Comprehensive Support for a Successful ePORTFOLIO Project

Karen Bonsignore
New York City College of Technology
Since 2002, over 3,000 students have started the process of creating a Career ePORTFOLIO to showcase their work for employers upon graduation.

The creation of a template makes the process user friendly for even the most novice computer user.

ePortfolio Website for participants

Additional technical support is available:
  – Dedicated ePortfolio computer lab
  – Workshops
  – Tutorials (online, handouts Quick Step and self paced Captivate modules)
  – Peer tutors
  – eMail helpline
  – eTUTOR
  – eROSTER
Participating Programs

- Advertising Design and Graphic Arts
- Architectural Technology
- Chemical Technology
- Career and Technology Teacher Education
- Computer Engineering Technology
- Computer Information Systems
- Hospitality Management
- Human Services
- Law and Paralegal Studies
- Honors Program
Welcome!

Introduction

This is where you introduce yourself to the people who are viewing your site. You should tell a little bit about your past, your present and your future. Remember your audience and keep your information professional at all times. Using pictures, graphics, links and other design options will make your ePortfolio easier to navigate and more interesting to view.
Greetings!

My name is Kishana H. and I was born in 1979, on the 9th of August in Kingston, Jamaica. I am the eldest of the two children my mother had with my father, Patrick H. My family came to America in 1982 when I was only three years old and have remained mainly in Brooklyn, New York ever since.
Ninjya!!

Thank you for finding me! My name is SHIHO SAKAKIBARA, an ambitious and fearless Japanese student who sets the career goal in the pastry world. Pastry has the power that makes people happy! Pastry is an art form. I can express my individuality through my sense of design and decoration of pastries and also by the taste of my product as well. What a fascinating world!

Nowadays, the term FUSION CUISINE has become prevalent in people’s lives, but I do not see any active development of the fusion in the pastry world. There are great traditional Japanese WAGASHI ingredients such as MACCHA and AZUKI that can be used for pastries. In Japan, we actively bring those Japanese ingredients into the pastries to create Japanese style pastries.

Now I am a student at New York City College of Technology. I am graduating December 2003 with my Bachelor degree in Hospitality Management. I can not wait to become a
David Persico

FINANCIAL SCIENCE
applied mathematics

Introduction

I am a student at New York City College of Technology working on my Bachelor of Science in applied mathematics. I started in a computer networking major, however, through the guidance/sightfulness of an honors calculus professor, Professor S. Singh, I was able to see the true potential and limitlessness of mathematics and saw this was a field truly interesting and at the same time rewarding.

I was born in Baltimore, Maryland. At the age of three, I came to live in New York City with my family. Since I was a child, I have always had a great interest in mathematics and computers. Consequently, I am here now in an applied Mathematics major, Financial Science.

The reason why Financial Science draws my attention is that it combines rigorous mathematics, technology, and business.

New York City College of Technology, of the City University of New York. This is the largest public, baccalaureate college of technology in the Northeast.

Click Here For Website
Welcome
My name is Denia Aldana, I'm currently completing a Bachelors in Computer Systems at New York City College of Technology. I have also obtained an Associates in Applied Science, Network Operation Systems from LaGuardia Community College.

I'm fascinated by the complex yet amazing world of programming languages. It amazes me how a line of code can produce such marvelous results. Many people find programming to be rather tedious and boring, which at times it can be. In contrast I have found that Web Development gives me the ability not only to use my creativity in order to produce nice visual interfaces but the ability to manipulate everything that occurs behind the scenes.
favorite pieces. This sample is from my Typographic assignment. The assignment was to create an abstract composition using the font of our choice. I chose 'E', we had to choose a letter to base this abstract form on 'E'. After choosing the letter, we also had to bring an composition to represent the same letter. I noticed that my lot of sharp edges, so I used a razor blade to
Academic Samples

In this project I was faced with having to create a font family, using a letter and a design together to make a visually pleasing typeface.

For this project, I had to create a font family that I chose was Arial. A task to also figure out how to place the type in the right shade that I used for the different typefaces.

In this project I had to think of a way to create a heading in a visually pleasing way, considering size and the leading of my text.

Typographic legibility is widely misunderstood and often neglected by designers. Yet it is a subject that requires careful study and constant evaluation. Legibility is achieved by controlling the qualities and attributes inherent in typography that make type readable. These attributes make it possible for a reader to comprehend typographic forms with the least amount of difficulty.

Typographers and designers have a definite responsibility to their readers to communicate as clearly as possible. This responsibility is suggested by Henry David Thoreau in Walden: "A written word is the choicest of relics. It is something at once more intimate with us and more universal than any other work of art."
The Firm by John Grisham was full of intrigue and suspense. It sure was a page-turner. This story took place in Memphis, Tennessee, where a young Harvard graduate, Mitch McDeere, is employed by a law firm that offered him everything he ever wanted in life. He was offered a great salary, clearance of all debt, a brand new car and a home with a low-interest mortgage. The problem was, the firm represented and assisted a mobster crime family to continuously commit tax fraud. The crime family, known as the Morolto family, with the help of the partners of the firm, laundered money and found ways to hide profits from their illegal operations from the IRS. In order to put a stop to these illegal proceedings, Mitch was contacted by the FBI asking for his assistance by giving them substantial and incriminating information on the Morolto family.
Projects I have worked on during the past few years:

In one of my previous classes, we were given the task to build houses of all shapes and sizes. Along with the designs as well. This helped me understand how buildings are designed and the visual effects it has on the space. It gave me the ability to learn about different materials from different sources and the chance to show my artistic skills.

