The Milestone Portfolio is your chance to showcase who you have become through your liberal arts education at Oxford in a digital portfolio of your work created for the members of the Oxford community. We hope it will deepen your journey of self-development at Oxford by providing you with a chance to explore and reflect on how you have changed during your time here. We call it a milestone because your graduation from Oxford is not the end of your self-development journey, but rather an important moment that deserves to be marked, reflected upon, and celebrated before continuing that journey.

Taken in your final semester at Oxford as the final piece of your discover-explore-reflect journey, MLP 101: Milestone Project is a one-credit course designed to help you complete the process of assembling your digital portfolio of your academic work and experiences at Oxford. As part of this process, you will select and arrange your portfolio artifacts and develop a reflective analysis that provides context for the artifacts you chose and is grounded in evidence from the artifacts. At the end of the semester, your portfolio will be assessed as either satisfactory or unsatisfactory by a panel of Oxford faculty.

### Learning Goals

By the end of the course, students enrolled in MLP 101 will,

1. Synthesize their liberal arts experience—including coursework, experiential learning, co-curricular experiences, or leadership endeavors—and explain how it has shaped them and their future plans. *(Connection to Identity and Future Plans)*

2. Synthesize through reflection, integrating the various elements of the portfolio into a coherent whole. *(Integrative Learning)*

3. Adapt digital technologies and media to communicate for a specific academic audience and purpose. *(Digital Literacy)*

4. Use reflective practice to put multiple perspectives, experiences, and contexts into conversation with each other to assess knowledge and performance and produce new insights. *(Reflection and Self-Assessment)*

### Class Meetings

MLP 101 will meet three times over the semester to facilitate your process of developing your portfolio. In addition, you and your peers may decide to meet outside of these instructor meetings to help each other polish your milestones. Academic Technology may also offer workshops during the semester that you may find useful to attend.
Course Schedule & Organization

If I revise our schedule, I will do so with at least twenty-four hours’ notice. Our sessions will move quickly; to make these successful, come prepared with paper copies and upload or share assignments ahead of time. If possible, bring a laptop to meetings; paper and pens are also useful. Between meetings, keep your process going by collecting artifacts, reflecting on them, and trying out design ideas in Digication. You will revise your design as you refine the main idea of your portfolio.

<table>
<thead>
<tr>
<th>Week</th>
<th>Title</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit 1: Collect &amp; Select</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| T 1/14, 8:15 – 9:30 a.m. (Language 101) | Curating Your Portfolio | **Mini-Milestone 1a:** (1) Use the “creating an inventory” graphic organizer (print from Canvas) to create a map of your experiences and artifacts during your time at Oxford. (2) Draw lines between experiences that connect meaningfully for you and have impacted you as a thinker. (3) From your inventory, choose three artifacts that illustrate your development as a thinker at Oxford and annotate each: write ~100 words about what it illustrates and why it is meaningful for you. Remember to think beyond your coursework: also include experiential learning, co-curricular experiences, leadership, internships, etc. Try to choose varied artifacts (texts, images, video, audio).  
**Mini-Milestone 1b:** Review your Milestone Log Reflections from the last year and a half—How are you different now than when you started at Oxford? How have you changed as a thinker? How would you like to continue changing? (Upload the organizer, annotations, and reflection & bring 2 paper copies) |
| **Unit 2: Reflect** |                               |                                                                      |
| T 2/4, 8:15 – 9:30 a.m. (Language 101) | Making Sense of Experience | **Mini-Milestone 2:** Write a rough draft of your reflective analysis. Remember that this should not just be a story of creating your portfolio, but rather an analysis of **who you have become as a thinker at Oxford** and who you hope to become as you continue your journey at Emory. Your reflection should use your artifacts as evidence. To create unity and coherence, identify an underlying theme in your portfolio or focus on the connections between and among artifacts. (upload & bring 2 paper copies) **Reading:** Reynolds & Davis’s “Metaphorical Thinking” + review the samples of reflective writing on Canvas.  
**S 2/16 @ Midnight** Draft Deadline | **Mini-Milestone 3:** Revised draft of Reflective Analysis due to instructor for feedback (upload). |
| **Unit 3: Design** |                               |                                                                      |
| H 3/19, 8:15 – 9:30 a.m. (Language 101) | Communicating Digitally & Multimodally | **Mini-Milestone 4:** Create a rough draft of your portfolio in Digication, including a revised Reflective Analysis based on my feedback. Use the rubric to check that you’ve included all the required components. Ahead of our meeting, publish your portfolio and share it with our class (including me). Bring a laptop for commenting on peers’ portfolios. If you do not own one, borrow one from the library. (submit in Digication)  
**S 4/5 @ Midnight** Final Deadline | **MILESTONE:** Revise your portfolio and submit for evaluation by the Milestone Faculty Panel. To submit, publish and “submit to the course.” Make sure to check your work and that the submission went through! |
**Where to Get Help**

