

 <p><b>POINT LOMA</b> NAZARENE UNIVERSITY</p>	<p><b>Communication Studies</b></p> <p><b>COM4022-2 Portfolio Construction</b></p> <p><b>1 Unit</b></p>
Fall 2020	

<b>Meeting days: TBD</b>	<b>Instructor: Katie Jacobson</b>
<b>Meeting times: TBD</b>	<b>Phone: 619-849-2605</b>
<b>Meeting location: Remote Learning</b>	<b>Email: <a href="mailto:katiejacobson@pointloma.edu">katiejacobson@pointloma.edu</a></b>
<b>Final Exam: TBD</b>	<b>Virtual Office Hours by appointment</b>

**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. Graded Credit/No Credit.

**COURSE LEARNING OUTCOMES**

**The learner will be able to:**

1. Articulate personal job qualifications via a variety of methods including; custom-designed cover letters, tailored resumes, and eportfolio construction.
2. Represent themselves professionally, in manner and dress, and articulate personal job qualifications during the interview process.

**REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

**CableFax** - Provides news on up-to-the minute happenings involving cable and programming. <https://www.cablefax.com/>

**Cynopsis Media** - is the publisher of six free trade publications for the television, media, digital, and sports TV industries. <https://www.cynopsis.com/>

**Folio** - provides publishers with the strategies, news and emerging trends for audience engagement and revenue growth. <https://www.foliomag.com/>

**PRNews** - focuses on honing and growing PR and marketing professionals' skills in social media, crisis management, digital PR, measurement, employee relations, media training. <https://www.prnewsonline.com/>

## 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 15 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request. (Based on 37.5 hours of student engagement per credit hour.)

Distribution of Student Learning Hours	
Category	Time Expectation in Hours
Reading, Research and Written Assignments	15
Consultations/Progress Reports	5
Practice Interview and ePortfolio Construction	20
<b>Total Hours</b>	<b>40</b>

## COURSE ASSIGNMENTS

**Online Discussions:** Participation in discussion board forums is intended to promote collaboration between participants. These online conversations will be based primarily on related assigned readings or requirements in the ePortfolio. As a guideline, plan to contribute at least two substantive posts during active discussions. A substantive post contains material related to the topic, and/or extends learning in a meaningful way. It is expected that you read all posts in each discussion board forum. **Discussions represent 15% of the overall course grade.**

**Assignments** are created throughout the course in order for you to submit rough drafts of the required items in the ePortfolio, receive feedback from me, and revise as necessary before submitting the final draft in Portfolium. **Assignments represent 15% of the overall course grade.**

**Consultations** are one-on-one meetings with your instructors as needed to provide you with personalized feedback and help during the construction of your ePortfolio. Consultations and the progress reports aligned to your work will help track your progress and give you an opportunity to reflect on your learning. **Consultations and Progress Reports represent 10% of the overall course grade.**

**The Final Project** includes a fully developed ePortfolio in Portfolium. **The Final Project represents 60% of the overall course grade.**

## **ASSESSMENT AND GRADING**

I will make every effort to provide feedback and grades on your assignments within 48 hours of submission.

The graded components in this course are weighted, however, your final grade in the course will be credit/no credit and you must earn 75% or better to receive credit.

Final grades will be posted within one week of the end of the class.

## **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.

## **INCOMPLETES AND LATE ASSIGNMENTS**

All assignments are to be submitted/turned in by the due date indicated in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

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

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

## **PLNU ATTENDANCE AND PARTICIPATION POLICY**

Regular and punctual attendance at all synchronous class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), 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 drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered asynchronously and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

### **Asynchronous Attendance/Participation Definition**

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

## **SPIRITUAL CARE**

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

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#)

## **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 classwork.