In our Architectural History class, we were able to learn about different architectural styles such as Roman, Greek and Chinese. We were able to see how each style influenced the other.

During our Drawing class, we were able to learn about architectural construction. Architectural plans, details, plans, site plans, & schedules. We were also able to create detailed sections of the building as shown on the left.
MY WORK EXPERIENCE

I worked as a payroll specialist at Goodwill Industries, a non profit organization located in Queens, NY. This job helped me to be more efficient and organized. I was responsible for making sure that every worker's check was placed into the company database and I also had to verify that each worker received the correct amount of compensation. This job taught me how to be responsible and I will cherish my experience and take what I have learned into other job forces.

WORK EXPERIENCE:
Goodwill Industries
Payroll Specialist
6/01-01/02
Queens, NY
Typed worker's checks into the company's computer database.
Checked to see if each worker received the right amount of money.
Balanced the sum each worker received and see if it was the right amount the government sent to the company.
Location: Cobble Hills, Brooklyn New York
Job Placement: Re-design a Kitchen
Worked for: Ms. Frances Guidone
Contact Number: (718)260-5139
Duration: April 2003

I helped to re-design a kitchen and modify the way to get into the bathroom for a co-worker of my sister. She wanted to make some modifications in the kitchen and change the materials that were used in the existing kitchen, however what she really wanted me to change was the entrance of the bathroom. On the existing layout of the house, one had to go through the kitchen in order to get to the bathroom. Before starting the design process I had to first measure the kitchen and the bathroom and see what was the overall size of the room. I also had to know where the existing pipes were located and gas line. I came up with a design done on AutoCAD that the client approved, which she then gave it to the construction company she was working with, who then gave it to a licensed architect to approve. After this whole process was finished I advised the client some interior decorations such as colors, tile material and fixtures.

Below you can see the floor plan that I did for this job.
Welcome to my ePORTFOLIO

INTERNSHIP

The Queens Health Network: The New York City Health and Hospital Corporation (H.H.C.) was created in 1973 with the mission of providing quality health care to all the people of New York City regardless of their ability to pay.

Mrs. Rosemary Hoffmann, a RN at Elmhurst Hospital Center, is assigned to be my supervisor. I’m helping her design brochures, gift card, certificates, logos and posters. She tells me the ideas that she wants to make and I put into paper. We meet two times a week to do critiques and to see the progress of the work. We both do research on how we can improve the design. Overall, Mrs. Hoffmann is a great supervisor, very understanding and she’s letting me see how the real world works.

This is the Nursing Logo that I designed for Elmhurst Hospital. It’s going to be the official Logo for Nursing at Elmhurst and it will be turned into a flag.

CONTACT ME
SAURABH PATEL
newmedia designer

FROM THE FIELD:

Flashmorph Released!
develotec.com has announced the release of Flashmorph, their hot new tool for creating morphed bitmaps in Flash SWF Files! Flashmorph allows you to load, morph and warp jpeg images then export to Flash 4, 5 and MX SWFs. Check it out...here. http://www.develotec.com/

Streaming media NY - It's A Whole New Show
When attendees and exhibitors of the previous Streaming Media Inc. shows were asked what they'd like to see more of in 2003, their requests were consistent. They wanted deeper and more wide-ranging info in the areas of the enterprise, financial and government sectors. They wanted a show that provided flexible options with exhibition space and a more suitable setting for attendees. A targeted, focused show that crosses the wide range of applications built on this technology and the solutions being implemented.....read more http://www.streamingmedia.com/ny/

Streaming video services for webpages - Real Video, Windows Media (formerly Microsoft NetShow) and QuickTime are your top choices for streaming video on websites and corporate Intranets, but what about your choice for the company to provide streaming video services? Encoding streaming video so that it looks and sounds the best is a demanding process. The technology is constantly evolving as is both the software and hardware.....read more http://www.cybertechmedia.com/news.html
I have thought for many years about what is my goal in life with regard to my career. After much contemplation, and with the help of my employers, my close friends, my family, and New York City College of Technology, I have decided be become an attorney. I was a little skeptical at first to pursue that dream. Why? Because I considered myself a little too old to pursue that field, since it takes many years of education before becoming an attorney. But that is the beauty, privilege and freedom of this great land of America. All your hopes and dreams can come through, no matter how old you are because there are no barriers to reaching your goal unless you decide not to.
ANTIGUA

Professional Goals

My immediate goal is to get an internship to start gaining experience in the Architectural field...

...Make some connections that lead to a stable position within a firm or a company.

And obtain my Master's Degree at Howard University, M.I.T., or City College...

...Later, I hope to have my own consulting business or firm specializing in building renovation and rowhouse or "brownstone" restoration.
Welcome to my Professional Goals!

As many people know, the Advertising and Graphic Arts field is filled with creative people who continually work to improve their design skills. This field includes some of the most determined people in the world and I intend to be one of them and obtain just as much passion as the professionals. My aspirations for the future are to become a successful designer, who always strives to improve and enhance my design skills throughout my growing career. I don't want to look back with disappointment at myself, but look ahead to my future filled with opportunities and success.
Elchin Allakhverdiyev
Cell Phone: (718) 687-7401
EH202002@yahoo.com
View Cover Letter

OBJECTIVE:
To obtain an entry level position in the field of Help Desk Support.

