

Course Syllabus

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Department of Communication Studies

COM 4022: Portfolio Construction

1 unit

Fall 2024

Meeting days: N/A

Instructor title and name: Dr. Jeff Birdsell

Meeting times: N/A

Phone: 619-849-3370

Meeting location: N/A

Email: jebirdse@pointloma.edu

[\(mailto:jebirdse@pointloma.edu\)](mailto:jebirdse@pointloma.edu)

Office location and hours: Cabrillo 204

Mondays 8:30 AM 9:45 AM, 1:30 PM 3:00 PM

Final Exam: December 16 or 17 (you set the appointment) 9-10:15 am

Tuesdays 12:30 PM 1:30 PM

Thursdays 12:30 PM 1:30 PM

Fridays 8:30 AM 9:45 AM

(other times available by appointment)

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

COURSE LEARNING OUTCOMES

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 Studies, 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 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.

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. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For



course, students will spend an estimated 37.5 total hours (averaging 2.5 hours/week) meeting the course learning outcomes.

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.

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. The most likely time for your computer/internet connection to crash is minutes before an assignment is due. Please plan ahead.

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 16 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 37.5 total hours meeting the course learning outcomes.

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.

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 \(https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures\)](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow online (distance education) outside of California.



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 \(https://catalog.pointloma.edu/content.php?catoid=41&navoid=2435#Academic_Honesty\)](https://catalog.pointloma.edu/content.php?catoid=41&navoid=2435#Academic_Honesty) for definitions of kinds of academic dishonesty and for further policy 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 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.

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 \(https://www.pointloma.edu/offices/spiritual-development\)](https://www.pointloma.edu/offices/spiritual-development)

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at [pointloma.edu/Title-IX \(http://pointloma.edu/Title-IX\)](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose



information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu (<mailto:counselingservices@pointloma.edu>) or find a list of campus pastors at pointloma.edu/title-ix (<http://pointloma.edu/title-ix>)

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. For example, if you use ChatGPT, you must cite ChatGPT including the version number, year, month and day of the query and the statement "Generated using OpenAI.

<https://chat.openai.com/> ➞ [\(https://chat.openai.com/\)](https://chat.openai.com/)."

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5) ➞ [. \(https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5\).](https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5)
















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](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) (<https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349>) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu (<mailto:student-tech-request@pointloma.edu>).



Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

Course Summary:

Date	Details	Due
Tue Sep 10, 2024	 Personal Statement (https://canvas.pointloma.edu/courses/74763/assignments/1088882) 	due by 8am
Mon Sep 23, 2024	 Resume (https://canvas.pointloma.edu/courses/74763/assignments/1088883) 	due by 7:59am
	 Cover Letter (https://canvas.pointloma.edu/courses/74763/assignments/1088880) 	due by 8am
Tue Sep 24, 2024	 Begin Booking Career Services Sessions	to do: 4:04pm
Fri Oct 18, 2024	 Career Services Session (https://canvas.pointloma.edu/courses/74763/assignments/1088879) 	due by 11:59pm
Mon Nov 11, 2024	 Capstone Exam (https://canvas.pointloma.edu/courses/74763/assignments/1088878) 	due by 8am
Mon Dec 2, 2024	 My Favorite Paper (https://canvas.pointloma.edu/courses/74763/assignments/1088881) 	due by 8am
Mon Dec 16, 2024	 Capstone Presentation (https://canvas.pointloma.edu/courses/74763/assignments/1088877) 	due by 8am

