

CAPITAL COMMUNITY COLLEGE
COURSE OUTLINE
Capstone Portfolio in Communication *[rev. date 2/19/2009]*

SECTION I

SUBJECT AREA AND COURSE NUMBER: Communication Media: COM*298

COURSE TITLE: Capstone Portfolio in Communication

CATALOG COURSE DESCRIPTION: The capstone portfolio process is an opportunity for students majoring in Communication to prepare a personal portfolio of media created during course work leading up to the Associate degree. Faculty advisors offer constructive critique of media products, provide technical advice, and make appropriate departmental resources available in order for the student to package the final collection of media. This course is required in the final semester for all Communication Media majors.

LECTURE HOURS PER WEEK: N/A

CREDIT HOURS: 1

GRADING SCHEME: Pass/Fail

PREREQUISITE: Permission of instructor. The students in this course will have:

1. Enrolled in Communication Media program;
2. Achieved sophomore status (having earned 30 or more credit hours);
3. Entered final semester of study

SECTION II

A. SCOPE: Students will engage in supervised capstone portfolio assembly in order to demonstrate knowledge and skills obtained in a variety of communication forms and with the assistance of varied media technology. Students preparing a capstone portfolio will meet with designated faculty for at least one preliminary advisory session and again for a final portfolio critique.

B. REQUIRED WORK:

1. Meetings with faculty advisors.
2. Writing assignments and reports.
3. Media facility usage.
4. Demonstration of significant progress toward three or more of the programmatic objectives for the Communication Media degree program.

C. ATTENDANCE AND PARTICIPATION: Students will complete work equivalent to a 1-credit course.

D. METHODS OF INSTRUCTION: Students will engage in independent, problem-based, practical skill application in order to meet learning objectives while creating a product which demonstrates specific media-related skills as indicated by faculty advisor. Students are supported by a faculty advisor as they apply knowledge and skills in the creation and use of project-based media.

1. **SUGGESTED SEQUENCE:** Course schedule is to be determined by the faculty member; the following components are suggested as a guide:

Prior to course enrollment: The student will have selected and saved at least one capstone media product from each of the core communication courses taken, as indicated in course syllabi each semester, as well as any other relevant or related media that was created during active enrollment in the Communication Media Degree Program.

Week 1: Orientation/Preliminary Meeting

Weeks 2-3: Media processing and packaging; composing of written materials; obtain feedback and implement revisions as needed

Week 4: Finalize all content and modes of presentation

Week 5: Portfolio presentation and review

E. COURSE OBJECTIVES, OUTCOMES, AND ASSESSMENT

To demonstrate an understanding of:	Students will:	As measured by:
Media production skills	a) Evaluate the advantages and disadvantages of various communication media production options. b) Synthesize and apply media production skills in order to create a cohesive multi-media product from a compilation of all required course work (capstone) artifacts.	a) Status reports to faculty advisor; self-critique and responses; portfolio.
Use of communication media as a means of artistic expression	a) Analyze the audience as part of the process of creating an audience-centered communication media product. b) Critique, select, and exhibit portfolio pieces in order to suit a specific purpose.	a) Self-critique and responses; portfolio.
Oral communication	a) Synthesize the content, communication processes used, and decisions made in creating one's capstone media products (from previous coursework) into a theme-based oral narrative. b) Answer questions from portfolio reviewers.	a) Oral presentation of the portfolio including question-and-answer.
Written communication	a) Produce a written, personalized capstone portfolio narrative which contextualizes the media products in relation to departmental and personal objectives, offers a synthesis of the processes used to create them, and serves as a guide to its contents. b) Implement revisions to written work as a response to peer and/or faculty critique(s).	a) Initial and revised drafts of written portfolio components.
Visual design and aesthetics	a) Implement purposeful visual design elements in the packaging of portfolio contents.	a) Portfolio.
Professionalism	a) Attend and contribute to meetings. b) Articulate personal work experience, skills, and current career goals. c) Collaborate with faculty advisor, peers, and other individuals where appropriate.	a) Status reports to faculty advisor; attendance records, résumé, participation in media productions.

F. TEXTS AND MATERIALS: Materials used by students in this course may include portable media storage and presentation devices, mass media and reference publications, professional journals, and internet-based correspondence with designated faculty advisor.

G. INFORMATION TECHNOLOGY: Technology may include audio-visual media tools, online learning management systems, machine-assisted communication tools, and equipment for designing, editing, and publishing various forms of media.