Assignment: Personal Page

Objective Statement

Using Microsoft Word (or other word processor saved in PDF or RTF formats), each student will develop a personal page as an introduction to Mrs. Small. This assignment will include a personal photograph, personal information, and a minimum of two web links. *Remember to complete your Weekly Work Time Sheet for the week. All boxes must be filled out to receive full credit. Once completed scan and email to me or take a picture of it with your cell phone and text it to me.

Assignment(s)

Assignment 1: Discussion Assignment

This activity is designed to help familiarize you with some of the online tools used in this course, as well as, helping your instructor get to know more about you. There are four primary functions required for this activity: 1. Personal information, 2. digital photo, 3. Favorite website links and information, and 4. interactive class discussion regarding posted information. Each person will complete all four of these items according to the following guidelines. **The information should be prepared in Microsoft Word (or other word processor if converted to either PDF or RTF formats.) Other formats will not be accepted.**

Personal information: This area should include your name and the type of information one would share with another class member if the class were meeting face-to-face. Place your name at the top of the page in a font size of 18 to 24 point with the photo between the name and personal information. Appropriate items to share are as follows: family information like the names of any children or spouse, pets, type of employment and employer (where appropriate), hobbies and other interests like sports or collections, possibly even special events that had major impacts on one's life (like vacations or unexpected opportunities), people who are respected greatly or who have had a major impact on the writer, program area taught if a teacher or other education related information, what schools were attended, what degrees are held, etc. It is not necessary to share information that is considered too personal to share with the other class members. (Typically, one should share what would be shared with a person sitting nearby about one another at an initial meeting of a live class.)

Image creation: A recognizable digital image of the student should be placed at the top of the page below the name. The image should be about two inches wide (see example). The image should be such that the person is easily recognizable (no shadows on face, no special distorting tools used, not in negative or modified colors, etc.)   Original pictures may be taken with a digital camera and applied directly or traditional photos may be scanned and the digital image created inserted. Contact the instructor with any problems obtaining a digital image. Do not insert pictures in original size if larger than the size requested!

Favorite web links: Create three web links that are either related to your program area or personal interests. Search the internet for sites that are of use or interest to you as a teacher or of

Personal interest or use. Please note: Do not post links that are questionable for posting on a school site (highly controversial topics or strongly politically incorrect). Each link should include all three of the following pieces information: a title (short description of the site content or name of the company), a URL (the address of the link), and a description (a brief description of what one can expect to find at the site and/or why the site is of use or interest. Note, adding a space after the URL will normally cause the address to become "hot". Make sure all links included are hot.

Layout: Place your name centered at the top of the page

Save the Word file using your last name for the title. Do not use any special characters in the file name such as a space, dash, #, $, %, * or /.

Example personal page: Jessie Small Personal Page. Note formatting of page. Please use the same arrangement.
Name centered, digital photo centered below name (note the approximate size - be sure to resize appropriately), Personal information next, followed by three web links with required information and hot link. When completed email the saved file to jsmall@twinriversarea.org .

This assignment is worth 100 **Points**. See the WBL Activities Page for the due date.

Jessie Small
Coordinator
Work Based Learning
Office: 812-882-0801
Cell: 812-899-2401
Email: jsmall@twinriversarea.org
2/23/16