

## I. DEPARTMENTAL LEARNING OBJECTIVES

Below is a list of the objectives for our tracks, however some objectives are specific to certain tracks:

*PSLO 1:* Students will demonstrate proficiency in public speaking

*PSLO 2:* Students will demonstrate competence in writing skills

*PSLO 3:* Students will demonstrate knowledge, and appropriate application of various communication theories as related to their specific track

*PSLO 4:* Students will demonstrate knowledge, and appropriate application of communication research methodologies and associated analysis tools

*PSLO 5:* Students will demonstrate the skills to communicate effectively using moving pictures and sound. (applicable to Digital Filmmaking majors only)

The website contains more specific learning [objectives for each track](#).

## II. ePORTFOLIO SECTIONS

Your portfolio should include 5 (or 6 depending on your track) sections. The sections are described below and instructions to create these sections are listed in Section VI.

### 1. Home Page

In this section, you should include:

- a. A professional picture (headshot)
- b. Contact information
- c. A Personal statement of professionalism (i.e., what it means to be a professional in your desired field).
- d. An electronic copy of your resume or curriculum vitae

### 2. Track Objectives

You will create a separate page for each learning objective (as appropriate for you track) and each page should include:

1. At least 1 artifact\* that demonstrates your competency of that objective(s).

Artifacts from a classroom experience could include, but are not limited to; written assignments, recorded presentations, PowerPoints from presentations, examinations, and/or quizzes.

Artifacts from work/life experiences could include, but are not limited to; a job description, in addition to an evaluation from a superior and/or a work project (i.e. multi-media presentation, video clip, brochure of project,

presentation PowerPoints), copies of publications, writings, or drawings, newspaper articles written about a project, letters confirming your participation with service organizations, and/or photos of items built or created along with certification that the item pictured was original work.

2. A reflection paper (approximately ½-1 page) that describes how the artifact demonstrates your competency of that learning objective.

**Note:** One artifact may demonstrate several objectives, and more than one artifact could be used for one objective.

### III. INSTRUCTIONS TO CREATE YOUR ePORTFOLIO

#### Create your ePortfolio

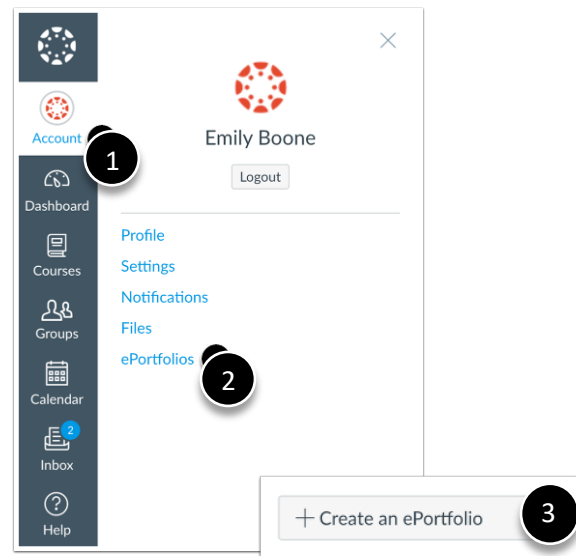
1. Go to *Account* (on the Navigation bar).
2. Select *ePortfolios*.
3. Select *Create an ePortfolio*.
4. Name your ePortfolio using your last name.

Make an ePortfolio **4**

ePortfolio Name: THORPE- COMM ePortfolio

Make it Public

**5** Make ePortfolio Cancel



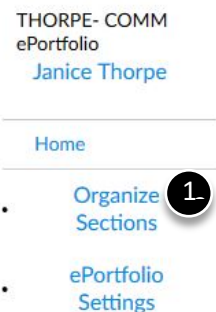
5. Click *Make ePortfolio*. This will bring up the *Welcome to Your ePortfolio* page.

#### Add pages

1. Once at the *Welcome* page, select *Organize Pages* on the right.
2. Click *Organize/Manage Pages* and assign a Page Name (you can always change this later). Page names should reflect the learning objective.



For example, depending on your track, you should have pages named *Oral communication*, *Written Communication*, *Application of Theory*, etc.

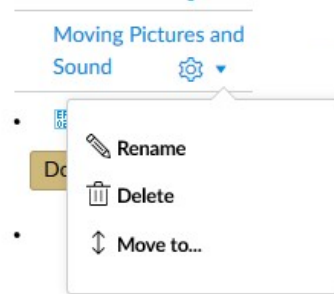




3. Continue to add as many pages as appropriate for your track. Your layout should look similar to the image on the left.
4. Click *Done Editing* when you have entered all of your page headings.

### Edit Page Names or Reorder pages

1. Select *Organize/Manage Pages*.
2. Click on the gear icon next to page you want to revise and select the appropriate task.
3. Click *Done Editing* when you are finished making changes.

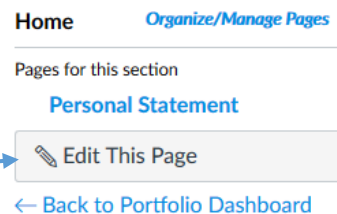


### Add Content to your ePortfolio

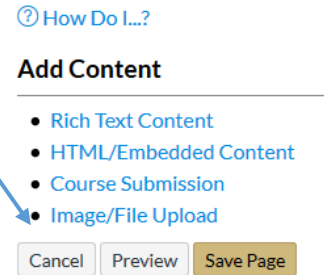
The first section of your ePortfolio is your *HOME* page.

