



Course Syllabus

Digital Media Portfolio

DIG2580 / 85425 / Fall 2026

Credit Hours: 3 cr.

Pre-requisites: *DIG2200, *GRA2156

Co-requisites: DIG2251, DIG2200

Contact Information

Instructor

Name: TBD
Title
Email
Phone Number

Office Location
Office Hours (Days & Times)
Response Time

Division Chair

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Course Information

Catalog Description:

Participants in this course will have an opportunity to explore the skills and techniques associated with digital media portfolio creation. Students will explore current tactics and practices used to display best works and showcase projects completed throughout their digital media program. Students will perform self-reflective exercises to determine working and learning styles, research industry positions, learn basic job-hunting skills, and learn how to develop and present their work. Students will research Web sites, analyze intended audiences, construct a resume, write a digital artist's statement, and create a prototype digital portfolio for self-promotion. This is a capstone course intended to be taken the last semester of study.

Course Learning Objectives:

- **CO1.** Gaining factual knowledge (terminology, classifications, methods, trends).
 - SLO1. SLO2.
- **CO2.** Learning fundamental principles, generalizations, or theories as they are related to the field of Digital Media.
 - SLO2. SLO4. SLO5.
- **CO3.** Developing specific skills, competencies, and points of view needed by professionals in the field of Digital Media.
 - SLO3. SLO4. SLO5. SLO6.

Student Learning Outcomes:

Upon successful completion of this course, you will be able to:

- **SLO1. Knowledge:** Define the key elements of a successful digital portfolio, including its purpose, audience, and content components.
- **SLO2. Comprehension:** Summarize the main concepts related to audience analysis, strategic planning, narrative creation, budgeting, deadlines, feedback, content selection, personal branding, and portfolio construction.
- **SLO3. Application:** Apply the principles of audience analysis and strategic planning to develop a tailored approach to creating a digital portfolio that effectively communicates the student's skills, experiences, and aspirations.
- **SLO4. Analysis:** Analyze the role of narrative construction and content selection in a digital portfolio, evaluating how the organization of content and storytelling techniques contribute to a cohesive and compelling presentation.
- **SLO5. Synthesis:** Synthesize information relevant sources to design a comprehensive plan for constructing a professional and visually appealing digital portfolio, integrating insights on digital portfolio creation, branding, and social media presence.
- **SLO6. Evaluation:** Evaluate the effectiveness of a digital portfolio in achieving its intended purpose, considering factors such as visual aesthetics, clarity of information, alignment with audience expectations, and alignment with personal branding strategies.

Course Materials & Resources:

Oh @\$% I'm Graduating! A Student's Guide to Creating a Killer Portfolio, Hannam/Gibbs, 2018, Kendall Hunt Publishing Company, ISBN: 9781524972189

Delivery Method:

This is a web-based course. All online courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates--at least every 48 hours.

Remember: This course is not one in which students may work at their own pace. Each week, there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within this syllabus for more information.

Student Expectations

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes understanding and complying with the course objectives, grading criteria, and academic policies.
- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (excluding weekends), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively, I will send out weekly reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week.

Course Schedule

This course schedule is tentative and may be adjusted at the instructor's discretion or due to unforeseen circumstances. Any changes will be communicated in a timely manner.

For information about Due Dates and Deadlines, please see the Canvas Calendar.

Week/Module	Activity/Assignment
0	Orientation Overview <ul style="list-style-type: none"> • Employability: Getting Started • Assignment: Syllabus Quiz
1	The Planning Stage: Chapter 1 – Your Portfolio <ul style="list-style-type: none"> • Employability: Defining Success in Creative Portfolios • Assignment: Job Search #1
2	The Planning Stage: Chapter 2 – Analyzing Your Audience <ul style="list-style-type: none"> • Employability: reverse-Engineering Audience Expectations
3	The Planning Stage: Chapter 3 – Strategic Planning <ul style="list-style-type: none"> • Employability: Strategizing Your Portfolio Journey • Assignment: Personal SWOT Analysis
4	Lab Week <ul style="list-style-type: none"> • Project: Cover Letter & Resume
5	The Planning Stage: Chapter 4 – Creating Your Narrative <ul style="list-style-type: none"> • Cover Letter & Resume Project Critiques • Employability: Crafting a Portfolio Narrative
6	The Planning Stage: Chapter 5 – Budgets, Deadlines, and Feedback <ul style="list-style-type: none"> • Employability: Creating Space for Feedback • Assignment: Job Search #2
7	The Design Phase: Chapter 6 – What To Put In Your Portfolio <ul style="list-style-type: none"> • Employability: Curating the Right Work for the Right Audience • Portfolio Proposal
8	The Design Phase: Chapter 7 – Branding Yourself <ul style="list-style-type: none"> • Employability: Building a Visual Identity • Assignment: Emotional Intelligence
9	Building a Portfolio: Chapter 8 – Constructing Your Portfolio <ul style="list-style-type: none"> • Employability: Planning the Format • LinkedIn Profile Project
10	Building a Portfolio: Chapter 9 – Tips for Creating a Digital Portfolio <ul style="list-style-type: none"> • LinkedIn Profile Project Critiques • Employability: Choosing the Right Platform for Your Portfolio • Assignment: Job Search #3
11	Social Media and Networking: Chapter 10 – Social Media and Networking <ul style="list-style-type: none"> • Employability: Developing a Social Media Strategy • Assignment: Personality Assessment
12	Advice and Resources: Chapter 11 – Professional Advice, Tips and Tricks <ul style="list-style-type: none"> • Employability: Learning from Creative Professionals

	<ul style="list-style-type: none"> • Assignment: Job Search #4
13	Lab Week <ul style="list-style-type: none"> • Digital Portfolio
14	Conclusion Overview <ul style="list-style-type: none"> • Digital Portfolio Critiques
15	Final Exam Overview <ul style="list-style-type: none"> • Assignment: Final Reflection • Reflection Portfolio • Assignment: AS Graduate Survey

Grading

GCSC Grading Scale

Final grades will be assigned based on the following scale:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = Below 60%

Calculation of Grades

Grades are calculated using the following approximate breakdown:

Portfolio – 35%

Projects – 30%

Assignments – 20%

Employability (Discussion Boards) – 15%

Incomplete Grades

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than 60 percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

Important Note: The Incomplete option provides 30 days from the date grades are due to make up any missing work; if work is not submitted during this period, the grade will automatically change to an “F” in Lighthouse.

Course Policies

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Make-Up Work Policy

Students are expected to complete all work by the posted deadlines. **Late work may be submitted within one week past the original due date** in Canvas for partial credit. A **4% deduction per day** will be applied to late submissions, up to seven days. After that period, the assignment will close.

For missed **Activities**, students may make up the work by **attending the next scheduled Lab Day, but only for partial credit, at the discretion of the instructor**. Once an assignment has been resubmitted/reattempted once, it will not be eligible to be reopened/resubmitted again. Students must coordinate with the instructor to complete these make-ups.

If you miss an assignment deadline and the submission window has closed, it is your responsibility to contact the instructor immediately to discuss options, if any are available. Make-up work beyond the stated policies is not guaranteed and is subject to instructor approval.

Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- *Administrative Withdrawal (W2)* – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records. Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"Plagiarism"

includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an

English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure

Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender,

sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

All online courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates-at least every 48 hours.

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Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.