

# BIS 499: Portfolio capstone Interdisciplinary Arts and Sciences University of Washington, Bothell, Sp 2018

Section H: Th, 11:00 – 1:00  
Meet in DISC 256



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Office hours are Thursdays 1pm – 2pm  
in UW2-220 and by appointment. Online  
office hours are available.

## 1. About this course

Congratulations! You're about to complete your bachelor's degree. How did you get here? Where do you want to go next? This course helps you address these questions. You will focus on the connections among your courses and the links between your academic and personal accomplishments. You will create a portfolio that presents the work that you are most proud of.

The development of your final portfolio begins with the four IAS core learning objectives, objectives that are essential for most, if not all, careers: critical and creative thinking; interdisciplinary research and inquiry; collaboration and shared leadership; writing and communication. This starting-point allows us to focus on how your experiences inside and outside of the classroom have advanced those learning objectives and how your accomplishments are the basis for achieving your life and career goals.

A central component to the course is to consider what it means to converse with different people about your education; you will be working with students, faculty, and staff who are not intimately familiar with your area of specialization. You have the opportunity to think about and practice how to explain and frame your work and accomplishments for multiple audiences. The course concludes with an exhibit session on **Friday June 1 from 11:30 – 1:30 pm** in the ARC .

### Learning Objectives

In IAS we encourage students to draw on a range of intellectual traditions and opportunities to pursue their goals. This great freedom comes with a need to explain what your academic accomplishments mean. This course allows you identify and explain those accomplishments as they relate to your individual strengths. By the end of the course, you will:

1. create a final portfolio that draws from your courses experiences to integrate and reflect on your undergraduate education as a whole.
2. develop skills in drawing on evidence in your portfolio to support claims about your learning to different audiences (friends, family, employers, grad school admissions committee, etc).
3. imagine your future, and how you will use your college experience to find new opportunities.

### Communication

You are responsible for all materials and announcements covered during class. I also expect you to check your UW email account daily so that I can communicate with you between classes. If you wish to use another e-mail address as your primary account, set up your UW account to forward to your other address.



You can reach me through the Canvas email feature. **I will answer email on a first come-first serve basis and will answer you within 24 hours on business days.** To ensure that everyone benefits from answers to questions relevant to many people, I will post the answers to some questions on Canvas.

Office hours are a great opportunity for you to get individual attention to help you meet your learning goals. I hold face-to-face office hours on Thursdays right after class, from **1:00 - 2:00**, in my office, UW2-220. You can also set up an appointment to meet with me either face-to-face or online.

## 2. Assignments

### Participation



This will be a collaborative, student-centered course with almost no instructor lecturing; therefore, the value of each meeting will be determined by the ideas, questions, energy and insights you share with the group. Regular, constructive contribution to discussions and in-class activities will be vital to earning a high score on your participation grade, which I score daily this way:

90 – 100%	Excellent. You courteously and productively contribute to all of the class discussions and critique sessions, and you listen attentively. Your comments are insightful and draw from the material we've been studying.
80%-90%	Good. You courteously and productively contribute to most of the class discussions and critique sessions, and you listen attentively. Your comments are mostly insightful and often draw from the material we've been studying.
70%-80%	Basic. You courteously and productively contribute to at least half of the class discussions and critique sessions, and you tend to listen attentively. Your comments are sometimes insightful but oftentimes not relevant to class material.
>70%	Substandard. In-class participation is very weak.

I understand that personal challenges may arise during the quarter. To accommodate these challenges, I will drop your lowest participation grade. Everyone is expected to arrive on time, remain for the duration of class, and refrain from disrupting others.

### Weekly assignments

BIS 499 builds toward a capstone portfolio and exhibit session through weekly assignments. The weekly assignments help you build these larger products.

### Final Portfolio

You will create a portfolio that demonstrates how your education in IAS helps you shine. Your final portfolio will include a long essay that answers the questions "What knowledge and abilities have you developed that you can carry forward? How does your portfolio provide evidence that you have the knowledge and abilities you claim?" But it also includes shorter essays that you will write and revise throughout the quarter.



### Exhibit



You will create an exhibit that depicts what it means to you to be the major that you are. This exhibit is a personal expression of what you value most about your degree. It will be part of the public exhibit during which all 499 students present their work. We invite the



public—students, faculty, staff, and your friends and family, if you like—to view and discuss the exhibits you have created. The goal of this session is to begin conversations about your learning in IAS and where you intend to go with that learning.