COMPUTER SKILLS:
- Microsoft Windows 98, NT, XP, Internet Explorer, Netscape Navigator
- Microsoft Office 97, 2000, XP (Word, Excel, PowerPoint, Access)

EDUCATION:
09/03-Present  Bachelor of Technology, Computer Systems
Expected Graduation: June 2005
New York City College of Technology, CUNY, Brooklyn, NY
Associated in Applied Science, Computer Information Systems
Graduated: June 2003

COURSE WORK:
- Computer Programming
- Operating Systems & MVS
- Job Control
Yu Fen Li

Email Address: Joey168_Lee@yahoo.com

OBJECTIVE
A position as a draftsman, expeditor, zoning analysis and etc that will allow me to do with my experiences

EDUCATION
NEW YORK CITY TECHNICAL COLLEGE
The City University of New York
300 Jay Street
Brooklyn, NY 11201-2983

MAJOR
Architecture

WORK HISTORY
John H. Chen P. E.
I started working in John H. Chen P. E. from May of 2001, where I gained valuable experience in communication & presentation to clients and individually or cooperatively handling a job from the beginning of field measuring to DOB sign off.

Graceland design-build Associates
10/2000 - 3/2001, I was working at Graceland Design-Build Associates. In this office, I worked as an engineer assistant (managing office, creating construction & architectural drawing, doing zoning analysis and computation, and working with the expeditor)

New Wilson Construction Inc
ePORTFOLIO Website
The ePORTFOLIO project at New York City College of Technology "City Tech" enables students to create professional websites that will contain a number of their academic examples and learning experiences. The project supports the integration of technology into the curriculum using a unique teaching and learning strategy.

Students are guided through the step-by-step ePORTFOLIO creation process, starting with their professional goals statement and ending with their completed ePORTFOLIO containing their resume. Students are encouraged to establish connections between coursework and the professional skills they will need when they graduate and begin searching for a job.

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Project resources are used for:

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- **Student Professional Development and Career Exploration:** Encouraging students to explore career goals and professional development opportunities early in their academic careers.
FREQUENTLY ASKED QUESTIONS

What is an ePORTFOLIO?
An ePORTFOLIO is a specific type of website created and developed by the student that will showcase examples of their academic work and student experiences.

What are Career ePORTFOLIOs?
There are many types of ePORTFOLIOs but the ones that City Tech students create are "Career ePORTFOLIOs" which means the student will post examples of their best work and professional development activities so that they will be able to present the ePORTFOLIO to prospective employers when they graduate.

Are the ePORTFOLIOs hard for the students to create?
The process is easy so that even students with very little computer training will be able to create an ePORTFOLIO. All ePORTFOLIOs begin with a template so prior HTML knowledge or web design skills are not necessary to create the ePORTFOLIO.

Why use a template?
The template is what makes it easy for students to do and also ensures the content of the ePORTFOLIOs is consistent among students and departments. Keeping the content consistent will allow departments to use the ePORTFOLIOs for programmatic assessment, as well as to review of curriculum and graduation requirements.

Is the template only for City Tech students?
Students and all interested parties may download the City Tech ePORTFOLIO template from this website under the student help section. We believe in open source and are happy share our template and resources with anyone interested in the project. Feel free to contact us with any comments or questions you may have about the project.

Project Director: Karen Bonsignore
Technical Consultant: Aida Mysan

What are the content areas of the City Tech ePORTFOLIO?
Workshop Dates in Room N1022 (at these times the lab will be closed.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Prof.</th>
<th>Class</th>
<th>Starting</th>
<th>Ending</th>
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<td>GA110</td>
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<tr>
<td>4/28/2006</td>
<td>Friday</td>
<td>Li</td>
<td>ASEE</td>
<td>10:00 AM</td>
<td>8:00 PM</td>
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</tbody>
</table>

Open Workshop Dates in Room N1022. Any student participating in a ePortfolio course may attend an Open Workshop. Reservations are not required for Open Workshops but please arrive on-time. The material to be covered will include adding content to the ePortfolio Template (text, images, hyperlinks), working with Dreamweaver software and Q&A.
NUMBER OF ePORTFOLIO WORKSHOPS FOR ePORTFOLIO STUDENTS
FALL 2002 – SPRING 2006

<table>
<thead>
<tr>
<th></th>
<th>Fall 2002</th>
<th>Spring 2003</th>
<th>Fall 2003</th>
<th>Spring 2004</th>
<th>Fall 2004</th>
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<td>34</td>
<td>53</td>
<td>60</td>
<td>71</td>
<td>80</td>
<td>404</td>
</tr>
</tbody>
</table>
• Frequently Asked Questions

• Template Directions
  Adding Text, Images, Hyperlinks, email and FTP

• Copy of Computer User Contract
Add and manipulate text.

http://www.nytimes.com

Click here to email me… Jack Smith
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<html>
<head>
<title>Untitled Document</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>
<body>
<p>&nbsp;</p>
<p><strong>Adding Text and manipulating it in <font color="#880000">Dreamweaver</font> is very much like MS Word. </strong></p>
<p><strong>Email address: </strong><font color="#0033FF">jsmith@cool.com</font></p>
<p><font color="#000000">Hyperlinks: </font><font color="#880000">http://eporfolio.citytech.cuny.edu/</font></p>
</body>
</html>
All About Cheryl St. John-Broomes

