






Advancing God's Kingdom by Preparing Competent Christian
Leaders for Spirit-Empowered Life and Ministry

G301: Portfolio Fall Lab 3

1 credit. Prerequisites: G202

Course delivery options:  On Campus  Live-Stream  Video on Demand

Dates: September 13 – December 17, 2021

Terms A&B

Bi-weekly Tuesday 1:30pm – 3:00 pm

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*“To have learnt and
remembered the art of
learning makes the
approach to every subject
an open door.”*

– Dorothy Sayers

Course Goals

Course Description

This course trains third-year students to use metacognitive thinking in order to transfer and adapt classroom learning to ministry contexts and tasks. Students will evaluate key significant learning experiences from their program in order to identify, improve on, and articulate the transferable knowledge and skills that are relevant for their ministry interests. Students will also practice strategic communication of these skills for a public audience by practicing writing Canadian Standard English, discussing a ministry *curriculum vitae*, composing a professional, ministry-focused résumé and cover letter, and developing an online learning profile and e-Portfolio.

Relationship to Horizon's Mission

This course prepares students for Christian leadership by equipping them to identify and articulate the real-world skills, knowledge, and values they are developing as they grow into competent leaders in life and ministry.

Core Competencies and Learning Outcomes



To demonstrate competency in *Contextual Awareness*, students will

1. Identify core values, transferable skills, and personal development goals arising from third-year significant learning experiences from his or her program.
 - Preparation: Flipgrid Discussions
 - Assessment: *Portfolium* Profile and Portfolio; Résumé and Cover Letter



To demonstrate competency in *Skilled Communication*, students will

2. Compose online communication at an intermediate level using the appropriate genre and style for the given context, purpose, and audience.
 - Preparation: Flipgrid Discussions
 - Assessment: *Portfolium* Profile and Portfolio
3. Compose professional communication at an intermediate level using the appropriate genre and style for the given context, purpose, and audience.
 - Preparation: Flipgrid Discussions
 - Assessment: Résumé and Cover Letter
4. Express written ideas using Canadian Standard English (HCS Grammar and Style Level 2).
 - Assessment (Pass/Fail): Résumé and Cover Letter; *Portfolium* Profile and Portfolio

Course Work

Required Readings

Bellamy, Leanne. *Horizon College and Seminary Portfolio Guide*. Saskatoon, Horizon College and Seminary, 2020.

Course Assignments and Activities

Portfolio Components: This course is designed to help you create an integrated online Profile and Portfolio that showcases you as a unique, competent Christian leader. All of the following assignments should be included in your *Portfolium* Profile and Portfolio.

1. *Flipgrid Discussions*

What is Flipgrid?

Flipgrid is a video-hosting platform designed to help students connect with one another and with their instructors. We will be using Flipgrid throughout the course as an alternative to written discussions and as a way to connect with students who are joining us online.

Where do I find the discussions?

Flipgrid discussions are linked through the “Flipgrid Discussions” lesson in Populi. In that lesson, you will find instructions for using Flipgrid, access to your password, and a list of discussions you will need to participate in throughout the semester.

When do I post my videos?

Flipgrid video due dates are listed below. Your Class Schedule will also indicate whether you have a Flipgrid discussion for the week. Flipgrid videos should be posted **no later than Sunday at 11:59pm** in the week in which they are assigned.

Do Flipgrid discussions affect my course assessment?

Flipgrid discussions are not assessed, but, just like class attendance, **participation is required to complete the course.**

- Related learning outcome(s): 1, 2, 3.
- **Assignment Length:** 1-3 minutes.
- **Due date:** September 26, 2021; October 10, 2021.

2. Updated Ministry Résumé and Cover Letter

How do I update my Résumé?

To update your résumé, you should begin by reminding yourself of what a résumé is and what its purpose is. A review of résumés and the basic steps for writing one is available on Populi in the “Résumé and Cover Letter” lesson.

