Fermanian School of Business
MA in Organizational Leadership
LDR6041 - Leadership Portfolio Development
1 Unit

Spring 2023

Dates: January 9 - May 7, 2023	**Professor:** JC Hurtado-Prater
Meeting Days: Online	**Phone:** 619-909-7802 mobile (text only please)
Meeting Times: Online	**Email:** jhurtado@pointloma.edu
Meeting Location: PLNU Canvas	**Office Hours:** Phone and Zoom appointments available as needed

PLNU Mission
To Teach ~ To Shape ~ To Send
Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

FERMANIAN SCHOOL OF BUSINESS MISSION
Character – Professionalism – Excellence – Relationships – Commitment - Innovation
As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION
This course helps students create a portfolio which serves as a significant portion of the final assessment to the program. Students will create a portfolio that presents findings concerning the Lines of Inquiry (LOI), which are students' personal research interests in the field of organizational leadership developed in the first course in the program. The LOI have helped students identify applications of material in each course in relation to their own interests in the field. The portfolio will be an accumulation of this information, complemented by current research in the field, and made presentation-ready for future professional use.

INSTITUTIONAL LEARNING OUTCOMES
1. **Learning, Informed by our Faith in Christ**
   Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. **Growing, In a Christ-Centered Faith Community**
   Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.
3. **Serving, In a Context of Christian Faith**
   Students will serve locally and/or globally in vocational and social settings.

PROGRAM LEARNING OUTCOMES
1. Evaluate how Christian values support the practices of leadership within an organizational system.
2. Interpret how organizational knowledge relates to management, the practices of planning, leadership of change and conflict, and oversight of human resources, and illustrate how that integrates with Christian, legal, and regulatory roles.
3. Analyze the evidence of personal leadership style, strengths, and skills, and how that supports their various functions within an organization.
4. Adapt leadership concepts to real life organizational situations.

COURSE LEARNING OUTCOMES
The following student learning outcomes will be achieved by this course; students will be able to:
1. Create a portfolio that highlights a well-researched Line of Inquiry (LOI) that focuses on an area of interest in organizational leadership. (PLO 3)
2. Synthesize current research on an LOI in organizational leadership throughout the program. (PLO 2)
3. Demonstrate knowledge and application of an LOI within the field of organizational leadership by participating in an Expo Event. (PLO 4)

REQUIRED TEXTS AND RESOURCES
- APA Style & Grammar Guides (online)
- Purdue Owl APA Guide (online)

While there is no specific textbook for this course, both the APA Style and Grammar Guidelines website and the *APA Publication Manual* (7th Edition) will be referenced throughout the course, and students are encouraged to use both regularly. Additionally, the Purdue University OWL (Online Writing Lab) website is a valuable resource for help with general writing tips and APA format and style.
Note: Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible. It is also highly recommended that students do not rent books or sell back books once a course is completed in order to provide textual references for the final projects and for textual references after the program is completed.

COURSE CREDIT HOUR INFORMATION AND STUDENT LEARNING HOURS
In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 1 unit class delivered for 15/16 weeks of instruction. It is anticipated that students will spend a minimum of 37.5 participation hours on their coursework. As a graduate course, students can expect the work in this class to be significant, and students should plan on spending 2-3 hours a week engaged in the course. The estimated time expectations for this course are shown below:

Distribution of Credit Hours

Assignment	Course Hours
Participation and Discussion	7.5
Portfolio Assignments & Poster/Infographic	20

Final Portfolio Project & Expo Event	15
Total	**37.5**

STATE AUTHORIZATION
State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

ASSESSMENT AND GRADING
Grades will be posted in Canvas Grades no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the grade book as these comments are intended to help improve work. Final grades will be posted within 10 days of the class ending.

Weight Grade Distribution

Assignment Type	Weight
Participation and Discussion	25%
Portfolio Assignments & Poster/Infographic	50%
Final Portfolio Project & Expo Event	25%
Total	**100% (Equals 1000 points)**

Grade Scale				
Standard Grade Scale Based on Percentage of Points Earned				
A	**B**	**C**	**D**	**F**
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F ≤ 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

A satisfactory grade to pass this course is a C. A grade of C- or below is considered failing. The grade of C can only be earned twice throughout the duration of the program. A GPA of 3.0 is required to maintain good academic standing in the program.

SPECIFICATIONS GRADING (SPECS GRADING)
In this course, as well as all MAOL courses, a method of grading (Specs Grading) is used for specific assignments: devotionals (when used) and discussion posts. This grading very clearly outlines the specific requirements which must be met to earn all points for the assignment. If any requirement is not met, the student does not earn points for that assignment. The professor has the discretion of giving a certain amount of tokens (a chance to re-do the assignment) during the course.