To add content:

1. Navigate to your ePortfolio.
2. Select the *HOME* page.
3. Select *Edit This Page*.
4. In the window, add content which should include (but is not necessarily limited to) the following:
  - a. A professional headshot (Use the *Embed Image* icon).
  - b. A statement describing your professional interests and goals.
  - c. About me/biography – this should be a summary of professional achievements which may include work experience and significant class projects and/or volunteer activity. Do not include non-relevant work experience. You may also want to add attributes that help the viewer better understand what you bring to an organization.

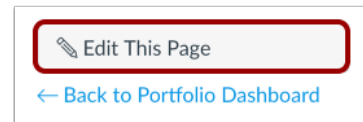


- d. Preferred contact method
- e. An electronic copy of your resume (Choose *Image/File Upload* on the *Add Content* list) to the right of your screen.

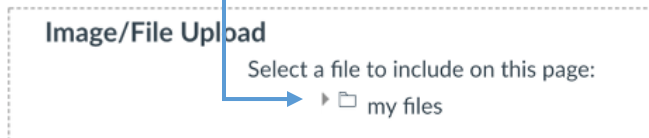
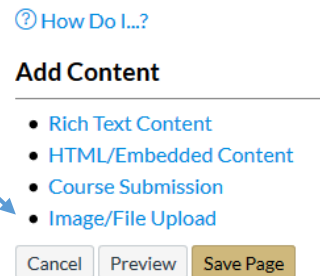


### Add Artifacts to your ePortfolio

1. To *add* artifacts to your ePortfolio
  - a. Open your ePortfolio (*Account -> ePortfolio*).
  - b. Select the page associated with the Learning Objective where you would like this assignment to appear and click *Edit This Page*.
2. To link to an assignment submitted to Canvas from a previous course:



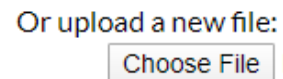
- a. Click *Image/File Upload* to link an assignment from a previous course. This will bring up a dialog box.
  - b. Select *my files* and locate the course and file you submitted for the assignment.



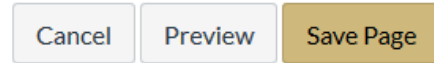
- c. Once the file has uploaded to the page, click *Select/Upload File*.
  - d. Click *Save Page*.

3. To add a file or video recording that was **NOT** submitted as an assignment:

- a. Click *Image/File Upload* from the Add Content list to add a file from your computer.
- b. Click *Choose File*, then navigate to and select the file you wish to add to your ePortfolio page.
- c. Click *Open*.



- d. Once the file has uploaded to the page, click *Select/Upload File*.
- e. Click the *Save Page* button to add your selections to the page.



*Note:* When adding the artifact to demonstrate *Oral Communication Competency* (if applicable), be sure you are adding a link to the file in your One Drive. Do not upload the original file – it is likely too large for Canvas to handle.

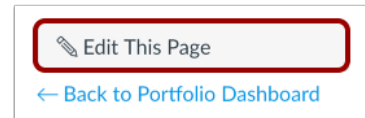
4. To add a file that was part of a **Group** submission:

- a. If you were the “owner” of the file (i.e., the person who submitted it for the group), then you can follow the instructions for Step #2 (above).
- b. If you were not the “owner”, then please obtain a copy from the “owner”, download it to your desktop and follow the instructions for Step #3 (above).

### Add a Reflection Essay to your ePortfolio submission

For each artifact submitted, there should be a corresponding *Reflection Essay* indicating how this artifact meets the learning objective.

1. Navigate to your ePortfolio (*Account -> ePortfolio*).
2. Select the Learning Objective page where you would like the reflection essay to appear and click *Edit This Page*.
3. Add your reflection essay directly to the text box.



**Note:** We recommend that you first write your reflection essay in a Word document on your computer and *then* copy and paste the essay into the text box. This will ensure you have a backup copy of your essays in case of any issues.

4. Click *Save Page* to save your changes.

Reflection essays should:

- a. Reference a specific corresponding assignment
- b. Reference the specific learning objective you are writing about
- c. Describe how the corresponding assignment demonstrates your competency of the learning objective.

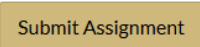
## IV. Submit your ePortfolio for Review

You can submit your ePortfolio for review once it contains the required examples of each of the stated learning objectives for your track. You **MUST** submit an ePortfolio at least 14 business days before your intended graduation date to ensure you have met all graduation requirements and your Degree Audit can be updated.

**Note:** Undergraduate students who have earned 90 credit hours should meet with their academic advisor and complete a senior audit *prior* to applying for graduation. You can apply for graduation using your UCCS Portal.

Follow the steps below to *submit* your ePortfolio.

1. Approximately one week after you apply for graduation, you will receive an email containing an invitation to enroll in the *COMM ePortfolio* course.
2. Click on the *Get Started* button in the email to be directed to the Canvas shell.
3. Once in the *COMM ePortfolio* course, you will see a confirmation at the top of the screen indicating that you have been successfully enrolled in the course.
4. Navigate to your individual ePortfolio and copy the link to your ePortfolio.
5. Go back into the *COMM ePortfolio* course and click your track specific page. The title of the assignment will be associated with your track.
6. Click the *Submit Assignment* button and paste the ePortfolio link into the assignment submission box.
7. Click *Submit Assignment* to submit your ePortfolio.
8. Take a screenshot of the assignment submission conformation page.
9. Email the screenshot to [advising@uccs.edu](mailto:advising@uccs.edu) so they can update your degree audit to indicate your fulfillment of the ePortfolio graduation requirement.



## Export your ePortfolio

If you would like to export the contents for use beyond graduation, you can download the contents into a zip file.

1. Navigate to your ePortfolio (*Account -> ePortfolio*).

2. Scroll to the bottom and select *Download the contents of this ePortfolio as a zip file*. Depending on the size of your ePortfolio, this may take a few minutes.
3. When prompted, save the zip file on your computer.