INTR 315 – Portfolio Assessment III

Summer Semester 2019

**Instructor Information:** Emily Girardin  
E-mail: emily.girardin@unco.edu

**Program Contact:** Kellie Stewart  
E-mail: kellie.stewart@unco.edu

**Office Hours:** Wednesdays from 6:00-7:00 pm (Mountain) in Zoom or when on-campus, in North Hall on the 1st floor.

**Class Times and Locations:** This class is conducted as a hybrid course. Follow the provided Course Map and Daily Schedule for class activities, times, and location.

The online portion is June 5-19, 2019 (online class will stay open the entire summer for use during the onsite) while the on-campus portion is June 24 – July 19, 2019.

**Course Description:** In this course, students continue developing their professional portfolio with emphasis on evidence in Domain 5 (Professionalism) and a review of evidence in all Domains.

**Course Purpose:** INTR 315: Portfolio Assessment III is the third course in the series. The purpose of this course is to take a deeper look at the Coversheets, the Professional Development Plan, and the Domain-Level Reflections that are the most critical elements of the capstone portfolio.

**Pre-Requisites:** INTR 115: Portfolio Assessment I and INTR 215: Portfolio Assessment II

**Course Objectives:** Upon the completion of this course, you will be able to do the following:

1. Self-assess your portfolio plan and progress.
2. Revise your organization system.
3. Identify assignments or accomplishments that provide evidence of the competencies.
4. Create a Coversheet to document portfolio evidence.

**Entry-to-Practice Competencies:** In the Portfolio Assessment series, the Entry-to-Practice Competencies are discussed, assessed, documented, and narrated using a structured process leading to your graduating capstone project. Your submitted portfolio will document and narrate your possession and proficiency of the Entry-to-Practice Competencies.
Domain 1: Theory and Knowledge
Domain 2: Human Relations
Domain 3: Language Skills
Domain 4: Interpreting Skills
Domain 5: Professionalism

Required Materials (Provided in Class):


Course Requirements: This is a brief overview; full instructions are posted in your online class.

<table>
<thead>
<tr>
<th>Module</th>
<th>Assessment Descriptions</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1      | **Initial Coversheets:** Post three Coversheets written prior to INTR 315.  
**Appraising Your Abilities To-Date:** Discuss your progress and abilities within the portfolio project to-date. | 8 |
| 2      | **Gaining Insights from Your Peers’ C4.1/4.5/4.6/1.4 Coversheets:** Discuss common strengths and weaknesses of Coversheets written by peers.  
**Gaining Insights from Your Peers’ C1.1/1.7 & C3.2 Coversheets:** Discuss common strengths and weaknesses of Coversheets written by peers.  
**Self-Promotion & the Coversheet:** Discuss how self-promotion can be applied to the writing of the Coversheets.  
**Revise Coversheets – The First Time:** Improve the three Coversheets using insights gained since starting INTR 315.  
**Coversheet Questions:** Identify questions about the Coversheet and/or self-promotion.  
**C4.1 Share Shop:** Share C4.1 Coversheet with two peers to gain feedback.  
**Revise Coversheet – The Second Time for C4.1:** Revise C4.1 Coversheet using all the resources provided to-date.  
**C1.1/1.7 Coversheet Share Shop:** Share C1.1/1.7 Coversheet with a peer to gain feedback.  
**Revise Coversheet – The Second Time for C1.1/1.7 Coversheet:** Revise a C1.1/1.7 Coversheet using all the resources provided to-date.  
**C3.2 Coversheet Share Shop:** Share C3.2 Coversheet with a peer to gain feedback. | 54 |
Module | Assessment Descriptions | Points
---|---|---
**** | **** | ****
3 | Revise Coversheet – The Second Time for C3.2 Coversheet: Revise a non-C4.1 Coversheet using all the resources provided to-date. | **38**
 | Collecting, Storing, & Reflecting on Attribute Forms: Collect three Attribute Forms, reflect on the feedback and their use within your portfolio, as well as evaluate the readiness to pull together the elements of the portfolio.  
Where You’ve Been & Where You Are Going: Reflect on your learning during INTR 315 and look forward to INTR 415.  
Finalize C4.1/4.5/4.6/1.4 Coversheet: Finalize the Coversheet for C4.1 in its package configuration using all resources provided to-date. | **38**
 | **Total score:** | **100**

**Evaluation Method:** The points for all the assignments in a course will add up to 100 points and letter grades are assigned as follows for UNDERGRADUATE classes:

- A = 91 - 100 superior achievement of course objectives
- B = 81 - 90 average achievement of objectives  
  *(Reminder: you must maintain at least a “B” per class to meet graduation requirements)*
- C/D = 61 - 80 below average achievement of course objectives
- 60 or below is considered not passing.

**University Policies**

**Student Code of Conduct:** You are expected to practice academic honesty in every aspect of this course. Make sure you know and understand the pillars of the UNC Honor Code: Honesty, Trust, Responsibility, Respect, and Fairness. Become familiar the Student Code of Conduct, especially the section on acts of dishonesty. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the office of Student Rights and Responsibilities. If you have any questions, please refer to the Student Code of Conduct found at [Student Conduct Code](#).

**Sexual Misconduct/Title IX Statement:** The University of Northern Colorado prohibits and will not tolerate sexual misconduct or gender-based discrimination of any kind. UNC is legally obligated to investigate sexual misconduct (including, but not limited to sexual assault, sexual harassment, stalking, and intimate partner violence). If you disclose an incident of sexual misconduct to a faculty member, they have an obligation to report it to UNC’s Title IX Coordinator. “Disclosure” may include communication in-person, via email/phone/text message, or through in/out of class assignments.

If you wish to speak confidentially about an incident of sexual misconduct, please contact the UNC Counseling Center (970-351-2496) or the Assault Survivors Advocacy Program (970-351-4040). If you
would like to learn more about sexual misconduct or report an incident, please visit www.unco.edu/sexual-misconduct.

**Equity and Inclusion Statement:** The University of Northern Colorado embraces the diversity of students, faculty, and staff, honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and worldviews. In this course, people of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, size and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness to each other’s individual and intersecting identities.

The Office of Student Rights & Responsibilities (located in Decker Hall) serves as resource to anyone seeking support or with questions about equity and inclusion at the University of Northern Colorado (UNC). If you are a witness to or experience acts of bias at UNC and would like to learn more about bias response or report a bias incident, please visit please visit https://www.unco.edu/dean-of-students/share-concern-complaint/.