



Southern Arkansas University Tech  
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[www.sautech.edu](http://www.sautech.edu)

## ONLINE COURSE INFORMATION SHEET

**Course Number:** GS1021

**Course Title:** Portfolio Development

**Course Description:** This course is for students who are transitioning from the workforce to a program major. The course enables students to develop a portfolio containing documentation of their knowledge of course objectives. Documentation may include Continuing Education Units (CEUs) and training hours obtained for license certification and renewals. The portfolio enables students to earn college credit for college-level prior learning and later to serve as an aid in resume building.

**Instructor:** Jenny Sanders

**Instructor Bio:** Jenny Sanders has a B.S. in Psychology and a M.Ed. in Agency Counseling from SAU Magnolia. She has worked at SAU Tech since 2006 as a counselor and academic advisor.

**Prerequisite:** None

**Textbook Information:** None

### Learning Outcomes

- Students enrolled in Portfolio Development will complete a required portfolio with the assigned course objectives that will be used to aid the student in both experience-based learning (prior work experience, workshops, etc.) and educational learning (classroom based learning.)
- Students enrolled in Portfolio Development will demonstrate a basic understanding of experiential learning (prior work experience, workshops, etc.) and how to apply those experiences to the classroom setting.
- Students enrolled in Portfolio Development will demonstrate the ability to find, analyze, and critically evaluate the quality of both experiential learning (prior work experience, workshops, etc.) and classroom learning.

### Course Objectives

Upon completion of this course the student will be able to:

- Identify areas in the student's life that qualify as experiential learning.
- Identify personal and educational goals.
- Prepare a resume.
- Identify learning experiences that relate to the specific courses for credit to be awarded.
- Identify the types of documentation that are appropriate for use in the portfolio.

### Modes of Interaction

Discussion Board, Online Assignment, Email

### Methods of Assessment

Students will submit a resume and provide written assignments that are included in the final portfolio document that is submitted.

### Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.

- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 drop fee is assessed for drops that take place after the registration period ends.

**Admissions Office Website:** <http://www.sautech.edu.edu/studentResources/admissions.aspx>

**Course Registration Website:** <http://www.sautech.edu/studentResources/advising.aspx>

**Technical Requirements and Resources:** Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

**Library Website:** <http://www.sautech.edu/lrc/index.aspx>

**Bookstore Website:** <http://sautech.textbooktech.com>

**Adult Learner Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

**Student Support and Learning Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

#### Other Considerations

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from [http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
  
- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
  
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
  - Cost: Free
  - Can be downloaded to your computer from <http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->