I am a June 2004 graduate of the New York City College of Technology, where I completed an Associate Degree in Microcomputer Business Systems (Honors) in June 2002, and a Bachelor of Science degree in Education (Summa Cum Laude). During those 4 1/2 years, I have maintained a 3.90 GPA, have received the Marc Eisendorf Memorial Award, University Student Senate Scholarship Award, the Helena Rubinstein Foundation Scholarship (on two occasions), the Alumni Association of NYC College of Technology Performance of Excellence Award, the Robin Kaser Award of NYC Technology Education Association, am a member of the Tau Phi Sigma Honors Society, the Advisory Commission of the Career and Technology Teacher Education Department, as well as being on the Dean's List each semester. I have also received a Certificate of Excellence from the Computer Systems Technology Department and Departmental Honors from the Teacher Education Department.
TUTORIALS
Photoshop 7.0 Quick Step Tutorial

Quick Steps on How to resize an image:
1. Double click the Photoshop icon on the desktop or click Start > All Programs > Adobe > Adobe Photoshop 7.0.
2. Click File > Open in the menu bar to open your image file. Then select the image file and press the Open button.
3. The image will now appear and is ready to be resized.
4. Choose File > Save for Web in the menu bar. The Save for Web window will appear. There are four features that you will need to use in the Save for Web process in Photoshop: the Preview Tab, Settings, Image Size, and Information Panel. These features are described below.

5. Now, everything is set. Click the Save button, which is located in the top-right side. The Save Optimized As window will open (Figure 5).

6. Save your JPEG image inside your Student folder (ePortfolio Template Folder), type in the File name, then click the Save button.
7. Your image is ready to use in your ePortfolio.

Note: If you want to know how to import an image to your ePortfolio, look in the ePortfolio Student Handbook under the Images section.
**ePORTFOLIO CAPTIVATE TUTORIALS**

The video quick step tutorials below are used to help students add enhancements to their ePORTFOLIOs. The tutorials are friendly and easy to follow. To play the tutorials, click the flash icon next the description of the tutorial. **Flash plug-in required.**

<table>
<thead>
<tr>
<th><strong>CAPTIVATE QUICK STEP TUTORIALS</strong></th>
<th><strong>Video</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Flash MX Shape Tweening:</strong> This tutorial is designed to introduced ePORTFOLIO students to create a basic shape animation using Flash MX. File size: 1.50 Mb</td>
<td><img src="video1.png" alt="Video" /></td>
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<tr>
<td><strong>Flash MX Motion Tweening:</strong> This tutorial is designed to introduced ePORTFOLIO students to create a basic text animation using Flash MX. File size: 1.40 Mb</td>
<td><img src="video2.png" alt="Video" /></td>
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<tr>
<td><strong>Photoshop 7.0:</strong> This tutorial is designed to show ePORTFOLIO students how to resize images using the &quot;Save for Web Feature&quot; in Photoshop. File size: 3.40 Mb.</td>
<td><img src="video3.png" alt="Video" /></td>
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<tr>
<td><strong>Core FTP:</strong> This tutorial is designed to show ePORTFOLIO students how to upload their ePORTFOLIOs to the internet. File size: 1.30 Mb</td>
<td><img src="video4.png" alt="Video" /></td>
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<tr>
<td><strong>Winzip:</strong> This tutorial is design to show ePORTFOLIO students how to compress projects that will be used in thier ePORTFOLIOs. File size: 1.30 Mb</td>
<td><img src="video5.png" alt="Video" /></td>
</tr>
</tbody>
</table>
Photoshop 7.0: Resizing Images

This tutorial is designed to train students how to resize an image using *Photoshop*, an image-editing application.
You will learn the basics on how to

- open an image in *Photoshop*
- resize an image
- use the *Save for web* feature in *Photoshop*
You will need the following:

- A computer with Adobe Photoshop 7.0 installed
- A sample image to work with, preferably JPG or GIF formatted
Before you start, on your bottom-left hand side of the screen, you have access to the navigation buttons. They will help you control the tutorial.
The Adobe Photoshop window opens

Adobe Photoshop 7.0

Initializing...

Thomas Knoll, Mark Hamburg, Seetharaman Narayanan, Marc Pawliger, Stephanie Schaefer, Sau Tam, Sandra Arves, Joe Ault, Vinod Balakrishnan, Jason Bartel, Scott Byer, Jeff Chien, Scott Cohen, Andrew Coven, Chris Cov, Todor Georgiev, Jerry Harris, Sarah Kung, Tal Luevon, Sean Parent, John Penn II, Tom Ruark, Cris Eys, Del Schneider, Russel Williams, Matt Wormley, John Worthington, Dave Rau, Michael Scarafone, Mike Leary, Rick Wulff, Dave Howe, Karen Gauthier, Gwyn Weissberg

© 1990-2002 Adobe Systems Incorporated. All rights reserved. Adobe, the Adobe logo and Photoshop are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
The Open dialog opens
Click Optimized tab.
Preview Tabs:

This tool lets you see examples of image quality using different color management and file format settings for the image prior to saving it. It also shows you the download rates for the image at different settings.
Congratulations!

You have learned how to resize an image.
CHALLENGE
Finding the time and resources to assist students with the written content that is submitted to the ePORTFOLIOS.

eTUTOR an online writing assistance pilot program was integrated to address this problem.

Students may electronically submit writing samples to writing faculty for review 24/7.
Hello fellow students! My name is [Name]. I am currently a student at New York City College of Technology, in which my major is Hospitality Management. I have always had a flare for the culinary side, and was deeply encouraged to pursue it as a career. I was encouraged to attend the college by a former graduate by the name of Adrian Grant, whose ambition was to become a chef.

