DEPARTMENT OF LANGUAGES eDOSSIER GUIDELINES

Majors in the Department of Languages

(Modern Languages, LAIB, All Languages)

Students in the Bachelor of Arts programs in Modern Languages (ML) and Language and International Business (LAIB) are required, as a condition of graduation, to submit a digital electronic portfolio (ePortfolio/eDossier) to document and assess their professional and personal development while at Clemson University.

The objective of the eDossier is to collect, evaluate, and present selected material that reflects a student's academic and personal development while at Clemson University. Students may use any platform for the final presentation of their eDossier. We recommend Google Drive or Dropbox as an effective method for students to organize their materials over their time at Clemson.

The eDossier is the starting point of the job/graduate school application process, which should be presented to prospective employers. Many companies require the inclusion of such a portfolio. The quality of the eDossier thus depends on the student's continuous engagement in collecting and evaluating appropriate material for the eDossier.

Collection must begin during the first semester at Clemson University, regardless of major. Documents or "artifacts" can include but are not limited to documents (e.g., text, html, presentations, spreadsheets), audio and video files, photos and images, as well as all multi-media projects and mixed-media. In cases when students do not have a digital version of their artifact they may scan documents (there are scanners in the library), create audio or video recordings, or take digital photographs.

Students need to begin collecting material beginning their <u>first semester</u> at Clemson University. Evaluation, selection and assessment of the eDossier can then take place during the student's final year during LANG 4990: Language Portfolio (2 credit hours).

Departmental eDossier Advisor

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LANG 4990

This class will provide assistance in understanding the language portfolio process, as well as with the evaluation and selection of academic artifacts. It is intended to give structured guidance in creating a senior eDossier website in both the content and technological areas. In addition to personal work time, students will meet with the Departmental eDossier advisor and their academic advisors to aid in the process of creating an effective, individualized eDossier.

Assessment

The eDossier is evaluated on a pass/fail basis only. Assessment will take place during the student's final year at Clemson through LANG 4990. Assessment will be based on completeness of the material and the demonstration of critical evaluation and selection of material for the eDossier according to stated best practices.

Language

The website language is English and please keep in mind that certain artifacts exist only in English and should not be translated (e.g., artifacts regarding extracurricular activities, general education, or internships). Students, however, are encouraged to use the target language as much as possible. Because a potential employer might not be familiar with the target language, students must always evaluate the usefulness of each artifact in terms of content, language and other factors.

Samples:

Guidelines, submission form, and samples can be found in the site listed below:

https://sites.google.com/a/g.clemson.edu/department-of-languages-edossiers/home/students-edossiers

Checklist: Content Requirements for the eDossier

	LAIB	Modern Languages
1.	Home page • Brief introduction of the student • Basic instructions for navigating the site • a biographical video in the TL	Home page • Brief introduction of the student • Basic instructions for navigating the site • a biographical video in the TL
2.	Resume: one in English, one in the TL	Resume: one in English, one in the TL
3.	Documentation of Course Work: • Years of language oriented instruction • Culture and literature courses • List of all other courses applicable to the major • Minor requirement (if applicable) • All other courses that are significant for the student	Documentation of Course Work: • Years of language oriented instruction • Culture and literature courses • List of all other courses applicable to the major • Minor requirement (if applicable) • All other courses that are significant for the student
4.	Samples: Linguistic Proficiency • 2 samples (essays, videos, presentations, podcast, etc.)	Samples: Linguistic Proficiency • 2 samples (essays, videos, presentations, podcast, etc.)
	Samples: Culture/Literature Competency • One literature paper/project • One culture paper/project	Samples: Culture Competency • 2 papers/projects from culture and/or history courses
	Samples: Business Competency • Two papers/projects from marketing / economics / management / accounting	Samples: Literature/ humanities Competency • 2 papers/project from different fields (one literature; one non-literature)
5.	Study Abroad • A 2-2 ½ page reflective essay in English (Images, links, multimedia, videos, etc. can be included to illustrate the ideas)	Study Abroad/Away • A 2-2 ½ page reflective essay in English (Images, links, multimedia, videos, etc. can be included to illustrate the ideas)
6.	Internship • A reflective essay on the experiences • Internship report (L&IT4000)	N/A
7.	Outreach Activities • Inclusion/discussion of at least 2 elements, if applicable	Outreach Activities • Inclusion/discussion of at least 2 elements, if applicable
8.	(Optional) Future Plan	(Optional) Future Plan
9.	(Optional) Other (Individualization)	(Optional) Other (Individualization)

Content Requirements for the eDossier

1. eDossier Welcome Page

    a. Home page for whatever platform you choose to use

    b. Must include:

        i. A short description of yourself (name, major(s)/minor(s), and others) and basic instructions for navigating your site

        ii. A 2 minute video in the target language that discusses/demonstrates the above, but also goes into more depth about your experiences at Clemson and your study abroad, internships, etc.

