

### **Catalog Description**

Completion of a portfolio and supporting documentation for assessment and preparation for employment. Graded Credit/No Credit.

### **Required Texts**

*Various handouts, readings, and links distributed by the professor via Canvas.*

### **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 website construction.
2. Represent themselves professionally, in manner and dress, and articulate personal job qualifications during the interview process.

### **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 Policies and Requirements**

**Attendance:** *Attendance is required. Missing class for other than medical emergencies or excused absences will affect your grade, as per the University Catalog.* 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. See [Academic Policies](#) in the (undergrad/graduate as appropriate) academic catalog.

**Class Preparation:** All assignments must be completed prior to the assigned due date and time. Some assignments will be discussed in class meetings while others will be completed individually but not discussed.

**Class Participation:** *Regular* contributions to class discussion are expected. I want everyone to feel compelled to share their thoughts on course assignments. Enthusiastic and responsible participation in assigned projects (in-class and outside of class) is expected of all.

**E-Mail:** Please use e-mail (not Canvas email) for simple, logistical questions or clarifications. Write: "COM4022" in the subject line. Allow 24 hours/ 1 business day for a reply.

**Canvas Messages:** Please use Canvas messages (not Canvas email) for all information regarding assignments submitted to Canvas.

**Public Discourse:** Much of the work we will do in this class is cooperative, by nature of the class discussions and general feedback given to written work and/projects; thus you should think of all your writing and speaking for and in class as public, not private, discourse. By continuing in this class, you acknowledge that your work will be viewed by others in the class.

**Inclusive Language:** All public language used in this course, including written and spoken discourse, will be inclusive. This standard is outlined by all major academic style guides, including MLA, APA, and Chicago, and is the norm in university-level work. These academic style guides provide background information and good examples of how to maintain non-sexist language use in your writing.

**Academic Honesty/ Policy on Plagiarism:** 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.

**PLNU Academic Accommodations Policy:** PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester. 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 and/or if they do not wish to utilize some or all of the elements of their AP in that course. 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.

**Final Examination:** *The published time for the final examination is one of the considerations when enrolling for a course. Students are expected to arrange their personal affairs to fit the examination schedule.* Successful completion of this class requires taking the final examination on its scheduled day. No requests for early examinations or alternative days will be approved.

**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. 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 [Academic Policies](#) in the (undergrad/ graduate as appropriate) academic catalog.

**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.

**Assignments:** Each task and associated point total is listed in Canvas.

**Course Schedule Overview: Each Week See Canvas for Specific Assignments**  
*Subject to Change*

<b>Week</b>	<b>Overview</b>
<b>1</b>	Establish Consultation Time and Complete a Personal Profile Reflection
<b>2</b>	Complete Vocational Seeds Exercise
<b>3</b>	Meet Together to Discuss Websites
<b>4</b>	Create Website Navigation Bar and Schedule Mock Interview
<b>5</b>	Prepare for Practice Interview
<b>6</b>	Participate in Practice Interview
<b>7</b>	Build Your CV/Resume
<b>8</b>	Submit Website Rough Draft
<b>9</b>	Create a LinkedIn Account and Website Peer Review
<b>10</b>	Writing a Cover Letter
<b>11</b>	Professional Organizations
<b>12</b>	Letters of Recommendation
<b>13</b>	Finalizing your Website
<b>14</b>	Submit Website Link
<b>15</b>	Provide Peer Comments and Complete Self-Evaluation
<b>Final Exam Week: Peer Review and Self-Evaluation</b>	