

**ST. JOHN'S UNIVERSITY**  
**SCHOOL OF EDUCATION**  
**CENTER FOR EDUCATIONAL LEADERSHIP AND**  
**ACCOUNTABILITY**

***EDU 7801 –DIGITAL PORTFOLIOS***

***Professor Jonathan Hughes***

**Course Description**

Educational leaders are now expected to know the essential elements of a broad spectrum of leadership and educational theories related to successful practice. To develop an understanding of the principles of professional reflective practice while skillfully applying theory to successful administrative planning and decision-making is an essential characteristic of good practice. Thus, the intent of this course is to present the principles and characteristics of reflective practice, scientific inquiry, and theory application through the development and implementation of a professional, on-line, digital portfolio. The portfolio will ultimately be utilized as the student comprehensive doctoral examination for certification as a doctoral student.

To accomplish those goals, this course aims to:

- explain the levels of inquiry and the essential principles of reflective practice through the use of professional portfolios.
- develop the on-line technical and analytical skills to develop and expand professional portfolios through consistent, integrated, holistic strategies, rather than isolated, disaggregated responses.
- understand the broad perspective that integrates and applies the contributions of research experience with leadership through a portfolio.
- apply theory, always illustrated by concrete examples, to be used as tools for solving real problems through the development of a portfolio.
- present case problems and illustrations from actual leadership experiences using a digital portfolio.
- identify the complexities and ambiguities of research and its application to the field within a portfolio.
- provide a systems approach, which recognizes that there are no neat research answers to the array of organizational complexities facing leaders using a professional portfolio.

**Course Prerequisites**

Doctoral program admission or by special permission of instructor or Dean.  
Some familiarity with IBM-compatible personal computer and the Windows operating system is recommended.

**Class Meetings/Times**

Per Doctoral Program Approved Schedule

**Course Instructor**

Jonathan T. Hughes, Ph.D.  
Professor and Director  
Center for Educational Leadership and Accountability  
St. John's University, School of Education

Miguel Administrative Offices  
Oakdale Campus  
631-218-7731/7703 (office)

### **Office Hours**

Tuesday: 1:00 - 5:00 p.m.  
Other office hours may be arranged on a call by call basis.

### **Skill-Based Teaming**

Each seminar will be conducted by a professor with applied research experience and school administration certification. When appropriate, participants may be divided into teams in order to work on class projects designed to introduce and strengthen newly acquired skills in the technical development of the portfolio.

### **Computer Laboratory Experience**

Course participants will use IBM laptop computers for completion of several assignments. Assignments will be closely coordinated with the topic and course participants will be expected to perform computer tasks involving other software sources such as word processing, spreadsheets, business graphics and data-analysis software.

### **Course Credit**

Participants may register for **EDU 7801–Digital Portfolios** earning three graduate credits to be applied towards meeting the course requirements of the St. John's University Doctoral (Ed.D.) degree program.

### **Course Requirements**

There will be a number of reading assignments and problem sets leading up to a culminating project. All portfolio task sets will involve classroom content and computer utilization. Students are expected to complete all task sets no later than the end of class of the second weekend meeting. Completed draft portfolios will account for 60% of the course grade; the culminating presentation with accompanied migrated resources will account for 40% of the final grade.

### **Culminating Project**

You will be asked to complete the preparation, analysis and research of an on-line digital portfolio. A final presentation to the class illustrating the development and implementation of your working draft professional portfolio will complete the culminating class project. A more complete detailing of the final project and the procedures to be followed will be discussed in class.

### **Course Texts**

The course draws primarily from a series of texts, selected readings, and multiple supporting texts. Supplemental texts will be available in the doctoral center office. Students are encouraged to expand their readings beyond this recommended list of sources.

### **Recommended Portfolio Resource Texts:**

Cambridge, B.L., et al, Electronic Portfolios, American Association for Higher Education (AAHE), Washington, D.C., 2001.  
ISBN 1-56377-050-4

Campbell D., et al., How to Develop a Professional Portfolio, Allyn and Bacon, Boston, 2001.  
ISBN 0-205-31979-3

Constantino, P. and De Lorenzo, M., Developing a Professional Teaching Portfolio, Allyn and Bacon, Boston, 2002.  
ISBN 0-205-32955-1

Paris, S. and Ayres L., Becoming Reflective Students and Teachers with Portfolios and Authentic Assessment, American Psychological Association, Washington, D.C. 1999.  
ISBN 1-55798-252-x

Bernhardt, V., The School Portfolio: A Comprehensive Framework for School Improvement, Eye on Education, Larchmont, NY, 1999.  
ISBN 1-883001-64-1

Wyatt, R. and Looper, S., So You have to Have a Portfolio: A Teacher's Guide to Preparation and Presentation, Corwin Press, Thousand Oaks, CA, 1999.  
ISBN 0-8039-6822-1

Campbell, D. et al, Portfolio and Performance Assessment in Teacher Education, Allyn and Bacon, Boston, 2000.  
ISBN 0-205-30850-3

Kimball, Miles, The Web Portfolio Guide, Longman, New York, 2003.  
ISBN 0-321-09345-3

Lyons, N.,(Ed.) With Portfolio in Hand: Validating the New Teacher Professionalism, Teachers College Press, New York, 1998  
ISBN 0-8077-3717-8

### **Other Resource Materials**

There will also be a variety of hand-outs pertaining to course topics, particularly on technical portfolio design strategies, throughout the course. All lecture and related course materials are on the course CD-ROM.

### **Course Reading Assignments**

#### **EDU 7801: Digital Portfolios**

As directed by the professor from the above texts

### **COURSE OUTLINE**

#### **EDU 7801: DIGITAL PORTFOLIOS**

Professor Jonathan T. Hughes

<b>Lecture 1</b>	<b>The Digital Portfolio for the Ed.D. Program at St. John's University</b>
<b>Lectures 2-3</b>	<b>The Essential Elements of Professional Portfolios: Concepts and Constructs</b>
<b>Lectures 4-5</b>	<b>Developing the Professional Portfolio: On-line Design and Development</b>
<b>Lectures 6-7</b>	<b>Migrating Resource Materials into the Digital Portfolio</b>
<b>Lectures 8-9</b>	<b>Reflective Practice and Information Synthesis: Higher Order Portfolio Concepts</b>