        This video should be carefully planned and thoughtfully filmed. Using a webcam or a mobile device is fine, but ensure that you have good quality. Enlisting a friend can be very helpful! Filming support and resources are also available in the Adobe Digital Studio in the Cooper Library and in the language lab recording room (102B). Reservation required.

        Note that surrounding background and dress codes need to be taken into consideration.

2. A current resume (and optionally, an application cover letter)

    a. TWO resumes: one in English and one in the target language

    b. (OPTIONAL) TWO Cover Letters: one in English one in the target language

    c. These documents should be created and then embedded into your site.

    d. Actively engage with the target cultural conventions when designing and writing your target language resume and cover letters (see CU Career Center Website for tips)

    e. Include job and/or graduate school objectives as applicable

3. Documentation of course work in the student's major

    a. Address <u>all</u> applicable items

    b. To be done in an outline format

    c. Please note when asked to comment on the usefulness of courses. This should involve 2-3 substantive sentences about how the course has added to your overall learning experience.

    d. Include the following sections in your outline:

    I. Years of language-oriented instruction (e.g., courses that stress grammar, vocabulary acquisition, speaking, and writing activities); conversation courses and CLIP program (if applicable); indicate any other background in the target language (e.g., exposure to the target language before coming to Clemson University, in extracurricular settings, visits abroad, internships, residing in a bilingual household, etc.)

    II. Culture and literature courses (including also film, etc.) in the target language at the university level—list course numbers and specific topics (especially if the transcript only states

something like "Studies in Culture"); include courses taken at Clemson, in the U.S., and abroad (if applicable) and *briefly evaluate the usefulness of each course*

III. Business courses (for L&IT majors): List all business courses required for your major and *briefly evaluate the usefulness of each course*

IV. List all other courses taken in English that are applicable to your major (e.g. humanities and social science courses) and *briefly evaluate the usefulness of each course*

V. Minor requirement: list all courses at the university level fulfilling your minor requirement; include courses taken in the U.S. and abroad (if applicable) and *briefly evaluate the usefulness of each course*

VI. List all other courses that you feel have been significant for your university education (include electives, Creative Inquiry, LANG and Cultural Inquiry courses) and *briefly evaluate the usefulness of each course*

VII. Double and dual majors (including previous majors and undeclared): include any relevant information that reflects personal development and academic progress outside of your Modern Language major

4. Samples of course work: Files can be attached or embedded to the webpage

Format requirements: (a) Convert word or PPT files to pdf files. **All attached files should be in pdf format**. Or, (b) use pdf viewer app or google drive app to embed the files. The viewer size should be adjusted so that it is big enough for easy reading. (c) For all artifacts, include the year, the course number, and the title.

Include artifacts related to the following aspects:

1) **Linguistic Proficiency (ALL)**: Include samples of course work that demonstrate your language proficiency in different skills. The samples will demonstrate the ability to write essays, read complex narratives, speak at a near-native level, and understand native speech patterns. Two samples should be included.

2) **Cultural Competency (ML)**: Include samples of course work that demonstrate a broad knowledge of historical, social, and cultural competency of the TL community. This should include one paper/project from culture/anthropology courses and one paper/project from history /political science courses.

3) **Literature/Humanities Competency (ML)**: Include samples of course work that demonstrate knowledge of the literary and humanities heritage of the TL community. They critically analyze literature, films, theater, music, art, philosophical, or religious traditions. This will include one literature paper/project and one non-literature humanities paper/project—film, theater, music, art, philosophy, or religion.

4) **Culture/Literature Competency (LAIB):** Include samples of course work that demonstrate a broad knowledge of literature, history, and social issues related the field of your study (culture

and literature courses). This should include one literature paper/project and one culture paper/project.

5) **Business Competency (LAIB)**: Include samples of course work that demonstrate a broad knowledge of marketing, economics, management, and business administration. Preferably, this should include two papers/projects from two different business courses from marketing / economics / management / accounting.

