



## **DEC400L Impact ePortfolio (1 credit hour) Course Syllabus**

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### **Course Description**

Students will create a portfolio of documents and reflective writing in order to exhibit proficiency in the areas of oral and written communication, advanced research techniques, critical analysis, problem-solving, and professional networking learned through both academic and experiential learning as evidenced by the General Education Program Learning Outcomes.

### **Course Learning Outcomes**

By the end of this course, you will be able to:

1. Synthesize their learning through the creation of a comprehensive ePortfolio.
2. Evaluate their own personal, professional, and academic growth through reflection.

### **Prerequisites/Corequisites**

Prerequisite: DEC300. Corequisite: DEC400

### **Required Textbook(s) and Resources**

There is no textbook required for purchase in this course.

Note: this course may contain additional resources for specific activities. Be sure to read the instructions carefully for individual assignments or activities for those requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Visit the [Tiffin University Library](#) for access to databases, research help, and writing tips. A link is available in the Start Here section (Quick Links). You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the [Library Events - Upcoming Events](#) web page. If you register but cannot attend a live session, the library will email you a link to the session recording after the event. For further assistance email a librarian, at: [library@tiffin.edu](mailto:library@tiffin.edu).

## Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

## Learning Activities

This course is a writing intensive course in which you will finalize your ePortfolio. Activities will include collecting artifacts, selecting which artifacts best fit in your ePortfolio, connecting artifacts and courses to learning experiences, and reflecting on those artifacts. The reflections will highlight your growth over time and synthesize your learning in order to exhibit that growth to others. Throughout the course, you will also have the ability to discuss your ePortfolios with your peers and revise those ePortfolios to produce a finished project which you can use after graduation.

## Key Assessment (Taskstream Submission)

This TU course features a “Key Assessment” that provides you the opportunity to demonstrate your program’s core competencies. It also shows how the course fits within the broader curriculum. For this course, you will submit your ePortfolio.

## Grading

The chart below identifies the individual contributions from each type of activity, per week.

| Activity     | Week 1    | Week 2    | Week 3     | Week 4    | Week 5     | Week 6     | Week 7     | Total       |
|--------------|-----------|-----------|------------|-----------|------------|------------|------------|-------------|
| Discussion   | 20        | 20        | 20         | 20        | 20         | -          | 20         | 120         |
| Assignment   | 60        | 50        | 100        | 50        | 100        | 120        | 400        | 880         |
| <b>Total</b> | <b>80</b> | <b>70</b> | <b>120</b> | <b>70</b> | <b>120</b> | <b>120</b> | <b>420</b> | <b>1000</b> |

### Grading Scale

| Grade | Percentage |
|-------|------------|
| A     | 90-100%    |
| B     | 80-89%     |
| C     | 70-79%     |
| D     | 60-69%     |
| F     | <60%       |

Please see the [Academic Bulletin](#) for grade appeal information.

### Course Schedule and Weekly Checklist

| Topic   | Learning Activities (Due by 11:55 p.m. ET on day designated)  |
|---|---|
| Week 1:<br>Purpose of ePortfolio<br>Reflection                          | <input type="checkbox"/> WED: Activity 1.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 1.1, Discussion Secondary Posts<br><input type="checkbox"/> SUN: Activity 1.2, Reflection on purpose |
| Week 2:<br>PLOs—What do they mean and how do they apply to your career? | <input type="checkbox"/> WED: Activity 2.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 2.1, Discussion Secondary Posts<br><input type="checkbox"/> SUN: Activity 2.2, Resume                |

| <b>Topic</b>   | <b>Learning Activities (Due by 11:55 p.m. ET on day designated)</b>  |
|--|--|
| Week 3:<br>Determining competency and proficiency<br>ePortfolio requirements<br>Artifact collection and revision | <input type="checkbox"/> WED: Activity 3.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 3.1, Discussion Secondary Posts<br><input type="checkbox"/> SUN: Activity 3.2, Learning Philosophy                              |
| Week 4:<br>Artifact selection  | <input type="checkbox"/> WED: Activity 4.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 4.1, Discussion Secondary Posts (optional)<br><input type="checkbox"/> SUN: Activity 4.2, List of ePortfolio artifacts selected |
| Week 5:<br>Connecting artifacts to life-long learning  | <input type="checkbox"/> WED: Activity 5.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 5.1, Discussion Secondary Posts<br><input type="checkbox"/> SUN: Activity 5.2, Home page introduction                           |
| Week 6:<br>Reflecting on artifacts   | <input type="checkbox"/> WED: Activity 6.1, Discussion Forum<br><input type="checkbox"/> SAT: Activity 6.1, Discussion Secondary Posts (optional)<br><input type="checkbox"/> SUN: Activity 6.2, Artifact reflections                  |
| Week 7:<br>Putting it all together<br>Taskstream submission  | <input type="checkbox"/> WED: Activity 7.1, Discussion Forum<br><input type="checkbox"/> THURS: Activity 7.2, ePortfolio submission<br><input type="checkbox"/> SAT: Activity 7.1, Discussion Secondary Posts                          |

## Tips for Success

Successful online learning requires a good deal of self-discipline and self-direction. As seekers of the truth, we should be willing to challenge and review one another's academic work in a spirit of respectful comradery and constructiveness. You should accept constructive feedback as a gift. Your course is a place for you to stretch and grow as you benefit from the expertise, knowledge, experience and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge, understanding and application.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements in any given week are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

### **Your Instructor Will Expect You to:**

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.
- Monitor your TU email account **daily** for important updates and announcements.
- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:
  - Fully participate in all learning activities.
  - Complete assignments as described in rubrics or other instructions.
  - Submit all work on time and in the specified format (e.g. APA format for citations).
  - Utilize and incorporate instructor provided feedback to improve your work.
  - Ask questions so you can better understand course material or assignments.
  - Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
  - Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

### **You Should Expect Your Instructors to:**

In general, your instructors should advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes. To accomplish this, your instructors should:

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.
- Maintain an active and engaged presence in all course activities and throughout the course.
- Respond to your emailed questions within 48 hours, if not sooner.
- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."
- When grading your work, your instructors should:

- clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),
- thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and
- provide constructive feedback that indicates the strengths and weaknesses of your work and provides suggestions on how you can improve your performance on future assignments.

## Accommodations

The **Office for Disability Services** supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990.

If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity 419.448.3021 or via email at [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu).

## Additional Resources & Support

For technical support, either email [moodlesupport@tiffin.edu](mailto:moodlesupport@tiffin.edu) or call the 24/7 Technical Support Call Center at 855-664-1200.

If you need to consult an academic advisor refer to TU's [Meet the Team](#) page.

For information about TU's peer tutoring program see the Murphy Center's [Tutoring Policies and Procedures](#) page. Veterans and active military can seek assistance from TU's [Veteran and Military Services Web Page](#).

## Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at [online@tiffin.edu](mailto:online@tiffin.edu).