

COMD ePortfolio Guidelines for Faculty: Base Assignment

ASSIGNMENT TITLE: Presenting Course Work on Your ePortfolio

DESCRIPTION: Students will post their (2 to 3) best works from your course and a written reflection about the work on a unique page in their ePortfolio. Each foundation course that students take in the COMD AAS is currently listed as a “post” in the COMD OpenLab student ePortfolios.

***NOTE:** It is recommended that COMD students **do not** switch the theme of their ePortfolio site. The current default has been specifically designed for COMD students required to present at the Sophomore Portfolio Review.

PROCESS:

1. Decide how you would like this assignment to be weighted and when you would like to assign it. At the end of the semester is ideal, so students can choose their best work from the entire semester.
2. Distribute the attached **COMD Student ePortfolio Guidelines** PDF to your class.
3. Review your student’s ePortfolios when complete.
4. Email a list of your student’s ePortfolios or a link to your course Course Leader.

***NOTE:** the easiest way to review student ePortfolios is to create an OpenLab Course and ask your students to join. If public, their ePortfolios will be automatically listed on the Course Profile. For help creating a Course, contact openlab@citytech.cuny.edu.

ePortfolio Overview:

- Students may create a single ePortfolio, which is used for multiple classes to document examples of their academic work and their design process throughout their career at City Tech.
- By their final semester, students will have a comprehensive academic ePortfolio, including documentation of creative process, professional goals, resume, and examples of their best academic work.
- The ePortfolio is the student’s domain. It is not for a specific class or project, but used across classes.
- The ePortfolio, a WordPress web site, is easily accessible via a student’s OpenLab Member Profile or your OpenLab Course Profile.

Student Learning Outcomes:

- Link academic learning with future career goals
- Cultivate and document their "creative design process."



- Practice thoughtful written self-reflection and peer critique
- Examine and evaluate their academic work collected over time
- Analyze, assess and take ownership of their academic progress
- Integrate experiences in and out of the classroom
- Make decisions about future goals based on evidence

Department Benefits:

- Student Advisement Tool: Advising faculty may review a student's ePortfolio to assess overall strengths/weaknesses and make recommendations.
- Sophomore Portfolio Preparation: Students document their best work from each course in preparation for developing a Career Portfolio for their senior Portfolio Review.
- Curriculum Assessment: The Department may review student work to determine strengths/weaknesses in curriculum.