Your goal this year is to **adapt your résumé and write a cover letter for a specific ministry position.**

To begin, review your résumé from last year and consider if there are any style or formatting changes you would like to make for this year. Are you still impressed with the style you chose before? Is the document easy to read and aesthetically pleasing? What changes might make it more accessible or attractive to a ministry employer?

You may choose a new template to help you compose your résumé, or you may adapt the one you used last year. You may NOT use *Portfolium*'s résumé generation feature.

Once you have chosen a résumé style or template, select a **new, real MINISTRY position** currently advertised in a church or parachurch ministry where you can envision yourself working. The position need not be in Saskatoon or your place of residence, but it must be appropriate for an **entry-level application**. For example, you might send your résumé and cover letter to apply for a practicum placement at a parachurch like The Bridge in Saskatoon, to a local church looking to fill a part-time youth ministry position, to a small or rural church that is struggling to find leadership, to a faith-based mission program, or to any other ministry that is a good match for your skills and interests.

Once you have selected a ministry position, tailor your résumé for that position. You do not actually have to apply for the job, but you must **highlight your experiences and skills that qualify you for the position described** in the job posting.

Remember to **update your experiences and skills!** What have you done or learned over the last year that is relevant for the position you are applying for?

Remember to **make a copy of the job posting** to submit on Populi along with your résumé.

Remember to begin descriptions with **active verbs** whenever possible, to pay careful attention to formatting, grammar and spelling, and to have someone you trust **proof-read your résumé** for you. Your résumé must be completely free of spelling, grammar, and formatting errors **BEFORE** you submit it to Populi.

How do I update my Cover Letter?

To update your cover letter, you will need to remind yourself of what a cover letter is and what its purpose is. A review of the basic steps for writing a cover letter can be found in the “Résumé and Cover Letter” lesson on Populi. This lesson includes the three types of business letter formats you can choose from, a description of each section, and steps for researching organizations, reading job postings, and identifying your relevant qualifications and transferable skills.

Remember that a cover letter should always accompany your résumé (unless the job posting specifically says not to), and that a good cover letter focuses on the needs of the employer. Explain why you are a capable candidate for the position by describing the specific knowledge, skills, experiences, employment goals, and personality traits that make you a good fit for *their* organization. Remember also that a cover letter is opportunity for you to demonstrate one of the most important soft-skills in the work-world: communication.

To communicate your fit for the position, draw carefully from the language of the job posting to help you expand on the skills, knowledge, and experiences listed in your résumé. Both your résumé and cover letter should emphasize the particular values and language of the *ministry* position you have selected. As with your résumé, the language of your cover letter should reflect those aspects of your personality, values, and experiences that align with the interests of the ministry organization which has advertised the position.

See the “Résumé and Cover Letter: Resume content” lesson for an example of a contemporary objective statement that reflects the values of a ministry, rather than a secular, organization.

How do I submit my Résumé and Cover Letter?

Submit your résumé, cover letter, and a copy of the job posting to the **Résumé and Cover Letter assignment tab** in Populi for assessment. Once your résumé and cover letter have been assessed as “meeting” competency, you can add them only (not the job posting) to your *Portfolio* Profile page as a Term A artifact (see the “Organizing evidence artefacts” assignment section for instructions on how to submit your résumé and cover letters as artefacts).

- Related learning outcome(s): 1, 3, 4.
- **Assignment Length:** Résumé: 1-2 pages; Cover letter: ½ -1 page.
- **Due date:** November 26, 2021.

3. *Portfolium Profile and Portfolio*

In your third year, you must continue to refine and organize your evidence artefacts using your *Portfolium* Profile page and the e-Projects on your *Portfolium* Portfolio page. During the Fall Lab, you will update your Portfolio e-Projects, refine and organize artefacts for Terms A and B, and refine the aesthetic style for your *Portfolium* Profile and Portfolio.

