HCA 102/FALL 2017
Communication Skills e-Portfolio (25%)
GUIDELINES

OBJECTIVE
Make your learning visible through the development of a course-based e-Portfolio. The e-portfolio is a structured opportunity to make individual meaning of your learning by documenting it *and* expanding it through integration of your learning.

At the end of the course, your portfolio will include multiple reflection pieces and other assignments completed throughout this course to function as a record of your deepening ability to communicate professionally as a Health Care Assistant. You will be able to refer to and expand this record throughout your development as a health care professional.

PORTFOLIO ELEMENTS and DUE DATES
While you will be working on your portfolio throughout the entire course, it will not be assessed for grading until early December.

All required elements must be uploaded by midnight on **Thursday, December 7th**.
On Thursday, November 30th, you will have an opportunity to workshop your portfolio and solicit feedback from team members.

e-Portfolio assessment will begin on **Friday, December 8th**. To ensure your portfolio is ready for assessment, complete this **Checklist**; all portfolios must include the following elements:
1. About Me / Bio Page
2. My Caring and Support Story
3. Reflective Writing x 2
4. Final Reflection
5. Collaborative Learning Reflection

1. **About Me / Bio Page Guidelines**
   a. Upload to your e-portfolio during Class Two (Length: ~ 250 words)

This is a concise, informative description of you as a university student, a student with specific or emerging goals and aspirations. As appropriate, you are welcome to include other personal details selected to introduce yourself to your (current) primary audience. Please be sure to also include:
- What you have learned about your own self-concept in the program so far
- What you wonder about communication skills and how they relate to the HCA role

For additional tips and suggestions, refer to the Student Resources section of ePortfolios at Capilano University. Note: You are welcome to make revisions to your About Me page between now and **Wednesday, Dec 6th**.

2. **My Caring and Support Story** (Length: ~ 250 words)
   a. Upload to your ePortfolio during Class Two

1. Where have your ideas about caring and support come from (family, favorite teacher, children, books, etc.)?
2. Where have your ideas about diversity and culture come from (family, education, experiences, media, etc.)?
3. What I have learnt about caring, support and cultural safety in this program so far is…

3. Two Reflective Writing Posts (Length: each post ~ 250 words)
   a. **1st** Reflective Writing post to be uploaded to your ePortfolio within 48 hours of Class Three
   b. **2nd** Reflective Writing post to be uploaded to your ePortfolio within 48 hours of Class Six

Reflect on your learning using the 3-part 'What? So What? Now What?' prompt:

1. *What*: What have I learnt in the HCA 102 units up to now?
2. *So Wha*t: What does it mean in the context of other learning that I've done in the class, other classes, and/or my program?
3. *Now What*: And what am I going to do about (or with) what I've learned or experienced in this module?

3. Final Reflection Guidelines (250-500 words)
Upload to your ePortfolio by 23:55 on **Wednesday, Dec 6th**

The Final Reflection is an opportunity to reflect on the course as a whole. In this submission, you are welcome to and encouraged to reference earlier course assignments and posts, and (if you like) work completed in other courses.

1. What knowledge, skills and/or capacities did I gain or demonstrate?
2. How does it relate to other contexts and experiences?
3. How does it relate to my own professional and personal interests, passions, and/or goals?
4. How will I use this knowledge, skills and/or capacities in the future?

4. Documenting Collaborative Learning
Upload to your ePortfolio by 23:55 on **Thursday December 7th**

In addition you will include a reflective writing post based on your experience in team-based learning (150-250 words):

- What is one specific example of something that you learnt from your team that you would not have learned on your own?
- What is one specific example of something that your team members learnt from you that they would not have learned on their own?
- Given your experience, what will you do differently when you are working in a team-based environment? What would you continue to develop?

OPTIONAL: Showcase Assignments (due 23:55 on **Thursday, Dec 7th**)
Upload your HCA Communication Skills Reference Tool

- As suggested in the Student Resources materials on ePortfolios at Capilano University, upload written assignments as PDFs.
- If you are linking to multimedia files in addition to text-based files and need assistance, the FAQ section of ePortfolios at Capilano University and wordpress.org are both rich in helpful resources.
- Keep in mind, you are welcome to include multiple assignments for illustrative purposes. This can include work submitted in other courses and generated in an extracurricular setting.

ASSESSMENT
Your portfolio will be evaluated for the degree to which the attributes set out below are demonstrably integrated into your site.
1. *Completeness* – e.g. all required artifacts posted to the site.
2. *Organization* – e.g. all posts titled and tagged; all pages labelled, etc.
3. *Engagement* – e.g. all required artifacts are on point and conform with element guidelines set out above.
4. *Media use* – e.g. relevant high quality images, video, and/or sound files; permission secured for materials produced by others; appropriate citations given for materials produced by others; etc.
5. *Tone and quality of writing* – e.g. grammatically correct, no spelling errors, and tonally appropriate for audience – e.g. an academic / professional context.