### 3. Grading/Evaluation

Assignment	% of Grade
Participation (e.g., in-class workshops, career discussions, meetings with professor, discussions)	15
Short assignments (brainstorming, reading questions, peer-review, essays, cover letter, etc.)	45
Final Portfolio (includes revising the elements of your portfolio)	25
Exhibit	15
<b>Total</b>	<b>100</b>

Your final grade for this course will be determined by converting your percentage score in this course to the 4.0 scale. Take your percentage, subtract 55, and then divide by 10. For example, if your overall course grade is 85, your grade on the 4.0 scale is  $(85-55)/10 = 3.0$ . If I feel this score does not reflect the high quality of your work, I may increase your score by up to 0.3 points above the one that is calculated. The maximum possible score is 4.0.

IAS requires that you score at least a 80% (2.5) on this course to graduate.

### 4. Course Policies

#### Attendance

If you cannot attend a class, it is your responsibility to find out what you missed. Please do not email me to ask for assignments or recap what we covered; instead, refer to the course website and ask a classmate for notes and handouts.

#### Late Work Policy



Please email me one week before an assignment is due if you'd like me to consider granting you an extension. I cannot grant an extension on the Exhibit. Otherwise, late assignments will automatically be docked by 10%, and lose an additional 10% for every day they are late (a 100% becomes 90% after one day, 80% after two days, etc). I will not accept assignments after 5 late days, when the score is 50%. Multiple late assignments will make it difficult to pass the course and graduate from IAS. In addition, I will not accept late exhibits. **Late assignments cannot be involved in peer review; consequently, you will receive a 0 a peer review of a late assignment.**

#### Laptop and Cell Phone Policy



Refrain from using your cell phone, playing games, using your computer inappropriately, or other disruptive behavior; I will ask you to leave the classroom if your behavior is distracting or otherwise inappropriate.

## My commitment to you

I am enthusiastic about being able to work with you. I will do my best to create a comfortable environment for class discussion, encouraging questions of all sorts. I strive to be approachable, clear, organized, prepared, patient, and easy to communicate with. I encourage questions. I recognize you as a group of diverse learners, and, as such, I will use a variety of assignments and interactive in-class activities that employ different learning strategies. I will avoid lecturing. I hope to minimize the stress you feel over big assignments. I do this in part by creating assignments that build on each other, so that the big assignments are actually the accumulation of lots of work that you have already done and have received feedback about. This approach also helps you improve your grades through time. The feedback is designed to help you identify what you are doing well, but also how you need to improve. I will do my best to return email messages within one working day of receiving them.

## 5. University policies

### Respect for diversity

I expect students to respect individual differences that may include race, ethnicity, national origin, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, or other ideologies. Any behaviors that are intolerant, disrespectful, threatening or otherwise disruptive are absolutely prohibited. Students who make it difficult for others to learn in a positive, and supportive environment will be asked to leave the class. See the [UW conduct code](#).

### Access and accommodations

Your experience in this class is important to me. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 206-543-8924 or [uwdrs@uw.edu](mailto:uwdrs@uw.edu) or <http://disability.uw.edu>. DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law.

### Academic integrity

You are responsible for knowing what constitutes a violation of the University of Washington Student Code, and you will be held responsible for any such violations whether they were intentional or not. For crucial information regarding academic integrity, see: <http://libguides.uwb.edu/ai> and <http://www.uwb.edu/student-services/academicconduct>.

### Incompletes

A student who cannot complete a course is not automatically granted an Incomplete. University rules state that “an incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks at the end of the quarter and has furnished proof satisfactory

to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control."

### Inclement weather



Please check if the campus may be closed due to weather. Information on suspension of operations will be made public and available through the media. Students can learn of campus operations status from the website or by calling the Campus Information Hotline at 425.352.3333. You may also sign up with an alert system that will contact you via email or text message if classes are canceled. For more information on the alert process, please see <http://www.uwb.edu/alert>. Class activities will be rescheduled as needed.

## 6. Resources outside of class

### Counseling support services

BIS 499 celebrates all the twists and turns that have led to your success in college and your upcoming graduation. Sometimes, reflecting on these experiences, combined with world and personal events and the uncertainty of what happens after graduation can feel overwhelming. In such cases, you may find it helpful to use the [UWB Counseling Center](#). You can also call them at 425-352-3183.

### Gender neutral bathrooms

Gender neutral bathrooms are available in the ARC, Discovery Hall, Beardslee Building, and Husky Village. The closest one to our classroom is on the lower level of Discovery Hall.

