



COM 422 Senior Portfolio
Department of Communication & Theatre
Fall 2016 ♦ 1 Unit ♦ Cabrillo 101 ♦ Meeting Times Vary

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Office hours: Office hours: Tue 10-12; 1-2:30; Th 3-5 & Google hangouts/appointments
upon request

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.
- (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 deadline posted in Canvas Assignments.

(1) Personal Statement: Students will write a three 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 should include personal, education and vocational goals.

(2) 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. Students 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. Presentation dates will be formed at the beginning of the semester.

(3) 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.

(4) Office of Strengths & Vocation: Students will participate in two services offered by OSV including:

1. The mock interview-OR- Cover Letter and Resume
 2. Title Nine Event or a one on one service offered by OSV
- 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.

(5) Capstone Exam: Students will select one MOCM major course on which to write. The focus is on specific course content and theoretical premises in order to assess knowledge of key elements of the discipline.

Choose one: COM330, COM340, COM345, COM365, or COM 465

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 to Canvas. 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.
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. 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.

5. Students who do not do the Informational Power Point Presentation on the scheduled date will receive a grade of “No Credit” and will not be eligible for graduation until the course requirement is met.

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.

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.

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.