University of Waterloo
Global Business and Digital Arts, Stratford Campus
GBDA 403
Extended E-Portfolio 1
Fall 2017
Section 001
Thursday 9-11.50am, room DMS 2024

Instructor (e-Portfolio): Jonathan Baltrusaitis
Office: Meetings by Skype, Dana Porter Library on Main Campus, or DMS 2018
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Instructors (Internship Report):

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Office Hours: TBA

Calendar Description:

In this course, students plan, outline, and draft the extended e-portfolio that will be completed in GBDA 404. Students reflect upon, describe, and analyze the work completed in previous project courses. Maintaining an e-portfolio is mandatory for all project courses and provides the students with the key materials for the extended e-portfolio in year four.

Course Description:

In this course, students will have the opportunity to consolidate in one online site their body of design work derived from previously completed projects. Through self-directed work, lectures, and tutorial guidance, students produce a draft body of work that will ultimately constitute their digital professional "storefront" when they graduate.

Emphasis is on creative and professional practice, and students are encouraged to situate their practice and reflect upon its context and scope with this in mind.

By the end of the course, students will have completed a draft portfolio of original work, the scope and format of which will be discussed, as well as a reference and analysis file kept throughout the semester, containing visual research, reading, work log, archived course work, reference and source material. This material will serve to write a 1,000 words of critical text and a 250-300 word statement in GBDA404 that will be particular to the student's personal practice.

The objective of this course is to further aid students in the production and development of a consolidated body of visual research and a portfolio of original work in their chosen digital media.

Further, one third of the course will be devoted to the composition of the Internship Report reflecting on the students' internship experience from the previous term.[1]

Course Goals and Learning Outcomes
Upon completion of this course, students should be able to:

- Demonstrate sustained practical and technical competencies in their chosen digital media
- Demonstrate a broad understanding of the interrelation between subject, content, and process in digital arts practice

- Appreciate properties and processes of the software tools learned and appropriately employ them to develop intended practical outcomes

- Identify, articulate, and sustain a developed personal direction of practical study

- Undertake research related to their design practice and technologies and to present this in appropriate forms, platforms, and contexts

- Apply intermediate level of user experience principles

- Write a report that contains critical reflection on a given topic.

Required Texts

UW LEARN
Please note that all information and other readings pertaining to this course will be posted to the course LEARN site. Please check the site regularly. It is the students' responsibility to remain informed about due dates, upcoming readings, assignments, tests, etc.

Course Requirements and Assessment

Assessment	Date of Evaluation	Weighting
Internship Report Topics	June 30th	
Internship Report First Draft	Sept 8th	
Internship Report Final	Sept 22nd	30%
e-Portfolio research, analysis and production plan	Friday Oct 13th 11:59pm	10%
e-Portfolio	Friday Nov 24th, 11:59pm	60%
Total		100%

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[1] Please note: students who completed an alternate assignment to the internship in the spring term, will also complete an alternate assignment to the Internship Report in this course.

Course Outline

Week	Date	Topic	Assignments Due
1	Sept 7	Course Introduction, Evaluating E-portfolios 1	
2	Sept 14	Internship Report Workshop 1 Clare from writing centre	Personal Analysis 1 due on LEARN
3	Sept 21	Internship Report Workshop 2	
4	Sept 28	Internship Report Workshop 3	
5	Oct 5	Platform choice evaluation. Production Plan guidelines. Personal work audit. Design 1	
6	Oct 12	In class workshop.	Personal Analysis 2 due on LEARN
7	Oct 19	In class workshop.	
8	Oct 26	In class workshop.	
9	Nov 2	In class workshop.	
10	Nov 9	In class workshop.	
11	Nov 16	In class workshop.	
12	Nov 23	In class workshop.	

Course Modification Warning
The instructor reserves the right to modify elements of the course during the term. Please note that due dates will be consistent with our clients' time schedules, as such there may be changes to due dates and deliverable outputs. If a modification becomes necessary, reasonable notice and communication with the students will be given with explanation. It is the responsibility of the student to check his/her uWaterloo email and course website on LEARN daily during the term and to note any changes.

Late Work

Unless a physician's note or suitable documentation is provided, 2% per business day will be taken off for a late assignment submission.

Electronic Device Policy
Students are expected to use classroom, lab, and project time productively. Student use of laptops, mobile phones and tablets for any purpose other than approved coursework during classroom, lab, and project time is prohibited. This includes social media, instant messaging, personal correspondence and surfing for unrelated content. Mobile phones must be turned off and put away during class. Students shall not unduly interfere with the study, work or working environment of their peers.

Failure to comply with the Code of Professional Conduct will result in disciplinary measures befitting the infringement of this policy and in compliance with the appropriate University policy or policies.

Academic Integrity
In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the UWaterloo Academic Integritity Webpage (https://uwaterloo.ca/academic-integrity/) and the Arts Academic Integrity Office Webpage (http://arts.uwaterloo.ca/current-undergraduates/academic-responsibility) for more information.

Grievance
A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4 (https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70). When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline
A student is expected to know what constitutes academic integrity to avoid committing academic offenses and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the undergraduate associate dean. For information on categories of offenses and types of penalties, students should refer to Policy 71, Student Discipline (http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties check Guidelines for the Assessment of Penalties (http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm).

Appeals
A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals (http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm).

Note for Students with Disabilities
The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.