

CLASS NUMBER AND NAME:

MN331—PROFESSIONAL PORTFOLIO PROJECT

TOTAL CLOCK HOURS:

25 HOURS/1 UNIT

PREREQUISITES:

Completion of the AOA or CTH programs

TEXT AND MATERIALS:

Career Portfolio
ProQuest e-library

CLASS DESCRIPTION:

In this course, students will create a professional career portfolio as a visual representation of their education, experience, strengths, abilities, skills, accomplishments, and work for employment interviews.

CLASS OBJECTIVES:

Students will be able to demonstrate their researching capabilities on the Internet, use of the e-library, related to job opportunities in their career field and learn how to use their career portfolio in an interview.

CLASS FORMAT OVERVIEW:

This course will be a combination of independent lab with consultation with the project director (instructor).

METHODS OF INSTRUCTION:

This is a lab class with instructor supervision. Lab time is spent completing assignments using the Internet and e-library.

The course requirement is to produce a complete employment portfolio using the guidelines provided by the instructor.

ATTENDANCE:

It is critical to the student's success to attend class every day. If a student's overall attendance drops below 90 percent, he or she will be asked to drop the course and restart.

TESTING:

No tests will be given.

GRADING POLICY:

The grade for the project will be determined by the following criteria:

- Completeness
- Design/Organization
- Mechanics and English
- Professional Appeal and Impact
- Internet Research

FINAL GRADE:

The final grade for this project will be awarded according to the following evaluation points:

90-100	A	Excellent Presentation
80- 89	B	Good Presentation
70- 79	C	Marginal Presentation
60- 69	D	Poor Presentation
50- 0	F	Does not meet lowest standards

There will be no Incomplete grades issued for this course. The final grade will be the average of all work submitted by the end of the term.

If the student chooses to complete the unfinished work after the end of the term, the final grade will be the average of the grade given at the end of the term and the grade earned upon the completion of the course.

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course the students will:

1. Have used an inventory of his/her best skills to choose and complete a portfolio project.
2. Demonstrate the ability to use critical thinking skills and judgment to choose and complete a portfolio.
3. Have learned the step-by-step process of planning, researching and designing a professional portfolio.
4. Demonstrate organizational skills through preparation and presentation of the project to the project director (instructor).
5. Utilize the e-library to stay current with topics in their career field.
6. Utilize time management skills and responsibilities by showing clear progress.

Professional Portfolio Project—MN331

5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1			
	Week 2				
Week 2	Week 3	Week 2			
Week 3	Week 4				
Week 4	Week 5	Week 3			
Week 5	Week 6				

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.