

GBDA 403
Extended E-Portfolio 1

Fall Term 2018
Section 001, 002

Stratford School of Interaction
Design and Business
University of Waterloo

Syllabus

Section 001:
Class schedule: Mondays 9:00 am – 11:50 am

Section 002:
Class schedule: Mondays 1:00 pm – 3:50 pm

Overview

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.

Contact

Course instructors

SECTION 1

Leah Zhang-Kennedy
Office: DMS 3126, Stratford Campus
Office Hours: Mondays 12:30 pm – 2:30 pm
Email: lzhangkennedy@uwaterloo.ca

Internship Work Report Section 1 Instructor

Leah Zhang-Kennedy (See above for contact information)

SECTION 2

Jonathan Baltrusaitis
Office: Meetings by Skype, Dana Porter Library on Main Campus, or DMS 2018
Office Hours: by appointment (please email)
Email: jbaltrus@uwaterloo.ca

Internship Work Report Section 2 Instructor

Vivian Yang
Office Location: DMS 3012
Office Hours: by appointment (please email)
Email: vivyang@uwaterloo.ca

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 e-portfolio of original work, the scope and format of which will be discussed.

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.

Course Goals and Learning Outcomes

Upon completion of this course, students should be able to:

- Arrange and refine projects for inclusion in a e-portfolio which demonstrate the skills required to secure employment in a chosen field
- Analyze, critically evaluate and articulate assessments of your own work as well as others
- Understand your strengths, weaknesses and desires in career path and research options/possibilities
- Create a personal brand identity that serves as an overarching theme across portfolio materials (logo, stationary, website, etc.)
- Identify, articulate, and sustain a developed personal direction of practical study
- Develop skills to effectively present your e-portfolio
- Write a report that contains critical reflection on a given topic

Textbook

There is no required textbook for this course. A recommended reading list will be available on LEARN

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	Weight
Internship work report – topics	June 30	---
Internship work report – draft	September 17	5%
Internship work report – final	October 1	25%
Personal assessment analysis	October 15	15%
Brand identity	November 5	15%
Workshop activities	On-going	5%
e-Portfolio review and presentation	December 3	5%
e-Portfolio website	December 3	30%
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Total		100%

Tentative Course Schedule

Week	Date	Topic	Assignments and Due Dates
1	Sep. 10	Course Introduction	
INTERNSHIP WORK REPORT			
2	Sep. 17	Internship report workshop	Internship report draft due
3	Sep. 24	Writing Centre peer review workshop	
PERSONAL ASSESSMENT & BRAND IDENTITY			
4	Oct. 1	Personal assessment analysis	Internship final report due
	Oct. 8	Fall Break	
5	Oct. 15	Developing your brand story	Personal assessment analysis due
6	Oct. 22	Creating your brand identity, part I	
7	Oct. 29	Creating your brand identity, part II	
E-PORTFOLIO			
8	Nov. 5	Developing your e-Portfolio	Brand identity due
9	Nov. 12	e-Portfolio in class workshop	
10	Nov. 19	e-Portfolio in class workshop	
11	Nov. 26	Preparing your presentation and telling effective stories about your projects	
12	Dec. 3	e-Portfolio review and critique	Final e-Portfolio due before your presentation; e-Portfolio review and presentation

The instructor reserves the right to modify elements of the course during the term. 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.

Notes on Avoidance of Academic Offenses

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. Check www.uwaterloo.ca/academicintegrity 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, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. 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 (check www.uwaterloo.ca/academicintegrity) to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check Guidelines for the Assessment of Penalties, 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) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm

A 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, please register with the OPD at the beginning of each academic term.