While attending the college I have had the liberty of participating in a few food competitions which are held every year at Jacob Javits Center, headed by Professor Thomas Smyth. In the year 2001 my contribution for the college was a pollard click here for photo, in which I was given recognition by the Societe Culinaire Philanthropique.
ePORTFOLIO PROJECT

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Student Interface
eTUTOR PROGRAM

eTUTOR is a writing assistance support service available to students participating in the ePORTFOLIO project at City Tech. Students may submit writing samples such as term papers, projects and HTML pages from their ePORTFOLIOS to online writing tutors for review.

eTUTOR is a collaborative program from The Office of the Provost.

Security Alert

You are about to view pages over a secure connection.

Any information you exchange with this site cannot be viewed by anyone else on the Web.

[ ] In the future, do not show this warning

Submit Reset

Also, students participating in the ePORTFOLIO project may take advantage of the walk-in writing assistance available in the City Tech Learning Center located in the Atrium Learning Center A18. In addition to walk-in assistance for writing the Learning Center has a number of services available to City Tech students. The Learning Center logs over 125,000 student visits each year. Please visit the website of the Learning Center at http://web.support2.citytech.cuny.edu/learningcenters for complete information about the hours and services.

Additional resources:

- CUNY Write Site
- Dictionary.com
- Common Errors in English Usage
Welcome to the eTUTOR writing assistance project a supplemental part of the ePORTFOLIO project which allows you to submit online written portions of your ePORTFOLIO to faculty tutors for review.

**LOG ON INSTRUCTIONS:**
Using the text boxes located to the right on this screen please enter your ePORTFOLIO User ID and Password for the current semester if your course is a participating eTUTOR course.

**ePORTFOLIO User ID:** First initial and last name, i.e. jsmith

**ePORTFOLIO Password:** Birthday in the following order YYYYMMDD

**Note:** All Passwords are case sensitive.

Please note that you will be logging onto a secure source server and it will take a few seconds for you to gain access. If your are logging on from home or connecting from a site off-campus that is a modem connection then please note logging onto the server will take a long time and your attempt may time out and fail. If that happens please log-out from school or from another high speed access connection.

If you have any question regarding eTUTOR please stop by the ePORTFOLIO lab in N1022 for assistance. You may also email the ePORTFOLIO helpline for assistance at ePortfolioHelp@citytech.cuny.edu

---

**Links of Interest**

- CUNY Write Site
- Hunter College Reading & Writing Center
- Purdue Write Site
- APA Style
- MLA Style
Welcome John

eTUTOR allows you to submit the work that you will post on your ePORTFOLIO to writing tutors for review. You may submit term papers, projects and even individual HTML pages from your ePORTFOLIO.

Use the tabs on the side for the following:

<table>
<thead>
<tr>
<th>DROP BOX</th>
<th>PICKUP BOX</th>
<th>ARCHIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the DROPBOX tab to submit or upload your writing samples for review by a writing eTUTOR. Please complete all requested information.</td>
<td>Once the review of your writing sample is complete you will receive a confirmation email. Logon to eTUTOR and click the PICKUP tab to retrieve your work.</td>
<td>Both the original and reviewed copies of your work will be stored in your ARCHIVE. Your work and your ARCHIVE folder will be emptied at the end of each semester.</td>
</tr>
</tbody>
</table>

Writing is an art and becoming a good writer takes practice. You may choose to submit the same writing project a few times to an eTUTOR and use additional resources such as the walk-in assistance of the Learning Center, and website tutorials until you are ready to submit your work to your instructor and post it on your ePORTFOLIO.

The eTUTORS will not correct your work for you but will make suggestions and offer resources that will assist you to improve your writing. Please submit your work early so that you will have enough time to complete revisions and meet your course deadlines.
Student: Smith, John

Last Name: Smith
First Name: John
Course Code: LS101
Prof./Instructor: Prof. Moran
Department: Law and Paralegal Studies
e-Mail: jsmith@campus.citytech.cuny.edu
Comments: Please check my term paper.
Thank you,
John

113 characters remaining
Title of Paper: Law and Order
File: C:\Documents and Settings\moncada\Desktop\Law.doc

Submit
"Law.doc" has been successfully uploaded. You will receive a confirmation email when your paper is ready for pick-up. Thank you for using eTUTOR.

Go back
Welcome John

eTUTOR allows you to submit the work that you will post on your ePORTFOLIO to writing tutors for review. You may submit term papers, projects and even individual HTML pages from your ePORTFOLIO.

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The eTUTORS will not correct your work for you but will make suggestions and offer resources that will assist you to improve your writing. Please submit your work early so that you will have enough time to complete revisions and meet your course deadlines.
The paper that you submitted to eTUTOR has been reviewed and is ready for pickup at: https://eportfolio.citytech.cuny.edu/etutorstudentapp

Please do not respond to this message.

Thank you,
ePORTFOLIO - eTUTOR
eTutor Interface
eTUTOR PROGRAM

eTUTOR is a writing assistance support service available to students participating in the ePORTFOLIO project at City Tech. Students may submit writing samples such as term papers, projects and HTML pages from their ePORTFOLIOS to online writing tutors for review.

eTUTOR is a collaborative project between ePORTFOLIO and the Learning Center with support from The Office of the Provost.

Please choose your user category before you log-in:

- I am a student
- I am a tutor/faculty
- I am an administrator

Please note: you will be logging onto a secure source server and it will take a few seconds for you to gain access.

