

ETC/JOU 401 Senior Portfolio

Syllabus
Dr. Kenneth L. Rosenauer

Course Description

ETC/JOU 401 Senior Portfolio is a workshop class for graduating seniors that includes resume and job search preparation in addition to compiling an appropriate graduation portfolio — consisting of a resume, cover letter, and assignments from majors courses — and a professional portfolio. The course is required for the BA English/Journalism, Public Relations, and Technical Communications majors. Prerequisite: Must be completed during the semester of graduation, except for summer graduates who must complete the course in the spring semester before graduation.

Course Objectives

- To acquire resume preparation and job search skills related to one's major
- To write an effective reflective essay and introductions for projects included in the graduation and professional portfolios
- To select, edit, and proofread works from majors courses for inclusion in graduation and professional portfolios

Grading Policy

Credit for ETC/JOU 401 will be awarded as pass/fail. In order to successfully complete the course, a student's graduation portfolio must receive a score of "1" or higher on a scale of 0-3 when holistically scored by outside evaluators. Students who receive zeroes on their portfolios will be allowed to revise and resubmit for a second holistic scoring at the end of the semester. Other course requirements to receive a passing grade include:

- Submission of a professional portfolio
- Participation in peer critiquing sessions
- Submission of resume to Career Services for critiquing
- Review of graduation portfolio materials by the Center for Academic Support
- Communication via e-mail with departmental alumni regarding their professional careers
- Attending class meetings.

IMPORTANT NOTE: *Students who are absent two consecutive class sessions or a total of three class sessions throughout the term will fail the course.*

Professor's Office Hours/Contact

My office hours in SS/C 222E are WF 8-9, MWF 10-11 a.m., and TTh 9:30-11 a.m.; other times by appointment. You may contact me by phone at 271-4323 (office) or 816-387-8213 (home – no calls after 10 p.m.) or by e-mail at rosenauer@missouriwestern.edu. My Online Office, where most course materials are available, is located at http://staff.mwsc.edu/~rosenauer/rosenauer_main.html

Academic Honesty

Work submitted under your name should be your work. If you include collaborative projects in your portfolio, be sure that you credit the other writers and explain your contribution to the piece in the project introduction. Any plagiarism in work submitted for the course will result in a failing grade for the course.

Student Disabilities

Students with disabilities should notify me in writing of their disability before the end of the first week of class so that we can make any needed adjustments to the course.