

Course: EX264-O Portfolio  
Credit: 3 hours  
Semester: Fall 2022  
Meetings: Independent study; Meet with instructor by appointment.  
**Students meet with instructor as needed.**  
Course Aug 22, 2022 – Dec 16, 2022  
Instructor: Tracy A. Haney  
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## I. COURSE DESCRIPTION

This course organizes an assessment of the student's personal achievements, experiences, training, and education. Students will learn how to document important activities they have experienced. In many cases, students are able to achieve additional credit over and above the three credit hours earned for this class.

*\* This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.*

***About Changes to this Syllabus:*** The instructor reserves the right to make changes to this syllabus at any time during the course, but any change made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.

## II. GENERAL OBJECTIVES

Upon completion of the course assignments, the student should be able to:

- A. Summarize and document personal growth to date.  
(ILOs 4,5,6) (Assignments 3,4,5,6)
- B. Assess professional, personal, and ministerial achievements and organize them.  
(ILOs 2,3,7,8) (Assignments 1,2,3,4)
- C. Articulate student's professional experiences.  
(ILOs 4,5) (Assignments 3,4,5,6)
- D. Prepare professionally presentable materials for future employers or missions boards.  
(ILOs 3,4,5,8) (Assignments 3,4,5,6)

## III. SPECIFIC OBJECTIVES

- A. Apply course materials to the documentation of adult learning for college credit.  
(ILOs 2,3,4) (Assignments 1,2,3,4)

- B. Complete a professional cover letter and resume.  
(ILOs 2,3,5,7) (Assignments 3,4,5,6)
- C. Organize certification and awards.  
(ILOs 2,3) (Assignments 3,4,5,6)
- D. Complete a Portfolio Notebook.  
(ILOs 1,2,3,4,5,6,7,8) (Assignments 3,4,5,6)

#### IV. APPROACH

This is an independent study course. See “Requirements” section.

#### IV. TEXTS

- A. The Holy Bible, [www.biblegateway.com](http://www.biblegateway.com), Price: \$0.00

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (meaning that the translation is generally word-for-word from the original languages), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (paraphrases, and thought-for-thought translations like NLT and NIV) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

- B. Other Texts :

Colvin, Janet (2012), *Earn College Credit for What You Know*. (5<sup>th</sup> ed.), Kendall/Hunt Publishing Co., ISBN # 978-0757596919 Price: \$29.95

Hessel, V. (2014). *Portfolio Manual*, provided by instructor. Students will access the manual from the Canvas Learning Management System. Price: \$0.00

#### VI. REQUIREMENTS – See Schedule in Assignments Section.

This course requires students to work independently with the instructor during the semester. Students must follow instructions according to the *Student Manual*. It is imperative that the student follow the instructions in the Student Manual. The course begins the day of the scheduled seminar and ends according to the final due date. ***There will be a course launch seminar – see Canvas for details.*** Students who miss the seminar are responsible for contacting the instructor before the seminar or within 5 business days. ***STUDENT MUST REPORT THEIR PROGRESS EVERY WEEK DURING THE SEMESTER*** (as an independent study course, the instructor needs to monitor your progress throughout the 16 weeks. It is easy to fall behind in this class, and then it becomes overwhelming.

Students must turn in the Professional Summary/Autobiography to the instructor at least six weeks before the Portfolio Notebook is due. The final product (Portfolio Notebook) must be presented on or before the final due date. **The final due date will be: Dec 16, 2022**

VII. GRADING VALUES

Assignments 1 thru 4	15%
Course Assignments	35%
Portfolio Notebook	<u>50%</u>
Total:	100%

VIII. Institutional requirements

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@calvary.edu)) of any disabling condition that may require support.

Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person’s ideas and presenting them as your own.

The Clark Academic Center ([learning@calvary.edu](mailto:learning@calvary.edu)) is dedicated to providing free academic assistance for Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

All class papers must follow the **Turabian style** according to A Manual for Writers of Research Papers, Theses, and Dissertations, 8th edition and the Calvary Style Guide, 2019 update. Alternative for Business students and other applicable programs, APA Style format is required according to 7<sup>th</sup> Edition.

XI. **Assignments. In addition to weekly email reports, students must:**

Assignment Number	Assignment	Due Date
1	Textbook Reading	Entire Textbook – Due 2 weeks after course begins. Communicate reading completion percentage with instructor. <b>See canvas for due date.</b>
2	Textbook Reading Summary	Due: 3 Weeks after course begins. 3- to 5-page paper describing textbook content and student learning. Email to instructor. <b>See canvas for due date.</b>
3	Student Goals Identification	Due: 4 weeks after the course begins.  Taking the textbook reading into consideration, identify at least three learning experiences you could write about. (See chapter 7, if you need help) <b>See canvas for due date.</b>

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4	Learning biography	Due: 7 weeks after the course begins.  Write a chronological autobiography of your professional, educational, and ministry life. Detail all of your learning experiences. <b>See canvas for due date.</b>
5	PLA Rough Draft	Due: 10 weeks after the course begins.  Submit a rough draft of one Prior Learning Assessment (PLA) for instructor feedback. <b>See canvas for due date.</b>
6	Portfolio Notebook	Due: <b>16 Dec, 22 not later than 11:59 p.m.</b> Completed portfolio notebook due. Student must follow specified instructions in <i>Student Manual</i> .

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