Submit  Reset

Also, students participating in the ePORTFOLIO project may take advantage of the walk-in writing assistance available in the City Tech Learning Center located in the Atrium Learning Center A18. In addition to walk-in assistance for writing the Learning Center has a number of services available to City Tech students. The Learning Center logs over 125,000 student visits each year. Please visit the website of the Learning Center at http://web.support2.citytech.cuny.edu/learningcenter for complete information about the hours and services.

Additional resources:

- CUNY Write Site
- Dictionary.com
- Common Errors in English Usage
Welcome to the eTUTOR sign in page.

**LOG ON INSTRUCTIONS:**
Using the text boxes located to the right on this screen please enter your eTUTOR User ID and Password for the current semester.

**Note: All Passwords are case sensitive.**

Please note that you will be logging onto a secure source server and it will take a few seconds for you to gain access. If your are logging on from home or connecting from a site off-campus that is a modem connection then please note logging onto the server will take a long time and your attempt may time out and fail. If that happens please log-on from school or from another high speed access connection.

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---

**Log In**

Username

Password

**Sign In**

---

**Links of Interest**

CUNY Write Site

Hunter College Reading & Writing Center

Purdue Write Site

APA Style

MLA Style
Pickup Box

Title: Eye for Design [Download]
Student: Doe; Dept. LS

Work in Progress

Title: Law and Order
Send | Download Original
Date Picked-up by Tutor: 11/17/2005 5:30 PM
Student: Smith; Dept. LS

Archives

Title: Paper 1
Original | Reviewed

1
### Document's Information

- **Title:** Law and Order
- **Document Number:** 2

### Student's Information

- **Last name:** Smith
- **First name:** John
- **Class:** LS101
- **Professor:** Prof. Moran
- **Department:** LS
- **eMail:** jsmith@campus.citytech.cuny.edu

### Optional:

**Comments:**

```plaintext
text area for comments
```

---

### Actions

- **SubmitFile**
Title: Law and Order

Document Number: 2

File: C:\Documents and Settings\mmoncada\Desk

SubmitFile

Last name: Smith
First name: John
class: LS101
Professor: Prof. Moran
Department: LS

eMail: jsmith@campus.citytech.cuny.edu

Optional: Comments:

John,
Please consider visiting the Learning Center for one on one help. This is a good start but...
<table>
<thead>
<tr>
<th>Pickup Box</th>
<th>Work in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Eye for Design</td>
<td><strong>Title:</strong> Law and Order</td>
</tr>
<tr>
<td>Student: Doe; Dept. LS</td>
<td><strong>Original</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Archives</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Law and Order</td>
<td><strong>Original</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> Paper 1</td>
<td><strong>Original</strong></td>
</tr>
</tbody>
</table>
Title: Eye for Design Download
Student: Doe; Dept. LS

Old Password: 
New Password: 
Confirm Password: 
Submit
Administrative Interface
eTUTOR PROGRAM

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Additional resources:

- CUNY Write Site
- Dictionary.com
- Common Errors in English Usage
Welcome to the eTUTOR sign in page. Administrative access allows you to check the system live for the number of papers pending as well as completed by the eTUTOR system 24/7.

LOG ON INSTRUCTIONS:
Using the text boxes located to the right on this screen please enter your eTUTOR User ID and Password.

Note: All passwords are case sensitive.

Please note that you will be logging onto a secure source server and it will take a few seconds for you to gain access. If your are logging on from home or connecting from a site off-campus that is a modem connection then please note logging onto the server will take a long time and your attempt may time out and fail. If that happens please log-on from school or from another high speed access connection.

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Log In

Username

Password

Sign In

Links of Interest

CUNY Write Site

Hunter College Reading & Writing Center

Purdue Write Site

APA Style

MLA Style

Administrator Access
Welcome Administrator

Submitted Work:
  Count: 0

Work in Progress:
  Count: 0

Reviewed Work:
  Count: 103
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<thead>
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<th>Title</th>
<th>Original</th>
<th>Reviewed</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td>Ls morano cuoto 1 draft.wpd</td>
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</tr>
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<td>2:33:13 PM</td>
<td></td>
</tr>
<tr>
<td>Date Posted: 11/15/2005</td>
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<td></td>
<td>10:31:49 PM</td>
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<td>Turn-around time: 1Day(s)</td>
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<td></td>
<td>16Hour(s) 1Min.(s)</td>
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<tr>
<td>Student: MARTINEZ; Dept.</td>
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<td>L5</td>
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<tr>
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<td>core text assignment.doc</td>
<td>~aaiulaj</td>
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<td>1:33:30 AM</td>
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<td>1:55:23 PM</td>
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<tr>
<td>Student: AKANO; Dept.</td>
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<tr>
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<tr>
<td>The Four Season</td>
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<td>~joerruti</td>
</tr>
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<tr>
<td>Student: ATAKA; Dept.</td>
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<td></td>
<td>HIM</td>
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</tbody>
</table>
Professional Goals

My major is in the field of Human services, which will lead me towards a career in Psychology. I see myself as being a very goal-oriented individual; where my focus is on what I can achieve and accomplish next. However, for me to excel professionally, I have to set goals for myself, which I have decided to divide into three groups.

First, there is my immediate goal, which is to obtain my Associate’s Degree in June 2005. I would like to continue my internship at The Brooklyn Developmental Disabilities Center and eventually obtain employment there. This is because the coursework given in the Human Service major indicates a wide range of knowledge within the health and mental health field, which I was able to implement while interning at the facility. Also, within this facility there is diversity; where I am exposed to clients with health, mental health and disabilities problems.

