

# Course Syllabus

[Jump to Today](#) Edit

Department of Communication Studies

**COM 4022: Portfolio Construction**

1 Units

---

**Spring 2026**

January 12 - May 4

Hybrid

---

**Meeting Days:** Online

**Instructor:** Dr. Jeff Birdsell

**Meeting Times:** Online

**Email:** [jebirdse@pointloma.edu](mailto:jebirdse@pointloma.edu)

[\(mailto:jebirdse@pointloma.edu\)](mailto:jebirdse@pointloma.edu)

**Meeting Location:** Online

**Phone:** 619-849-3370

**Final Exam: (Day/Time):** May 4, 10 am in Cabrillo  
202

**Office Location and Hours:** Cabrillo 204

---

## 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.



# Course Description

Completion of a portfolio and supporting documentation for assessment and preparation for employment

---

## Course Learning Outcomes

Successful completion of the course will:

- Improve students' self-presentation for prospective employers
  - Allow students to construct a coherent narrative of their university, major, and co-curricular experience
  - Provide assessment data for program directors
- 

## Program Learning Outcomes

As a required course for a degree in Communication Studies, this course will contribute to the following PLOs

- Learn basic theory and application or performance skills about and within the discipline of communication.
- Use communication competently in a variety of complex environmental and social contexts.

As a required course for a degree in Organizational Communication, this course will contribute to the following PLOs

- Develop a sophisticated understanding of communication as the negotiation of meaning.
- Display communication competence both verbally and nonverbally in interpersonal, small group, organizational, and intercultural contexts.
- Formulate a thesis, organize a complex idea, and support it with appropriate evidence using proper grammar and punctuation.
- Demonstrate an ability to present themselves in a professional manner, including resume, interview skills, and presentations.
- Analyze and conduct original communication research (quantitative and qualitative) using scholarly journals, databases, and collecting and analyzing empirical data.
- Demonstrate an understanding of basic theoretical concepts relative to organizational behavior, including scientific management, systems theory, and organizational culture.
- Integrate a Christian perspective of values and ethics in their communication in interpersonal, small group, organizational, and intercultural contexts.
- Develop an awareness of multiple approaches to leadership and develop a personal leadership philosophy.



# 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.

# Required Texts and Recommended Study Resources

- No required text.

**Note:** Students are responsible for having 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.

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. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

# Course Credit Hour Information

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 over 16 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 37.5 total hours meeting the course learning outcomes.

## Estimated Time to Complete Course

<i>Activity Category</i>	<i>Time-to-Complete (Hours)</i>
<b>Canvas Assignments</b>	10
<b>Internship Hours</b>	27.5
<b>Total</b>	37.5



# Assessment and Grading

The course will consist of independent work with submissions of your work throughout the semester on Canvas.

All assignments must be completed at a satisfactory level to pass the course. If one's missing, you will not get credit for the course. Any work submitted that is submitted but does not meet the criteria for completion will be marked as "incomplete" and require improvement. The assignment should be resubmitted within a week (7 days) after being notified that it needs to be improved. If the assignment remains unsatisfactory after that week, I will contact you to discuss your interest in remaining enrolled in, and passing, the course.

Student grades for assignments will be posted in the Canvas gradebook 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 gradebook as these comments are intended to help students improve their work. Final grades will be posted by the due date as posted in the Academic Calendar.

---

## Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam Schedules](http://www.pointloma.edu/experience/academics/class-schedules) (<http://www.pointloma.edu/experience/academics/class-schedules>) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for **one** of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

---

## Incompletes and Late Assignments

All assignments are to be submitted by the dates posted in Canvas. Habitual late submissions will result in a conversation about your interest in remaining enrolled in, and passing, the course. The most likely time for your computer/internet connection to crash is minutes before an assignment is due. Please plan ahead.

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

---

## PLNU Spiritual Care



Please be aware that PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, prayer requests, or a desire to meet with the chaplain, you can contact your professor or the [Office of Spiritual Life and Formation \(https://www.pointloma.edu/offices/student-life-formation\)](https://www.pointloma.edu/offices/student-life-formation).

---

## 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 \(https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures\)](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow distance education outside of California.

---

## 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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

---

## 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.

For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/) (https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you 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, you will be verifying all assignments completed in this course were completed by you. 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."

---

## Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI.

- [MLA Style Center: Citing Generative AI](https://style.mla.org/citing-generative-ai/) (https://style.mla.org/citing-generative-ai/)
- [APA Style: How to Cite ChatGPT](https://apastyle.apa.org/blog/how-to-cite-chatgpt) (https://apastyle.apa.org/blog/how-to-cite-chatgpt)
- [Chicago Manual of Style: Citing Content Developed or Generated by AI](https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html) (https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html)

---

## PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). 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 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.



