



Fall 2017

<b>Meeting times/dates/locations:</b>	<b>Instructor title and name:</b> Dr. Jeff Birdsell
	<b>Phone:</b> 619-849-3370
A majority of this course will be completed asynchronously through Canvas. In the case of the Capstone Exam and Presentation, which require face-to-face meetings, you will schedule a time with the instructor	<b>Office location and hours:</b> Cabrillo 204 Tuesday 8:15-9:30 am, 1:30-3:00 pm Thursday 8:15-9:30 am Appointments available most Monday, Wednesday, and Thursday afternoons
	<b>E-mail:</b> jebirdse@pointloma.edu <b>Twitter:</b> @ProfBirdsell

**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 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**

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

**COURSE LEARNING OUTCOMES**

The purpose of this course is to help you to prepare for the transition from student to their post-graduation plans. The course will include preparing documents commonly used to pursue employment and reflecting on the learning they have done across courses.

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, 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 Managerial and 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, data bases, 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.

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### **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.

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### **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.

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### **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.

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### **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 Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

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## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at [DRC@pointloma.edu](mailto:DRC@pointloma.edu). See [Disability Resource Center](#) for additional information.

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## **INFORMATION AND COMMUNICATIONS TECHNOLOGY**

While technological resources have made it possible to exchange messages at a greater rate, particularly through email, please remember that just because you're available to send a message doesn't mean I'm available to respond to those messages. I especially frown upon frantic emails sent hours before an exam or assignment. I typically respond to email within one 24-hour school day (M – F). For example, if you email me at 1:00pm on Wednesday afternoon, I will typically respond by 1:00pm on or before 1:00pm on Thursday afternoon. If you email me at 9:00 am on Saturday morning, I will typically respond on or before 9 am on Tuesday morning. It is your responsibility to plan ahead.

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## **ASSIGNMENTS AND READINGS**

All assignments must be typed (double-spaced, 8.5" x 11" paper, one-side, 225-250 wpp, 1" margins, 12pt font, Times New Roman or Courier typeface) unless otherwise instructed. Use the APA style guide where necessary (see <https://owl.english.purdue.edu/owl/resource/560/01/> for formatting assistance).

The most likely time for your computer/internet connection to crash or printer to die/run out of ink, is minutes before an assignment is due. Please plan ahead.

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## **ASSIGNMENTS INSTRUCTIONS, RUBRICS, AND CALENDAR**

### ***Personal Statement (due 9/11 at 8am)***

Write a two page personal statement providing a brief life history, commitment to Christian faith (if applicable), statement of future goals and leadership philosophy. 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.

### ***Resume and Cover Letter (due 9/25 at 8am)***

Construct 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 and Vocation Confirmations (due 10/6 and 11/17 at 5pm)***

Participate in two services offered by OSV. The mock interview resource is required and then you may select the remaining service that will best suit your needs. OSV offers career assessments, professional mentoring, strengths programming, networking opportunities, career coaching & resources. Get a signed form (available for download on Canvas) confirming your participation for each service.

***Capstone Exam (In-person appointment during the week of 10/23)***

Towards the end of the semester you will come to Cabrillo and take a capstone exam consisting of one question drawn from an upper-division, Communication, major course of your selection. The question will focus on specific course content and theoretical premises in order to assess your knowledge of key elements of the discipline.

***Presentation (In-person appointment during the week of 11/27)***

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.