



RRBA300 – Portfolio Class

Master Course Syllabus

Course Overview (QM Standards 1.2)

Course description: Welcome to the RBA Portfolio Course. We will be completing a series of assignments that help you organize your work experiences, volunteering, and skills in a way that prepares you to request college course credit. I look forward to getting to know you and your stories.

Course Goal:

1. Develop an experience portfolio for the RBA program.

Pre-Requisites (QM Standard 1.6)

There are no course prerequisites for this course other than being an RBA (Regents Bachelor of Arts) student.

Minimum Technical Requirements and Online Resources (QM Standards 1.5 & 1.7)

In addition to a web browser (preferable Firefox) that is Blackboard compatible, you will need the other WVROCKS supported technologies outlined in the student policies section.

Online Resources: This course makes use of many online resources. I have made every effort to make sure the links I have are up-to-date. However, due to the changing nature of the web, you may find that a resource is temporarily unavailable or has been removed. If this should happen, please send me an email and I will find an alternative resource or modify the assignment accordingly.

Instructor Information (QM Standards 1.8 & 5.3)

Individual instructors complete this information.

Virtual Office Hours

I am available in my virtual office by appointment only. Send me an email to set up an appointment.

Personal Commitment

My personal commitments to you as a participant include:

- I will reply to course mail messages within 24 hours;
- I will read all discussion postings and will reply where appropriate within 3 days
- I will acknowledge my receipt of every course mail message immediately upon reading it. If I am unable to respond to the request or concern at the time of initial reply, I will give you an estimated time for my next reply.
- If I am going to be away from the course space for more than a day or two, I will send a message to you indicating the length of my absence.
- I will regularly update information regarding due dates in the course announcements.

Optional/Required Course Materials (QM Standard 4.6)

All course materials are found in the individual course modules.

Grading Policy (QM Standard 3.2)

Evaluation and Grading

Each module consists of a series of assignments. For each assignment you will be given the rubric or grading criteria from which you will be evaluated.

Grading Scale for Institutions with Course Equivalent Portfolios:

- A = 369-410 pts.
- B = 328-368 pts.
- C = 287-327 pts.
- D = 246-286 pts.
- F = < 246 pts.

For Pass/Fail Courses:

- 286 or more points - PASS
- <286 points - Fail

Assignment/Assessment	Points
Course Introduction Discussion	5
Orientation Assignment	5
Learners Responsibilities Quiz	0
M1A1: Educational Resume Draft Assignment	50
M1A2: Final Educational Resume Assignment	50

M2A1: Educational Narrative Draft Assignment	50
M2A2: Final Educational Narrative Assignment	50
M3A1: Work Narrative Draft Assignment	50
M3A2: Final Work Narrative Assignment	50
M4A1: Course Equivalency Assignment	50
M4A2: Credit Petition Assignment	50
Total Points	410

Grading Scale for Institutions without Course Equivalent Portfolios

Each module consists of a series of assignments each having specific point values designated in the table below. For each assignment, you will be given the rubric or grading criteria from which you will be evaluated.

The grading scale is as follows:

- A = 279-310 pts.
- B = 248-278 pts.
- C = 217-247 pts.
- D = 186-216 pts.
- F = < 186 pts.

For Pass/Fail Courses:

- 186 or more points - PASS
- <186 points - Fail

Assignment/Assessment	Points
Course Introduction Discussion	5
Orientation Assignment	5
Learners Responsibilities Quiz	0
M1A1: Educational Resume Draft Assignment	50
M1A2: Final Educational Resume Assignment	50
M2A1: Educational Narrative Draft Assignment	50

M2A2: Final Educational Narrative Assignment	50
M3A1: Work Narrative Draft Assignment	50
M3A2: Final Work Narrative Assignment	50
Total Points	310

Module Objectives and Assessments (QM Standard 2.2, 2.3, 2.4, 2.5, 3.4, 3.5, 5.1)

Module 1: Introduction to Portfolio and Resume Building

After you have complete the readings and content for this module, you will be able to:

- Draft an educational resume. [**M1A1: Resume Draft Assignment**]
- Develop an educational resume. [**M1A2: Final Resume Assignment**]

Module 2: Educational Narrative

After you have complete the readings and content for this module, you will be able to:

- Draft an educational narrative. [**M2A1: Educational Narrative Draft Assignment**]
- Write your educational narrative. [**M2A2: Final Educational Narrative Assignment**]

Module 3: Work Narrative

After you have complete the readings and content for this module, you will be able to:

- Draft a work narrative. [**M3A1: Work Narrative Draft Assignment**]
- Write your work narrative. [**M3A2: Final Work Narrative Assignment**]

Module 4: Mapping Course Learning Outcomes to Experiential Learning

After you have complete the readings and content for this module, you will be able to:

- Draft a mapping of objectives for one course to your professional and personal experience. [**M4A1: Course Equivalency Worksheet Assignment**]
- Map the objectives for one course to your professional and personal experience. [**M4A2: Credit Petition Assignment**]