Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: https://catalog.uvu.edu/

Semester: Fall, Spring
Course Prefix: DWDD
Course Title: Portfolio Workshop

Year: 2025
Course and Section #: 2590-01
Credits: 3

Course Description

Portfolio Workshop is all about preparing you for Portfolio Review, applying for internships and jobs, and developing the necessary soft skills to be job-ready. During the first half of the semester we will focus on your actual portfolio. You will be doing a lot of writing and documentation so that you show off 6x case studies, as well as updating your resume. You will also learn the job application process-- from uploading your resume to the interviewing process. This is critical because it may not be how you imagined. Good career jobs often go through a multi-phase process and this class will give you a much better idea of "how to play the hiring game".

The second half of the semester we will spend time applying our knowledge with mock interviews, presentations, and whiteboarding exercises. The more you know, the better prepared you are when you are entering into the job market!

Course Attributes

This course has the following attributes:
☐ General Education Requirements
☐ Global/Intercultural Graduation Requirements
☐ Writing Enriched Graduation Requirements
☒ Discipline Core Requirements in Program
☐ Elective Core Requirements in Program
☐ Open Elective
Other: *Click here to enter text.*

Instructor Information

Instructor Name: Emily Hedrick

Student Learning Outcomes

• Prepare and create an up-to-date resume and portfolio with a minimum of 6x case studies for Portfolio Review.
• Meet with faculty to apply for Portfolio Review mid-way through the semester and go through the Portfolio Review process.
• Recognize and use important soft skills such as presenting, interviewing, time management, organization, and networking.Learn best practices and techniques for presentations and meetings during in-person and virtual
• modalities. Develop a comprehensive content and publishing strategy.

Course Materials and Texts

Everything will be provided in Canvas.

Course Requirements

Prerequisite: DWDD 1420 Communicating Design with a B- or higher.

Required or Recommended Reading Assignments

All reading materials will be provided in articles via the Canvas modules for this course.

General Description of the Subject Matter of Each Lecture or Discussion

Portfolio is broken into two halves. The first half of the semester is focused on the students resume and portfolio for the portfolio review. Students will learn how to write and prepare their resume and case studies for their portfolio. Additionally, students will learn online of the many opportunities at UVU to build their experience through engaged learning. This includes learning about student involvement, research grants, and the department club ProdUX to get involved in the community.

The second half of the semester will focus on building portfolios and preparing for interviews. Class discussions will focus on soft skills with presenting and successfully conveying complex information to all audiences.

Weekly Lectures and Discussions:

Week 1-2: Resumes
Week 3-4: Case Studies
Week 5-7: Interviewing, Internships, Student Research
Week 8-10: Portfolio Review, Presenting, Interviewing
Week 11-13: Networking, Follow Up Interview, Soft Skills
Week 14-15: Presenting, Capstones

Grading Scale:

The following grading standards will be used in this class. Students need a B- or higher to continue and pass Portfolio Review to continue in the upper division of the degree.

Grade	Percent
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	0-59

Each module will have something with some or all of these items:

1. Page with a written explanation and checklist of items to do that week
2. Video lecture
3. Reading(s) for the week
4. Discussion
5. Assignment to apply what you just learned

The goal is to go through a process of learning industry models and processes, trends in the industry and have you apply them to your own work. Although your digital media disciplines will go through these processes a little differently, many of the soft skills and principles will remain the same.

Submission and Grading Procedures

All assignments are to be completed and submitted online through Canvas. Most assignments will either be written directly in Canvas or you may upload a Word Doc or PDF. For the final assignment, you will be giving a presentation and you will be uploading a short video for that.

Portfolio Review
The student's grade is conditioned on the completion of the Portfolio Review and the passing of this class. This requires each student to submit their portfolio for review (a website with their resume and six case studies). Additionally, each student will present in front of the Digital Web Design and Development faculty one of their case studies as part of their review. The Portfolio Review will be approximately at week 10 in the class.

Required Course Syllabus Statements

Generative AI

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual

voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you.

The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty.

Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

Using Remote Testing Software
☒ This course does not use remote testing software.

☐ This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU Accessibility Services at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their rights and responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in UVU Policy 541: *Student Code of Conduct*.

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a specially dedicated space for meditation, prayer, reflection, or other forms of religious expression.