**Our Course Website & Syllabus:** I’ve tried hard to think of what you might need as part of your process. If a question arises, take a look around our Canvas site and our syllabus—chances are, I’ve written out an answer already.

**Academic Technology:** Our Milestone and Digication expert is Dr. Peter McClellan: peter.n.mclellan@emory.edu.

**Oxford’s Writing Center:** The Oxford Writing Center is an excellent resource for talking through ideas for your portfolio or getting feedback on your reflective analysis. Visiting the OWC can keep your process going between meetings.

**Oxford Library’s Milestone Guide:** The library has created a Milestone guide with guidance on citation. Oxford’s librarians also offer one-on-one research consultations with students. Many of them are familiar with Digication and may be able to help you if you run into technical questions.

**Counseling & Career Services:** Oxford’s Counseling & Career Services (CCS) provides a range of free services related to your personal and professional development. This can include helping you work through a difficult time, guiding your career-life planning, or even developing résumés and professional letters.

**Digication Help:** For technical questions, start with Digication’s resource library: https://support.digication.com/hc/en-us. To contact Digication’s technical support, visit https://support.digication.com/hc/en-us/requests/new.

**AskIT:** For help with a technological problem that requires live help, submit your question to Oxford’s AskIT.

**Canvas Help:** For technical issues with Canvas, click on the “Help” tab. You’ll find many resources, including a 24/7 hotline: 844 765-2516.

**Course Policies**

**Academic Integrity:** Plagiarism and cheating undermine our work as learners and scholars. We cannot build new knowledge together if our contributions are not our own. Part of your learning at Oxford should have included how to participate in academic endeavors with integrity. As such, the penalty for academic misconduct on the Milestone is an unsatisfactory grade for the Milestone Project. That said, the Milestone is asking you to create in new modes and media and may present you with situations you are unsure about (e.g., how to attribute images). Be proactive in using the library Milestone citation guide and using resources such as our Canvas site, handbooks such as the Little Seagull, and the Purdue OWL to problem-solve these situations. Bear in mind that the honor code states that submitting work to me declares that work to be your own without unauthorized help. For more information on academic misconduct, see the Oxford College Honor Code.

**Accessibility:** Accessibility is important to me. My goal is to create an accessible, inclusive learning environment in which all students feel they can learn effectively and in which we all learn from each other’s’ diverse perspectives. If you have concerns about your ability to participate in this class, please see me as soon as possible. If you have a disability that may require accommodation, contact the Office of Accessibility Services (OAS). It is your responsibility to notify me and the OAS of your accommodation needs, so please do this quickly as accommodations are not retroactive (adsroxford@emory.edu).

**Attendance:** The Milestone is meant to be a cooperative learning experience and functions best when everyone arrives to meetings on time, prepared, and ready to learn. To be successful, plan on attending all of our meetings and coming with the assignments/drafts and tools needed to contribute meaningfully to the session. The rubric stipulates that you must attend at least three of our meetings to pass the course.

**Note on Student Work:** Student work submitted as part of this course may be reviewed by Oxford and Emory faculty/staff for the purposes of improving instruction and enhancing Emory education.

**Religious Holidays:** Professors are encouraged, not required, to accommodate students’ academic needs related to religious holidays. Please make every effort to negotiate your religious holiday needs within the first two weeks of the semester; waiting longer may compromise your professor’s ability to extend satisfactory arrangements. If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, ppace@emory.edu, Candler Hall 202, is willing and available to help. Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors. See Emory’s official list of religious holidays.