



COM 422 Senior Portfolio

Department of Communication & Theatre

Spring 2016 ♦ 1 Unit ♦ Cabrillo 101 ♦ Monday; 3-3:50 p.m.

Dr. Melissa Newman

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Office hours: Office hours: T/Th 1:15-3 p.m. and by appointment

PLNU Mission

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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

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 interviews, 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 Organization Communication.

Course Assignments: Each of the following assignments will be submitted in Canvas by the deadlines.

Personal Statement: Students will write a two page personal statement providing a brief life history, commitment to Christian faith (if applicable), statement of future goals and leadership philosophy (based on COM 345). The third page should include a time line of future plans in five-year increments from 20-60 years old. The time line can and should include personal, education and vocational goals.

Informational Power Point Presentation: Students will deliver a 10-minute presentation utilizing appropriate PowerPoint slides. The presentation will answer the question: "How I plan to contribute to my community and general society with leadership and service" based on their personal statement. Student will be able to deliver an effective presentation by rating a 3 or better on a scale of 1-5 for the following elements: (1) Organization of Material; (2) Vocal Delivery and Variety; (3) Professional Dress; (4) Power Point Slides 6x6 rule and design.

Resume & Cover Letter: Students 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. The one-page resume will contain no more than 2 errors in grammar or spelling and describe specific employment responsibilities using 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.

Office of Strengths & Vocation: Students will participate in three services offered by OSV. The mock interview resource is required and then students may select the remaining two

services that will best suit their needs. OSV offers career assessments, professional mentoring, strengths programming, networking opportunities, career coaching & resources. Students must get a signed form confirming their participation for each service.

Capstone Exams: You will one 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: COM330, COM340, COM345, COM365, or COM 465

Course Schedule:

Jan 12 Course Intro (in class meeting)
Jan 18 No Class MLK Day
Jan 25 **Submit Personal Statement on Canvas**
Feb 1 **First OSV confirmation due via Canvas**
Feb 8 **Submit Resume & Cover Letter on Canvas**
Feb 15 **Presentations (in class meeting)**
Feb 22 **Presentations (in class meeting)**
Feb 29 **Second OSV confirmation due via Canvas**
Mar 7 No Class Spring Break
Mar 21 Canvas Readings
Mar 28 No Class Easter Break
April 4 **Capstone Exam (in class meeting)**
April 11 **Third OSV confirmation due via Canvas**

Method of Instruction

This course is aimed at providing students finishing preparation for a career in communication. Students will have the opportunity to showcase their competent communication skills and exhibit their academic excellence in their program of study in a portfolio. It is the student's responsibility to complete the work on time and submit it correctly. Additional norms include:

1. Students are expected to take primary responsibility for the development of their capstone projects and to be active participants in the learning process. **Any absences for in class meetings will result in a "no credit" grade.** See further university notifications regarding absences below.
2. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content.
3. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "NC" for the course. No exceptions.
4. Classroom disruption by cell phones or other electronic devices (i.e. text messaging) is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test.
5. Please DO NOT disrupt class while students are presenting. This includes walking in and out of the classroom.
6. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here within and not expect exceptions to be made for you.

University Notifications:

Attendance & Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student

will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Every absence in this class will result in a five point deduction from final points earned. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

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 three-unit class delivered over 16 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

Academic Honesty and Dishonesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, 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. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

Final Course Grades

Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by the university. Any questions regarding final grades need to be addressed within two weeks of the class ending and must be sent in writing to the professor. Grade inquiries beyond that time will not be allowed.

Academic Accommodations

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the (undergrad/ graduate as appropriate) academic catalog.

Final Exam Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the "Class Schedules" site. No requests for early examinations or alternative days will be approved.

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.