

*Point Loma Nazarene University*  
**Department of**  
**Communication & Theatre**  
**COM 422: Senior Portfolio**  
**Spring 2015 - 3:00 - 3:50 – C101**

**Instructors:**

**Dr. G.L. Forward**  
**Cabrillo Hall 200**  
**Office Phone: 619.849.2561**  
**Email: [GLForward@pointloma.edu](mailto:GLForward@pointloma.edu)**

**Dr. Kathleen Czech**  
**Cabrill Hall 204**  
**Office Phone: 619.849.2315**  
**Email: [kczech@pointloma.edu](mailto:kczech@pointloma.edu)**

**Course Description:** This one-unit class will provide MOCM seniors an opportunity to prepare for the transition from student to full-time employment. Experiential exercises will include, resume and cover letter preparation and employment purpose statements. In addition, students will review relevant course content pertaining to the MOCM major.

**Course Learning Outcomes:** Successful completion of this course will result in the following outcomes.

- (1) Students will know how to effectively present themselves to prospective employers;
- (2) Students will be able to evaluate research data and effectively present information to an audience; and
- (3) Program directors (MOCM) will be able to assess student accomplishments culminating in a BA in Managerial and Organizational Communication

## **Course Assignments:**

**Resume & Cover Letter:** You will provide a completed, updated resume and a sample cover letter to an employer for a position and company that would be a possible prospective employer.

**Informational Power Point Presentation:** Students will deliver a 10 minute presentation utilizing appropriate PowerPoint slides. The presentation will answer the question: “What I want to be when I grow up?” or something equivalent.

**Community Service:** During the semester you will need to perform some volunteer activity in service to the community – in some way. I intend to be flexible in what qualifies as service but you should confirm your plans with me BEFORE you proceed.

**Leadership Philosophy:** You will prepare and submit a brief statement of your leadership philosophy (2-3 pages). This essay should reflect an awareness of leadership theory and practice and specifically reflect information and issues raised in COM 345.

**Research Methodology Write-ups:** Students will complete 2 different research methodology reports. You will have to answer specific questions involving both qualitative and quantitative research methods.

- Quantitative
- Qualitative

**Capstone Essays:** You will choose three MOCM major courses on which to write. We will focus on specific course content and theoretical premises in order to assess your knowledge of key elements of the discipline.

Choose one (1): COM190 or COM220

Choose two (2): COM330 or COM340 or COM345 or COM365

**Exit Exam:** The university now requires all graduating seniors take a general knowledge exit exam. This exam will be given in this course and must be taken to graduate.

**Grading & Evaluation:** These assignments will be utilized for specific learning outcome assessment data. As such, the course is graded CREDIT / NO CREDIT. The course professors will assess the knowledge gained by students using the following evaluation rubric:

Resume: Student will be able to produce a quality one page resume with no more than 2 errors in grammar or spelling. Content of the resume will describe specific employment responsibilities and use appropriate language. A professional employer will rate the resume on a scale of 1-10 for employment. Students must receive a 7 or higher to meet assessment goals.

PowerPoint Presentation: Student will be able to deliver an effective presentation by rating a 3 or better on a scale of 1-5. Students will score a 3 or above on each element. The following elements will be rated:

- Organization of Material
- Vocal Delivery and Variety
- Professional Dress
- Power Point Slides 6x6 rule and design

Leadership Philosophy: Student will produce a well written leadership philosophy using a scale of 1-5 to rate the following elements:

- Writing syntax and grammar
- Integration of specific leadership theories
- Personal application to own goals and objectives

Research Methodology Write-ups: Students will be able to read research and identify elements of the scientific method in both qualitative and quantitative research. Students will score a 3 or above on a 1-5 rating scale on the following elements:

- Review of Literature – appropriate rationale and source citation
- Methodology – type, sample, research questions, and instrumentation
- Results – interpret results and statistical conclusions
- Discussion – be able to draw critical implications from conclusions and recognize limitations.

Capstone Essays: Students will score a 3 or better on a 1-5 rating scale.  
Elements will include:

Knowledge of subject matter  
Quality of writing (grammar and spelling)  
Application of subject matter

## **Meetings & Folders:**

1. Meetings: We will meet every week to build your final portfolio.
2. Folders: folders for each student will be kept in the department office in Cabrillo Hall. Students will be responsible for turning in assignments to their folders. Please copy [stomas@pointloma.edu](mailto:stomas@pointloma.edu) on everything you submit by e-mail.

## **Weekly Class Schedule**

W Jan. 14	Introduction to Course
W Jan. 21	Resumes & Cover Letters
W Jan. 28	Resumes & Cover Letters
W Feb. 4	Power Point & Presentations
W Feb. 11	Presentation Preparation
W Feb. 18	Power Point Job Presentations
W Feb. 25	Power Point Job Presentations
W Mar. 4	Capstone Essays
W Mar. 11	No Class Spring Break
W Mar. 18	Methodology

W Mar. 25 Leadership Philosophy

W Apr. 1 Evaluation

W Apr. 29 **Exit Exam**  
**Mandatory by University Requirements!**

**ALL other material due by the end of Finals week!!**