<u>Electronic Profile Assignment Step One</u>
5% of total grade
Due week 2

<u>Task</u>
Reflect on who you are as a student, industry professional, and future industry leader. Then write a short biography. Think about your:

- Academic experience and academic goals
- Career experience and career goals
- Personal strengths and how they will become professional attributes

<u>Role and Audience</u>
Everyone and anyone. Your biography will be posted on our course website on the OpenLab. Specifically think of how faculty, peers, and prospective employers will learn about you through your post.

<u>Format</u>
Post to our HMGT1101 OpenLab site and, upon approval, your personal eportfolio site found on the OpenLab

To post to course site:
1. Go to the course dashboard, choose "posts"
2. Enter title of the post (your name)
3. Enter text into text box (do not start with "My name is…"
4. Go to "categories" section and choose "Electronic Profile"
5. Click "publish"

<u>Expectations</u>
Students will exhibit their ability to be concise when expressing themselves in an academic and a professional manner.

<u>Student Learning Outcomes</u>
Upon completion of this assignment, students will be able to:
- Identify and articulate a personal profile for a public forum
- Discuss, in a short profile, attributes of a student and industry professional
- Utilize various features of OpenLab

<u>Rubric</u>**:**

	Full Credit	Partial Credit	Resubmit
Content	Concise explanation of academic and career experience and goals	Academic and career experience and goals are expressed	Suggested edits will be provided.
Proof Reading and Editing	Free of errors	Minor errors	Errors interfere with communication of content

<u>Electronic Profile Assignment Step Two</u>
Homework Assignment
Due week 14

<u>Task</u>
Reflect on your biography created week two. Using what was written and what you have learned this semester, write an electronic profile.

<u>Role and Audience</u>
Everyone and anyone, specifically, potential employers or clients. Your eprofile will be posted on your own eportfolio (alternative, LinkIn).

<u>Format</u>
1. Open the course's OpenLab site.
2. Go to your dashboard.
3. Find the initial eportfolio post from week two and press "edit"
4. Go to the title section and change the title of the post to "[your name] eprofile edit"
5. Go to the body of the post. Keeping the original text from the post, add the text for your eprofile to the top of the text box.
6. Save the new information by hitting the "Update" button on the right of the screen

Once your eprofile is approved, add it to your eportfolio. See "creating an eportfolio" on the OpenLab site for instructions.

Your eprofile can also be used for your resume and on LinkIn

<u>Expectations</u>
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<u>Student Learning Outcomes</u>
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