

Syllabus

Course: EX265-O Portfolio II
Credit: 1 hour
Semester: Spring 2027
Meetings: Independent study; Meet with instructor by appointment.
Students meet with instructor as needed.
Course begins January 11, 2027 and ends May 7, 2027

Instructor: Allen Prodoehl
Contact: Allen.Prodoehl@calvary.edu

I. COURSE DESCRIPTION

This course organizes an assessment of the student's personal achievements, experiences, training, and education. This course allows the student to submit Prior Learning Assessments to earn credits, up to a total of 21 credit hours between both Portfolio classes. (Prerequisite: EX264; Fee: \$800)

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. Update their Digital Portfolio Notebook.
(ILOs 1,2,3,4,5,6,7,8) (Assignments 3,4,5,6)

Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

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

IV. TEXTS

- a. The Holy Bible, 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*. (5th 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. *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.

Students must turn in all Prior Learning Assessments up to a total of 21 credit hours cumulative from Portfolio I and Portfolio II on or before the final due date.

VII. GRADING VALUES

Assignments 1	50%
Course Assignments	50%
Total:	100%

VIII. Institutional requirements

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (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) 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.

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

Assignment Number	Assignment	Due Date
1	Digital Portfolio Notebook submission	Week 1. The student must submit their current completed Digital Portfolio Notebook. This is not for a grade, but merely for the Professors understanding of the students history.
2	Update Digital Portfolio Notebook	The student must submit updates to the Digital Portfolio Notebook as needed. (Such as updating their resume)
3	Prior Learning Assessments	The Student will complete as many Prior Learning Assessments, up to a total of 21 credits, as are approved.