Course Title: Introduction to Digital Portfolios
Course Number: AAA 408/508
Term: Winter 2015
Credit: 1 credit
CRN: 26759/26760
Grading Options: Pass/No Pass
Meeting times: Fridays, 10:00–10:50 a.m.; January 9, 16, and March 6, 13
Location: 113A MR 1

Instructor Contact Information
Scott Huette
Office Hours: Tuesdays 10:00-12:00 PM, other times by appointment
Office Location: PODS 264 Lawrence hall
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Course Description
This workshop will address the theories and skills necessary for participants to create a professional online portfolio. Participants will learn to
safe guard, organize and prepare digital files for online presentation; assess portfolio goals and evaluate audience expectations; develop a
sitemap; build and publish an online portfolio using one or more of online portfolio production tools, possible choices include Artician, Coroflot,
Behance, Wix, CarbonMade, and Other People's Pixels, among others.

Course Fees
This is a self-support course offered through the AAA Office of Professional Outreach & Development for Students and is not supported by
general UO tuition. Course fees replace regular tuition and cover all expenses related to this course including materials, administration, guest
speakers, and faculty.

1 credit, $340 undergraduate, $510 graduate—make sure to confirm with the Financial Aid office for coverage. If you have more questions
contact Academic Extension staff at 541-346-4231 or academicextension@uoregon.edu.

Seminar Objectives
It is anticipated that participants in this course will:
• Produce a professional online portfolio
• Develop practical content management skills
• Identify and articulate coherent design goals
• Research and prepare an audience assessment

Course Requirements
Class participation
The following deliverables (assignments) will be required.
• Completion of design documents
• Creation of a portfolio prototype
• Deployment of a functionally sound online portfolio
• Contribution to class discussions
Course Text and Expected Computer Skills

This workshop will rely on a variety of web-based articles and web sites. It is expected that the participants will have, at a minimum, a basic understanding of common computer technology, i.e. mouse, keyboard, scanner, Mac or Windows OS. It is beneficial but not required that participants have a basic level of competency with Adobe Photoshop.

Assignment Overview

Your time required for this class will depend upon your ability to read, your facility with web design tools, and your efficiency and organization with your schedule. Percentage points are awarded to participants based on satisfactory completion of each assignment category.

The following is a list of assignments and short explanation for each category:

**DESIGN DOCUMENTS**: 50%. In order to complete this assignment category the participant must complete, a backup strategy, a site map, a content inventory, an audience assessment, and a tools analysis.

**PROTOTYPE**: 20%. In order to receive these points, participants must present two prototypes for the class to review, an Alpha site and a Beta site. The Alpha site doesn’t need to be a complete or final version of the portfolio but it should demonstrate the basic functionality and look and feel of the portfolio, including a menu and gallery system. The Beta site will be a complete redesign of the Alpha site based on feedback from user testing that we will do in class.

**PORTFOLIO**: 30% To receive these percentage points, the participant must post a fully functional and professionally designed digital portfolio for the classes review. This will be Your Digital Portfolio version 1.0.

Undergraduate/Graduate Grading Policies

This course is graded as Pass/No Pass only. Grading policy is established based on information provided by the Office of the Registrar. Note that the grading scale is different for Undergraduate and Graduate students. [http://registrar.uoregon.edu/grading_system.html](http://registrar.uoregon.edu/grading_system.html)

Graduate students are expected to produce the highest quality of professional portfolio. This may require additional revisions and iterations beyond the assignments required to complete this course. Undergraduate portfolios must contain a minimum of 10 links to online portfolio content. Graduate portfolios must contain a minimum of 20 links to online portfolio content. Undergraduate students must achieve 71 points out of 100 points on assignments. Graduate students must achieve 81 points out of 100 on assignments.

Course Schedule

**Week I—Course Introduction**
File Organization and Backup Strategies
*Deliverables: Write and implement a Backup Strategy*

**Week II—Content Collection and Preparation w/ Adobe Bridge and Photoshop**
*Deliverables: Content Inventory and Presentation*

**Week III—Content Presentations and Selection**
Assessing Your Audience
*Deliverables: Audience Assessment*

**Week IV—Sitemapping**
*Deliverables: Sitemap*

**Week V—Tools Review**
Site map critiques
*Deliverables: Pros/Cons analysis of 3 tools*

**Week VI—Interaction Design**
Presentation Design
*Deliverables: Prepare an Alpha Site*

**Week VII—Design Reviews**
*Deliverables: Provide Alpha Site Feedback*

**Week VIII—Presentation of Alpha Sites**
*Deliverables: Start Beta Site integrating Alpha Testing Feedback*

**Week IX—Basic CSS & HTML for Design Hacking**
*Deliverables: Beta Site*

**Week X—Beta Testing**
*Deliverables: Testing Checklist*

**Final Portfolio Due**
Policies

Student Conduct

The University of Oregon has promulgated a Student Conduct Code which contains important regulations, policies, and procedures pertaining to student life. It is intended to inform students and members of the University community who work with them of students' rights and responsibilities during their association with the institution and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University. The full terms and conditions of the Student Conduct Code are contained in Oregon Administrative Rules Chapter 571, Division 21—University of Oregon. Highlights of the Student Conduct Code are published on the Dean of Students website.

- UO Student Conduct Code: http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx
- UO Academic Misconduct: http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx

Inclement Weather

When university operates on a curtailed schedule or closes, UO Media Relations notifies the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university's schedule is posted on the UO main homepage (in the News section) at http://www.uoregon.edu.

Accessibility

The University of Oregon is working to create inclusive learning environments. Please notify me during the first class meeting if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.

- UO Accessible Education: http://aec.uoregon.edu

Grievance Policy

Information on filing a student grievance may be found at http://asuo.uoregon.edu/studentinfo.php?a=13#toc1200.

Conflict Resolution

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnesses bias, unfairness, or other improper treatment. These include discussing the conflict with the specific individual or contacting the department head. You may also contact:

- UO Bias Response Team at http://bias.uoregon.edu/
- Conflict Resolution Services at http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
- Affirmative Action and Equal Opportunity at http://aaeo.uoregon.edu

Respect for Diversity

It is the policy of the University of Oregon to support and value cultural diversity. To do so requires that we:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas, and backgrounds which is the lifeblood of the university.

A&AA Inclusion Statement

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.