TERM: Fall 2015	**COURSE NO.:** EEA 002
INSTRUCTOR:	**COURSE NAME:** Portfolio
OFFICE:	**SECTION NO:** **CREDITS:** 3
TELEPHONE: 604.986.1911	

COURSE FORMAT: Three hours of class time per week plus an additional hour delivered in a 15 week semester.

PREREQUISITES: None.

COURSE DESCRIPTION:
This course offers students the opportunity to develop a print and e-portfolio. Students will reflect on what they have learned from vocational assessments and continue to build their portfolios with skills and certifications obtained throughout the program. Some certifications will be offered, with in-class support, to enhance the skills section of the portfolio document (examples of these certifications may be WHMIS, Serving it Right, Basic First Aid). Students will demonstrate using a portfolio for work search or in educational interviews

Activities: Computer based classroom instruction, discussion, participation in group activities, web based activities, role-play, online research, individual interactions with instructor re: assignment completion progress.

LEARNING OUTCOMES:
Upon completion of the course students will:

- Create a current resume document
- Compile and edit multi-faceted portfolio (including work samples, letters of enquiry and thanks, career goals, skill descriptions, job search plan, wellness plan, personal business cards)
- Create basic e-portfolio
- Complete workplace certification requirements to add to portfolio
- Demonstrate using portfolio for work search or in educational interviews

COURSE CONTENT:

Week	Content
1.	Orientation to online tools; introduction of portfolio/e-portfolio project
2.	Biography document prepared, personal information reference sheet, introduction to resume writing
3.	Resume building
4.	Resume building continued
5.	Introduction to business letter writing (cover letters, thank you letters, letters of enquiry and/or intent)
6.	Practice preparing business letters for variety of needs
7.	Certificate training workshops
8.	Certificate training workshops
9.	Certificate training workshops
10.	Certificate training workshops
11.	Resume refining; addition of certification credentials, update of portfolio and e-portfolio
12.	Do's and don'ts of portfolio usage, use of portfolio evaluation tool to identify ways to improve portfolio
13.	Design business card; practice using portfolio tools for online job applications; customize resume for specific jobs
14.	Finalize portfolio contents including update of resume with work experience information; thank you letter to employer; letters of enquiry (email and hard copy) for various practical purposes; practice using portfolio in a variety of situations (both employment and education related) Prepare for presentation; make improvements to portfolio based on feedback
15.	Demonstrate use of portfolio tool in mock interviews

GRADING PROFILE: Credit or No Credit
To achieve credit for this course, students are expected to submit *all* required assignments and must receive a pass on 80% of their assignments.

EVALUATION PROFILE:

10%	Participation
40%	Portfolio project
20%	e-portfolio project
20%	Certification training workshops
10%	4th hour activities
100%	Total

SUPPLEMENTAL 4TH HOUR ACTIVITY:

Activities might include: research related to areas of interest, completion of online modules, online blog entries, assisted by instructor.

OPERATIONAL DETAILS:

Departmental Policies: The AWE Department has policies addressing Student Behaviour Expectations. All students sign a General Behaviour Expectation Agreement at the start of the program. This agreement clearly defines how to meet the outcomes and the appropriate consequences if these outcomes are not met. This department policy is aligned with University-wide policies.

University Policies: Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. Copies of these and other policies are available on the University website.

Participation Students are encouraged to demonstrate a professional attitude toward their classroom work, their classmates and their instructor. Reliability, respect for and co-operation with peers will be monitored in the classroom.

Attendance: Regular attendance is required. If absent or late, students are expected to call their instructors before class starts. If a class is missed, it is the student's responsibility to find out what you have missed and complete any missed work by the next class.

Missed Exams: No formalized exams. Individual progress monitored through Individual Learning Contracts.

Late Assignments: Due dates for papers and assignments will be announced in class. All papers and assignments must be submitted directly to the instructor at the beginning of the class. Late papers will be discussed and may require a meeting and will be reflected in the evaluation mark.

Cheating/Plagiarism: The AWE department adheres to the definition of cheating and plagiarism found in the Study Policy Handbook which will be reviewed in class with all students.

Incomplete Grades: No grades of "I" will be given in this course.

Confidentiality: The AWE Department adheres to professional standards of ethics and confidentiality. Personal information shared with an instructor will not be shared with anyone outside the department without

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consent. However, there are a few exceptional circumstances in which an instructor many be required by law to disclose information.

Cell Phones: Cell phones must be silenced **before** class begins and may not be used again, without permission, until **after** student has left the classroom.

Emergency Procedures: Please read the emergency procedures posted on the wall of the classroom.