do this.