University of Wisconsin Oshkosh
Syllabus: BUS 488, IWM Portfolio Seminar
Spring 2013

Instructor
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Office Hours
M 8-10, T 8-9:30, and W 8-10. Other times by appointment or drop in. (also available via Skype and Google Hangout)

Class Time
Online plus weekly individual meetings with the instructor

Course Description
Every student in the IWM major is required to develop a digital portfolio that documents significant work they have created throughout their studies. This course is led by an instructor who serves mostly as an advisor to students on how to complete their portfolios, as well as evaluate their content for assessment purposes. That instructor will involve advisory board members and other faculty members in the evaluation. Pre-req: Senior standing (last semester of enrollment); combined GPA of 2.5 or better, or admission to the College of Business; completion or concurrent enrollment in BUS 492 (Internship) or 442 (Business Cooperative Study) or Journalism 427 (Internship) or Computer Science 399 (Internship); AND have submitted a graduation application.

Grading
- Portfolio: 40%
- Culminating Project and Paper: 40%
- Assessment testing: 15%
- Professional Experience Requirement: 5%

Professional Experience
You are to participate in at least three professional development activities (e.g., Student Club meeting, COB Networking Night, Internship Fair, ASM meeting, DPMA meeting, etc.) during the semester and hand in a brief memo (no more than one page) on what happened and what you learned from the activity. Alternatively you can complete this course requirement by writing a paper (with references) on a topic related to the course. The minimum length of this paper depends on the number of professional development activities you participate in. It should be at least four pages if you participated in one professional development activity, at least six pages for one activity, and at least eight pages if you didn't participate in any professional development activities.
Digital Portfolio
Students will be required to develop a digital portfolio, in which each student maintains a web presence that documents significant work they have created throughout their studies. The portfolio will demonstrate the abilities and skill acquired in the program. It will be a strong indicator of what IWM graduates actually can do. Due to the unique nature of the major, it is an assessment tool serving as an indicator of the practical skills of the IWM graduates. Because IWM is an applied major, the portfolio also will serve as a promotional tool for graduates when they enter the job market. The portfolio will be assessed jointly by faculty and professionals from the advisory board.

http://www.uwosh.edu/d2lfaq/eportfolio

Culminating Project and Paper
Through the research paper/project the student will work throughout the semester on a project that pulls together aspects of what they have learned in the IWM major courses. Students will have wide latitude to decide on both form and content of the project. This project will also include an element of reflection on the degree itself.

The project will include a presentation given to faculty members, students, and industry representatives.

Assessment Test
The assessment test will be administered in the graduating semester. It will cover a wide variety of topics from all classes in the major. The test will measure the retained knowledge and theoretical preparedness of students. The test will be similar to the test given in the introductory course in the major in order to demonstrate learning growth.

Students with Disabilities
Students with Disabilities:
The University of Wisconsin Oshkosh is committed to providing reasonable accommodation for students with disabilities. Please contact the Disability Services [Dean of Students Office, 125 Dempsey Hall, (920) 424-3100 (Voice), (920) 424-1319 (TTY)] for the University's accommodation request form and documentation requirements or visit their website at: http://www.uwosh.edu/deanofstudents/disability-services/. Information related to an individual's accommodation request and/or arrangements will be confidential and will be shared with relevant University personnel or offices on a "need to know" basis.

Early Alert
UW Oshkosh conducts an Early Alert program for all 14-week undergraduate courses to provide students with performance feedback early in the term so that appropriate action can be taken if needed. You will receive an e-mail from Academic Advising with the subject Early Grade Report on October 9th. Please read the e-mail carefully and see me if your grade is lower than a C and/or you have not attended class regularly.