

**CLASS NUMBER AND NAME:**

**TOTAL CLOCK HOURS:**

24 HOURS/1 UNIT

**PREREQUISITES:**

Completion of GBN132C or enrollment in the Tourism, Hospitality, and Wine Industries program

**TEXT AND MATERIALS:**

Career Portfolio  
ProQuest eLibrary

**CLASS DESCRIPTION:**

Students will create a professional career portfolio as a visual representation of their education, experience, strengths, abilities, skills, accomplishments, and work for employment interviews.

**CLASS OBJECTIVES:**

Students will be able to demonstrate their researching capabilities on the Internet, use of the e-library, related to job opportunities in their career field and learn how to use their career portfolio in an interview..

**CLASS FORMAT OVERVIEW:**

This course will be a combination of independent lab with consultation with the project director (instructor).

**REQUIREMENTS:**

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

**METHODS OF INSTRUCTION:**

This is a lab class with instructor supervision. Lab time is spent completing assignments using the Internet and e-library.

The course requirement is to produce a complete employment portfolio and small business development plan using the guidelines provided by the instructor.

**ATTENDANCE:**

It is critical to the student's success to attend class every day. Students must maintain 80 percent attendance.

**TESTING:**

No tests will be given.

**GRADING POLICY:**

The grade for the project will be determined by the following criteria:

- Class assignments and presentations 50 percent
- Final presentation of project 50 percent

**FINAL GRADE:**

The final grade for this project will be awarded according to the following evaluation points:

90-100	A
80- 89	B
70- 79	C
60- 69	D
50- 0	F

The final grade will be the average of all work submitted by the end of the term.

No late assignments will be accepted.

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course the students will:

1. Have used an inventory of his/her best skills to choose and complete a professional portfolio project.
2. Demonstrate the ability to use critical thinking skills and judgment to choose and complete a portfolio.
3. Have learned the step-by-step process of planning, researching and designing a professional portfolio.
4. Demonstrate organizational skills through preparation and presentation of the project to the project director (instructor).
5. Utilize the e-library to stay current with topics in the career field.
6. Utilize time management skills and responsibilities by showing clear progress.

# MNN331 — Professional Portfolio Project Schedule

## No late assignments will be accepted

Week	Topics	Activities	Due
<b>One</b>	<b>What is an e-portfolio?</b>	<ul style="list-style-type: none"> <li>• Gather information for portfolio (paper and electronically)</li> <li>• Research free online ePortfolio programs</li> <li>• <b>Article/Video Presentation</b> <b>Research free programs for online/ePortfolio</b></li> </ul>	<b>Present article/video</b>
<b>Two</b>	<b>What is LinkedIn?</b>	<ul style="list-style-type: none"> <li>• Begin your ePortfolio</li> <li>• Find a position in your career field</li> <li>• <b>Article/Video Presentation</b> <b>What is LinkedIn and how does it benefit you?</b></li> </ul>	Send link to ePortfolio and link to position  <b>Present article/video</b>
<b>Three</b>	<b>Inventory of Your Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Create a LinkedIn account <a href="https://www.linkedin.com/">https://www.linkedin.com/</a></li> <li>• Start uploading your information to LinkedIn</li> <li>• <b>Article/Video Presentation</b> <b>What is an elevator speech and why do you need one?</b></li> </ul>	Send link to your LinkedIn account  <b>Present Article/Video</b>
<b>Four</b>	<b>Networking and Marketing Yourself</b>	<ul style="list-style-type: none"> <li>• Create a networking card</li> <li>• Link - how to create a networking card in Word <a href="http://www.quintcareers.com/networking_business_cards.html">http://www.quintcareers.com/networking_business_cards.html</a></li> <li>• Create an elevator speech</li> <li>• <b>Article/Video Presentation</b> <b>What is the significance of marketing yourself electronically?</b></li> </ul>	Turn in paper portfolio Present elevator speech  <b>Present article/video</b>
<b>Five</b>	<b>Managing Your Social Media Presence</b>	<ul style="list-style-type: none"> <li>• Show completed ePortfolio</li> <li>• Putting it all together</li> <li>• <b>Article/Video Presentation</b> <b>What does your social media presence say about you as an employee?</b></li> <li>•</li> </ul>	Show instructor one of your social media pages Networking Card due <b>Present article/video</b>
<b>Six</b>	<b>Class Presentations</b>	<ul style="list-style-type: none"> <li>• Putting it all together</li> </ul>	Presentation of all of the above

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.