### Reflection room information

UW1-007 is an open use space for all members of UWB who seek quiet time for meditation, reflection and prayer. No reservations are needed to utilize this space. Please follow the guidelines listed in the room about the expectations of the space.

### Lactation and baby changing locations

Lactation stations can be found in UW1-128, UW2-336, Husky Hall 1419, and Beardslee Crossing 102 U. These stations are available from 8am-5pm and can be reserved [online](#). Baby changing stations are located in Discovery Hall LL 050, UW2-L2 washrooms, UW1-L1 washrooms, LB1 and LB2-L1 washrooms. For additional resources available for parents, please visit the [UWB Parent Union](#) (also on [facebook](#)).

Parenting students are encouraged to take advantage of the resources provided on campus, which include the [Parent Union](#) at UWB, [the Child Care Assistance Program](#), priority access at Bright Horizons Bothell and Bothell KinderCare, back-up/sick care at Bright Horizons, and lactation rooms and baby changing stations on campus.

### DACA and undocumented student resources

To learn more about emergency funding, resources, and quick links for Undocumented and DACA students, please visit: <https://www.uwb.edu/studentaffairs/daca-resources>

## Victim Advocacy and Support

The University of Washington offers free [advocacy and support](#) for students and employees affected by sexual assault, relationship violence, domestic violence, stalking, sexual harassment and other related experiences. UW1-080C, 425-352-3851

## The CARE Team

The UW Bothell Consultation, Assessment, Response and Education (CARE) Team is a confidential resource for the entire campus community when there are concerns about a student's well-being. Their purpose is to provide proactive and supportive consultation, assessment, response, and education regarding students who may be at risk or in distress. To learn more, visit the website at: <https://www.uwb.edu/studentaffairs/care-team>. Reach them by phone at (425) 352-SAFE (7233).

## Diversity Center

The Diversity Center (UW1-173) is open Monday-Friday from 8:30am-8:00pm. The mission is to advocate for and collaborate with others to support a safe and inclusive campus community where resources will promote equity and social justice for all students, advocate and support students through education, and foster student success to marginalized and underrepresented communities at the University. The Diversity Center is by students and for students. To learn more or make a reservation for space, visit their website at <https://www.uwb.edu/diversity/diversity-center>, email [uwbddiv@uw.edu](mailto:uwbddiv@uw.edu), or call (425) 352-5030.

## Husky Pantry

Husky Pantry is a resource for all UW Bothell students who might be between paychecks or just need some extra resources to get through the week or month. It is a food pantry that can be accessed by any student, housing resident or non-resident, who is facing food insecurity. The Husky Pantry has two locations:

Husky Village Community Center can be accessed 24/7 by asking the Community Assistance (CA) at the front desk to open it during business hours (Monday-Friday 8:00am-6:00pm, Saturday 12:00pm-6:00pm) or by calling the Resident Assistant (RA) on duty at 206-245-5536 after hours. If you have any questions you can also email Residential Life at [uwbhvcc@uw.edu](mailto:uwbhvcc@uw.edu).

Student Diversity Center, UW1-173. Here the Husky Pantry is open during Center hours, Monday-Friday, 8:30am-8:00 pm. The Center is closed Saturday and Sunday. To access, ask the Student Assistant at the front desk to open the pantry for your use. Use of the Husky Food Pantry is anonymous, we only record what food is taken.

To learn more about the Husky Pantry or to make a donation, visit their [website](#).

## Academic support services

Info about IAS portfolios & student samples are here: [IAS ePortfolio Resources](#) and [Canvas ePortfolios](#). Students can also get help on any questions about ePortfolios and digital media at the [Open Learning lab \(UW2-140\)](#), which is open whenever UWB on a walk-in basis!

[Library](#)  
[Writing and Communication Center](#)  
[Quantitative Skills Center](#)  
[Career Services](#)  
[Student Success Center \(UW1 main floor\)](#)

425-352-5340  
 425-352-5253  
 425-352-3170  
 425-352-3776  
 425-352-3427



## 7. Proposed Outline

This calendar may change. Please check email and Canvas regularly for updates. Homework is always due **Mondays at 11:00am**.

Week	Face-to-face meetings, Thursdays at 1:00p	
1	Mar 29	Intros
2	April 5	Evidence
3	April 12	IAS Alum
4	April 19	Essays I
5	April 26	Essays II
6	May 3	Your narrative
7	May 10	Networking
8	May 17	Job search
9	May 24	Wrap up
10	June 1 FRIDAY	Exhibit Session