Next, there are my short-term goals, which are to obtain my Bachelor’s Degree in Human Services in December 2006, and (CASAC) certification as an Alcohol & Substance Abuse Counselor. Counseling is a very fascinating and rewarding concentrating, and I have also had personal experience in this area. My main objective is to help those who may have become overwhelmed with their problems, and incapable of accessing the necessary resources to help themselves.

Finally, for my long-term goals, I would like to continue my education by obtaining my Master’s Degree in Behavioral Psychology. Before all of this can be accomplished, I would like to learn basic sign language, become fluent in a foreign language. This will help me communicate effectively with clients from multicultural backgrounds, and those who are non-verbal.
My goal is to have an optimistic and effective influence on those who are struggling mentally, physically and have been institutionalized as a result of their problems. My accomplishments and capabilities will demonstrate their strengths and abilities necessary to help individuals find ways to solve their problems.<br/><br/>AWK—I THINK I KNOW WHAT YOU ARE GETTING AT BUT I'M NOT SURE. THIS SENTENCE IS A LITTLE AWKWARD. I WOULD USE DIFFERENT WORDS THAN “DEMONSTRATE” AND “ACCOMPLISHMENTS”<br/><br/><strong>eTUTOR Comments</strong><br/><br/>Good, Alicia. This is well organized, and you come off as positive, good-thinking, and ambitious. If there are any other specific jobs/positions (besides the internship you have now) that you hope to get down the road along your career in Psychology I would mention them. If you know it, what’s you dream job? Good work.<br/><br/>J. Cerruti<br/><br/>Don’t forget to spell check all your work. Microsoft Word, Corel Word Perfect and Dreamweaver Software all have spell check features.<br/><br/>For more help, feel free to stop by The Learning Center at AG17 for in-person tutoring or you may re-submit your work to eTUTOR for review after you have made revisions.
**Key**

APOST  Apostrophe use
AWK    Awkward construction
CAP    Capitalization
COMMA  Comma Needed
CS     Comma Splice
FORM   Verb Form
FRAG   Sentence Fragment
MISS   Missing a Word
NOCOMMA  Unnecessary Comma Used
PUNC   Punctuation
QM     Quotation Marks
RO     Run On Sentence
SP     Spelling
SUBVERB  Subject Verb Agreement
S/P    Singular/Plural
TENSE  Verb Tense
WWV    Wrong Word Used

**Detailed Explanations**

**APOST**  Apostrophe Use- Add “’s” to make nouns possessive except when the noun is plural and also ends in “s” then you add only an apostrophe.

  Ex: Correct: *This is my friend’s house*
  Correct: *This is the three sisters’ house.*

**CAP**  Capitalize:
- First word of sentence.
  Ex: *The woman over there wants to talk with you.*
- Proper nouns (names of specific persons, places, and things.
  Ex: *Jane; God; England; the Democratic Party*
<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APOST</td>
<td>Apostrophe use</td>
</tr>
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<td>AWK</td>
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<td>NOCOMMA</td>
<td>Unnecessary Comma Used</td>
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<tr>
<td>PUNC</td>
<td>Punctuation</td>
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<td>QM</td>
<td>Quotation Marks</td>
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<tr>
<td>SP</td>
<td>Spelling</td>
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<tr>
<td>SUBVERB</td>
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<tr>
<td>S/P</td>
<td>Singular/Plural</td>
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<td>TENSE</td>
<td>Verb Tense</td>
</tr>
<tr>
<td>WW</td>
<td>Wrong Word Used</td>
</tr>
</tbody>
</table>
### Detailed Explanations (samples)

**APOST**  
Apostrophe Use- Add “‘s” to make nouns possessive except when the noun is plural and also ends in “s” then you add only an apostrophe.  
**Ex. Correct:** This is my friend’s house  
**Correct:** This is the three sisters’ house.

**COMMA**  
Comma Needed- Commas separate and enclose phrases and clauses.  
**Ex. Correct:** Jane rides her bike, and does yoga everyday.  
**Correct:** Sean Jones, the man I was married to for fifteen years, just walked into the room.

**FRAG**  
Sentence Fragment - All sentences must have a subject and a verb.  
**Ex. Incorrect:** I was late. Because the train got stuck.  
**Correct:** I was late because the train got stuck.
My transition into the human service field occurred my first semester COMMA in September of 1997 COMMA at the John Jay College of the Criminal Justice, where I began to study Forensic Science. As I learned more about forensics I discovered that my interests was not in figuring out the plot of a crime but more in who may have been effected by this WW -"THE" crime. The welfare of the individuals involved and if there was a murder did the victim leave relationships behind FRAG. It was at the end of my first semester that I decided to change my major to social control and deviant behavior ACTUAL TITLE OF YOUR MAJOR SHOULD BE CAPITALIZED.

In my new major I was able to broaden my educational realm; taking classes like child psychology, sociology, and drug use and abuse. THESE Classes prepared me academically for the human service field. By the time I decided to transfer to New York City College of Technology into the human service major SPUNC -COMMA, NOT SEMI-COLON I was ready to take more direct WHAT DO YOU MEAN "DIRECT"? HOW IS A COURSE MORE DIRECT courses like community organization and elements of counseling.

My life lessons COMMA whether from home or school COMMA have formed me into the WW -"A" mentally capable individual ready to make my contributions society. As a current intern at a juvenile detention center I am receiving greater exposure to what the field is like. Taking the time out to provide care to a youth in need helps fill the void of them missing their families. My current contribution to the field is helping the youth at the juvenile facility keep their feet on the ground by maintaining DO YOU MEAN "BY HELPING THEM MAINTAIN"? contact with the outside world.