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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

---

## Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars, we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice-free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at the [PLNU Nondiscrimination webpage \(http://www.pointloma.edu/nondiscrimination\)](http://www.pointloma.edu/nondiscrimination).

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at [PLNU Bias webpage \(http://www.pointloma.edu/bias\)](http://www.pointloma.edu/bias).

---

## Sexual Misconduct and Discrimination

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and



support are available through the [Title IX Office \(https://www.pointloma.edu/title-ix\)](https://www.pointloma.edu/title-ix). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors via our [Sexual Harassment and Discrimination Policy. \(https://www.pointloma.edu/title-ix\)](https://www.pointloma.edu/title-ix)

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources via our [Nondiscrimination and Anti-harassment Policy \(https://www.pointloma.edu/bias\)](https://www.pointloma.edu/bias).

---

## PLNU Attendance and Participation Policy

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

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. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/) [↗\(https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/\)](https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/) for additional details.

### *Synchronous Attendance/Participation Definition*

For synchronous courses that have specific scheduled meeting times (including in-person, hybrid, and synchronous online courses), absences are counted from the first official meeting of the class regardless of the date of the student’s enrollment. For courses with specific attendance requirements, those requirements are outlined in the course syllabus.

**Note:** For synchronous courses with an online asynchronous week, refer to the Online Asynchronous Class Attendance policy listed below.

### *Online Asynchronous Attendance/Participation Definition*

Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic



activity within the online classroom which includes, but is not limited to:

- Engaging in an online discussion
- Submitting an assignment
- Taking an exam
- Participating in online labs
- Initiating contact with faculty member within the learning management system to discuss course content

**Note:** Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.

---

## Course Modality Definitions

1. **Online Courses:** These are courses with class meetings where all instruction and interaction are fully online.
    1. **Synchronous Courses:** At least one class meeting takes place at a designated time.
    2. **Asynchronous Courses:** All class meetings are asynchronous.
  2. **Hybrid Courses:** These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
  3. **In-Person Courses:** These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).
- 

## Use of Technology

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements \(https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349\)](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

---

## Loma Writing Center



The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar polishing final drafts, and more. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](https://www.pointloma.edu/centers-institutes/loma-writing-center) (<https://www.pointloma.edu/centers-institutes/loma-writing-center>) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](https://plnu.mywconline.com/)  (<https://plnu.mywconline.com/>)
- [Website](https://www.pointloma.edu/centers-institutes/loma-writing-center) (<https://www.pointloma.edu/centers-institutes/loma-writing-center>)
- Email: [writingcenter@pointloma.edu](mailto:writingcenter@pointloma.edu) (<mailto:writingcenter@pointloma.edu>)

## Lomabooks Instructions for Students

**Note:** For courses using materials available through Lomabooks

This course is part of our course material delivery program, **LomaBooks**. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.

You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pickup or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.

For more information about **LomaBooks**, please go to [the LomaBooks site](https://www.pointloma.edu/lomabooks). (<https://www.pointloma.edu/lomabooks>)

## Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

## Course Summary:

Date	Details
------	---------



Date	Details	Due
Sun Jan 18, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289934">Academic Honesty Verification Statement</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289934">https://canvas.pointloma.edu/courses/84139/assignments/1289934</a>	due by 11:59pm
Tue Jan 20, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289941">Personal Statement</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289941">https://canvas.pointloma.edu/courses/84139/assignments/1289941</a>	due by 8am
Mon Feb 2, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289942">Resume</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289942">https://canvas.pointloma.edu/courses/84139/assignments/1289942</a>	due by 7:59am
Mon Feb 9, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289939">Cover Letter</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289939">https://canvas.pointloma.edu/courses/84139/assignments/1289939</a>	due by 8am
Mon Feb 9, 2026	 <a href="#">Begin Booking Career Services Sessions</a>	to do: 8am
Fri Mar 6, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289938">Career Services Session</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289938">https://canvas.pointloma.edu/courses/84139/assignments/1289938</a>	due by 11:59pm
Mon Mar 16, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289937">Career Consulting Assignment</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289937">https://canvas.pointloma.edu/courses/84139/assignments/1289937</a>	due by 8am
Tue Mar 31, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289940">My Favorite Paper</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289940">https://canvas.pointloma.edu/courses/84139/assignments/1289940</a>	due by 8am
Mon Apr 13, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289933">Pick the Statistic "Quiz"</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289933">https://canvas.pointloma.edu/courses/84139/assignments/1289933</a>	due by 8am
Mon May 4, 2026	 <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289935">Capstone Presentation</a> <a href="https://canvas.pointloma.edu/courses/84139/assignments/1289935">https://canvas.pointloma.edu/courses/84139/assignments/1289935</a>	due by 10am