Please note:

    a. This should reflect your best work at Clemson (and/or when study abroad) and address the goals/experiences you discuss above.

    b. These can include, but are not limited to:

        i. Research papers/essays (final papers, take-home assignments, etc.)

        ii. Presentations

                Oral presentations should include a text & a video if available; PowerPoint presentations should include both the presentation file and any notes (video if available)

        iii. Posters / Reports from conferences or colloquiums

        iv. A multimedia project, podcast, video, or other type of project using technology

        v. Information related to Creative Inquiry projects

        vi. Other documents applicable to your major(s)/minor(s)

5. Study Abroad (2 to 2 ½ pages)[1]

    a. Provide a report on your experiences: this should be an original composition—not the summary paper from your program(s).

    b. You can type this directly in your page or embed a document/presentation

    c. Include information about the specific program(s), location(s), and time spent abroad

        i. Present information on a specific course or activities that you found particularly rewarding and instructive

        ii. Include information about internships if applicable

        iii. Include images, links, multimedia, videos, etc. to illustrate your ideas. These can be personal elements or appropriately cited material from other sources.

    d. You may attach your summary program paper (if not used in another section of the site) or link any type of journal, blog, or culture portfolio reflecting your experiences

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[1] All page number minimums indicate the equivalent of this amount of narrative in a regularly formatted, double-spaced Microsoft Word document. If you choose to embed the document, it should reflect this. If you choose to type directly into the page the amount and depth of text should reflect this as well.

The topics: Write a thoughtful reflection paper that considers the following aspects of your study abroad experience:

1) Compare your original learning goals for study abroad to those after study abroad; how did they change? (Use concrete examples)
2) Observe and compare the cultural/social similarities, differences, and the interconnections encountered between the host country and the U.S. (Use concrete examples)
3) Discuss experiences that were especially meaningful and memorable and explain why and how these will have lasting effect on you; how did you overcome challenges? (Use concrete examples)
4) Discuss how your experiences abroad, including other's perception of you, impacted how you think about yourself and your relationship to society. (Use concrete examples)
5) Explain how your study abroad experience enriched your general academic experience (Use concrete examples)

6. Internship (required for LAIB majors only)

    a. Provide a report on your experiences (English): this should be an original composition

    b. You can type this directly in your page or embed a document/presentation

    c. Include information about the specific institute(s), location(s), and time spent for the internship

    c. Include your internship report (for LAIB4000). It should be embedded or attached in the required format.

7. Documentation of outreach activities

    a. Discussion/Inclusion of at least 2 elements, if applicable.

    b. This page should showcase the activities you are involved in outside of your classes and should reflect a well-rounded, active engagement with your community/communities. This can include CU extracurricular activities and/or community involvement not directly related to course work.

    c. You can include pictures with narratives or upload documents/presentations/videos/Google scrapbooks, etc. that reflect your work. These type of activities include, but are not limited to:

        i. Undergraduate research projects or senior thesis

        ii. Awards, scholarships, travel grants: list name, donor or organization, date of recognition received, a short statement on how you benefitted

        iii. Substantive reports/documentation on activities in a language club/organization

        iv. Documentation of participation in a language department play

        v. Substantive reports/documentation on service learning

        vi. Substantive reports/documentation on performances, concerts, lectures, etc. you performed in or attended

        vii. Substantive reports/documentation on fraternity/sorority community building/service activities

    viii.   Participation in CU organizations like sports, bands, mentoring programs

    ix.   Participation in your community at home, at work, or other organizations.

<p style="text-align:center">--------------------------- ***The following items are optional*** ---------------------------</p>

8. Future plans to be written in the target language (2 to 2 ½ pages)

    a.   Graduate studies, employment objectives, etc.

    b.   This should be different from your video or cover letter/resume; here you should comment on how you view your transition from undergraduate learning to graduate study or a professional career

    c.   This should be a space for substantively ***integrating the different elements of your eDossier***.

    d.   Include a discussion on the role you expect the target language to play in your future.

    e.   This can be typed into the web page or embedded as a document if using Google Sites.

9. Other / Individualization

    a.   Choose an area that reflects a personal or academic interest but that is also appropriately related to your future/professional goals. This can elaborate on the extracurricular activities, honors/awards, or study abroad information in other areas, but should not be repetitive.

    b.   Include the equivalent of at least 1 to 1-1/2 pages of narrative with multimedia (images, links, videos, etc.)

    c.   You may also choose to include any other course work/documentation not included above that you regard as important for this portfolio (optional, limit to four previously created documents, embedded)