**eTUTOR Comments**

This is very good. Be careful you don't forget to put commas around additional pieces of information added within sentences. In this circumstance they act similarly to parentheses. For example, with "my life lessons whether from home or school have formed me into the mentally capable individual..." there needs to be commas before and after "whether from home or school." The sentence could make sense without this bit added in so you separate it using commas.
I am currently attending New York City College of Technology where I am expecting to complete my bachelor’s degree in Human Services. I chose a career as a Human Services professional after working in the field for about two years. Almost a year has been devoted to my internship field practice at Casita Unida Clubhouse which is part of Weston United Community Renewal INC. Both positions involve mentally ill individuals with substance abuse problems.

I foresee obtaining a masters degree in Social Work in order to work in the clinical field. I would also like to direct my practice focusing on advocacy, community organization and policy change in areas such as housing and health care.

I chose a career in helping people in need.

I welcome you to my home page and thank you for viewing it.

**eTUTOR Comments**

Good, Rosa. You might want to give a little more. For instance, do you want to help any specific group of people? That is, be more specific if you can. Or, can you tell the reader more about what you did at your jobs, or what you got out of them/learned from them?

J. Cerruti

Don't forget to spell check all your work. Microsoft Word, Corel Word Perfect and Dreamweaver Software all have spell check features.

For more help, feel free to stop by The Learning Center at AG17 for in-person tutoring or you may re-submit your work to eTUTOR for review after you have made revisions.
Objective: To obtain a challenging position in the Health field, utilizing skills and abilities developed through my experiences and education with the opportunity for professional growth and advancement.

Summary: Possess both oral and written Communication Skills. Ability to achieve immediate and long-term goals. Strong interpersonal skills. An enthusiastic, dependable and competent professional who excels and thrives in challenging environments with the ability to work under pressure.

Experience:

Wood Hull Medical Center, Brooklyn, NY
Tobacco Dependency Counselor/Intern
Interviewed clients to assess their eligibility and determine their needs. Managed a caseload of 20-30
Clients. Conducted community group session. Performed one-on-one individual session with consumers. Responsible for assessments to ensure the consumers progress. Provided Cultural Sensitive Counseling to Tobacco dependency Clients.

Caribbean Women’s Association, Brooklyn, NY
Case Manager
Interviewed clients to assess their eligibility and determine their needs. Referred victims of Domestic Violence to shelters and support groups. Managed a caseload of 20-30 clients. Conducted health workshops on HIV/AIDS for Teen pregnancy
eTUTOR Pilot Project Key Findings:

• 11 courses participated during the pilot year.

• During the pilot year, 437 writing samples were submitted to eTUTOR.

• In the pilot year, 135 students responded to a survey about their experience using the eTUTOR service. Overall, the students responded very favorably towards the eTUTOR service.

• 87% of students said they were “very satisfied” or “satisfied” with the eTUTOR service.

• The average turn-around time, which is the time the student posts the paper until the time the eTUTOR returns the paper to the student was 58.41 hours, approximately 2 ½ days.

• The average review time or average time that an eTUTOR spent to review a paper was 33.8 minutes.
Key findings continued:

• More than half of the students used the eTUTOR service for more than one assignment. Nearly 1/3 said they used it for more than three assignments.

• 92.5% said they would use the eTUTOR service again if it was available.

• 90% said they changed their work based on the comments that they received from the eTUTORS. A small proportion of the respondents (15%) said that they “sometimes” did not understand the comments that the eTUTOR made.
Sample Student Comments

What did you like best about eTUTOR?

- Online eTUTOR is convenient and saves time.
- You can depend on someone when you are at home.
- They do not do the work for you. They suggest what needs to be done.
- Very easy to submit and receive. It was convenient, which was great.
- I don't have to go to the eTUTORS personally.
- The actual comments written in the end as an evaluation of the whole assignment.
- They responded quickly and put time into my files.
- The prompt replies I received.
- It is easy to use.
- The fact that it is online.
- Not having to go to someone - it was very easy.
- The feedback.
eROSTER
eROSTER LOG IN

The eRoster interface provides intuitive collaboration tools that empower ePORTFOLIO faculty (as well as administrators and staff) to review how the ePORTFOLIO curriculum is implemented across various disciplines.

Please click here for FACULTY/ADMINISTRATIVE LOG IN:

The following programs at City Tech are currently participating in the ePORTFOLIO project:

- Advertising Design and Graphic Arts
- Architectural Technology
- Teacher and Career Technology Education
- Computer Information Systems
- Hospitality Management
- Human Services
- Law and Paralegal Studies

eRoster is a sub-site of ePORTFOLIO that enables users to view listings of departments, participating faculty, courses and students' ePORTFOLIOs. eRoster is available only to registered users and is password-protected. Primary users of eRoster are ePORTFOLIO instructors.

eROSTER TUTORIAL:

Figure 1: eROSTER Interface
Legal Assistance Studies
Click on the professor's name to see a list of classes that have participated in the ePortfolio project.

Barash, Amy
Coleman, Charles
Donsky, Mary Sue
Hunter, Lise
Kaplan, Jane
Mennella, Concetta
Moran, Marissa
Vaism, Edward
Williams, Gail
## Marissa Moran
Click on the course name to see a list of students that have participated in the ePortfolio project.

### Spring 2006

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<td>Introduction to Paralegal Studies</td>
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<td>LS403 1835</td>
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City Tech ePortfolio Website

http://eportfolio.citytech.cuny.edu