FINAL PROJECT POLICY

Successful completion of this class requires participating in the Expo Day and submitting the final portfolio project **on its scheduled day**. No requests for alternative submission days will be approved.

LATE ASSIGNMENTS
All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late and assignments will **not be** accepted for credit four days after the due date. If missing assignments result in the failure to meet learning outcomes, students may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. No assignments will be accepted after midnight on Sunday night, the last day of class.
Exceptions for extenuating circumstances must be pre-approved by the instructor and the program director.

PLNU COPYRIGHT POLICY
Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY
Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic and General Policies for definitions of kinds of academic dishonesty and for further policy information.
During the first week of class, students will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification Statement, students will be verifying all assignments completed in this course were completed by them. Carefully review the Academic Honesty Statement below.
Statement: "In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work."

PLNU ACADEMIC ACCOMMODATIONS POLICY
PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.
PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.
Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Students taking hybrid/blended courses lasting over 14 weeks are expected to attend each week of the course. Attendance is defined as logging into the course each calendar week to check on updates and announcements. In addition students must participate in the academic graded activities during the calendar week the assignments/activities are due. Students must also attend all scheduled face-to-face meetings. Students who do not attend at least once in any given calendar week will be issued an attendance warning. Students who do not attend at least once in any two consecutive weeks in the online will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

PLNU SPIRITUAL CARE
PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate and Adult Degree Completion students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at mvchaplain@pointloma.edu or gordonwong@pointloma.edu. Rev. Wong's cell number is 808-429-1129 if you need a more immediate response.
In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

PLNU USE OF TECHNOLOGY
In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the Technology and System Requirements information.
Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

COURSE SCHEDULE AND ASSIGNMENTS
The table below lists course assignments and their due dates. Click on any assignment to review it.

Date	Details	Due
Mon Jan 9, 2023	Quiz Academic Honesty Verification Statement	due by 11:59pm
	Page Introduction to Module One	to do: 11:59pm
Sun Jan 15, 2023	Discussion Topic WK1 Discussion: Original LOI & Evolution	due by 11:59pm
	Discussion Topic WK1 Discussion: Why do you need a portfolio?	due by 11:59pm
	Assignment WK1: Connect Your Portfolios	due by 11:59pm
Sun Jan 22, 2023	Assignment WK2: OPTIONAL - Philosophy of Teaching - Portfolium	due by 11:59pm
	Assignment WK2: Philosophy of Leadership - Portfolium	due by 11:59pm
Sun Jan 29, 2023	Assignment WK3: Leadership Resume - Portfolium	due by 11:59pm
Sun Feb 5, 2023	Discussion Topic WK4 Discussion: LOI Expo Day Brainstorming	due by 11:59pm
Sun Feb 12, 2023	Discussion Topic WK5 Discussion: How can a portfolio be beneficial?	due by 11:59pm
	Assignment WK5: Adding Content to Your Portfolio (Peer Review)	due by 11:59pm
Sun Feb 19, 2023	Assignment WK6: Portfolio Review	due by 11:59pm
Sun Feb 26, 2023	Quiz Mid-Course Survey	due by 11:59pm
	Discussion Topic WK7 Discussion: Learning the Art of Concise Public Speaking	due by 11:59pm

Mon Feb 27, 2023	Page Introduction to Module Two	to do: 11:59pm
Sun Mar 5, 2023	Discussion Topic WK8 Discussion: Elevator Pitch	due by 11:59pm
	Discussion Topic WK8 Discussion: Meeting with LOI Advisor	due by 11:59pm
Sun Mar 19, 2023	Assignment WK10: Writing an Introduction - Portfolium	due by 1:59am
Sun Mar 26, 2023	Discussion Topic WK11 Discussion: Presenting/Teaching your LOI	due by 11:59pm
Sun Apr 2, 2023	Assignment WK12: Abstract of Your LOI - Portfolium	due by 11:59pm
	Quiz WK12: Expo Event Bios	due by 11:59pm
Sun Apr 9, 2023	Assignment WK13: Poster/Infographic - Draft I	due by 11:59pm
Sun Apr 16, 2023	Assignment WK14: Poster/Infographic - Draft II	due by 11:59pm
Sun Apr 23, 2023	Assignment WK15: Final Portfolio Submission	due by 11:59pm
Wed Apr 26, 2023	Assignment WK16: LOI Virtual Expo Event	due by 11:59pm
Sun Apr 30, 2023	Assignment WK16: LOI Expo Event Reflection Assignment	due by 11:59pm
Sun May 7, 2023	Assignment End-of-Course Evaluation	due by 11:59pm
	Assignment WK17: MAOL Exit Survey	due by 11:59pm