Refining evidence artefacts

As you continue to collect artefacts for your Portfolio, your written artefacts, such as essays, must meet the grammar and style requirements outlined in the HCS “Grammar and Style Rubric: Level 2 Requirements” before they can be added to your *Portfolium* Profile and Portfolio. A copy of the rubric is available in the “Rubrics” lesson on Populi.

ALL evidence artefacts must be submitted first through the lesson links in Populi **in the term in which they were created**. Detailed instructions for submitting Portfolio artefacts through Populi can be found in the [Due Dates: Evidence Artefacts Submission Process and Due Dates](#) and the [Submitting Portfolio Artefacts through Populi](#) sections of the Portfolio Guide. **Please make sure to follow the submission process as laid out in the Portfolio Guide.**

Organizing evidence artefacts

At the end of each term, you will continue to submit evidence artefacts to *Portfolium* using the lesson links on Populi. By the end of Fall Lab 3, you must take all of your new artefact files and organize them on your Profile and Portfolio pages. If you have taken Spring or Summer courses since completing Portfolio Winter Lab 2, you must also organize the artefacts you created during those courses.

Once you are ready to organize your artefacts at the end of Fall Lab 3, you can determine where an artefact belongs on *Portfolium* by consulting your Portfolio Map. Detailed instructions for finding and using your Portfolio Map can be found in the [What Goes in My Portfolio?](#) section of the Portfolio Guide.

By the end of Fall Lab 3, ALL Term A, Term B, and Spring and Summer evidence artefacts must

1. Meet Level 2 grammar and style requirements (if applicable)
2. Be uploaded to the correct place on *Portfolium* (see your Portfolio Map)
3. Include a high-quality image scan (certificates only)
4. Include a title page with correct title that is visible in the e-Project window, if applicable (Word and PDF files only)

Detailed instructions for adding artefact files to your Profile page and your e-Projects can be found in the [Adding Word Documents and PDF Files to Portfolium](#), [Adding Video Artefacts to e-Projects](#), and [Adding Image Files to Portfolium](#) sections of the Portfolio Guide. Criteria for assessment can be found in the “*Portfolium* Profile and Portfolio Rubric” on Populi.

Updating Portfolio e-Projects

In your third year, you will continue to add artefacts to your 9 e-Projects in your Portfolio. At the same time, you will now begin to remove old artefacts from your 6 competency e-Projects.

By the end of Fall Lab 3, you must review all 9 e-Projects in your Portfolio and organize all of your new Portfolio artefacts from Terms A&B (and Spring and Summer, if applicable) into those e-Projects.

You must also meet with your Portfolio Supervisor to discuss which artefacts you would like to remove from your Portfolio. A list of criteria for Portfolio discussions is available in the [What Goes in My Portfolio: Choosing Artefacts with Your Portfolio Supervisor](#) section of the Portfolio Guide. **A time for you to meet with your Portfolio Supervisor will be scheduled on the first day of class.**

By the end of Fall Lab 3, all 9 e-Projects must

1. Include any Portfolio artefacts you created in Terms A&B, and in Spring and Summer courses, if applicable
2. Have old Portfolio artefacts removed, as determined in conversation with your Portfolio Supervisor
3. List additional skills you have demonstrated in your new evidence artefacts
4. Have a set cover photo

Detailed instructions for adding artefact files to your e-Projects can be found in the [Adding Word Documents and PDF Files to *Portfolium*](#), [Adding Video Artefacts to e-Projects](#), and [Adding Image Files to *Portfolium*](#) sections of the Portfolio Guide. Criteria for assessment can be found in the “*Portfolium* Profile and Portfolio Rubric” on Populi.

Updating the aesthetic style

As you grow and develop as a student, you should consider updating the style of your *Portfolium* Profile and Portfolio pages by changing or tweaking the images that reflect your experiences, work, and personality. For example, you should consider updating your profile photo, personalizing your banner photo, or adjusting the theme of your e-Project cover photos. As you grow as a student and Christian leader, the style and clarity of the images you choose communicate important information to your *Portfolium* audience about who you are becoming to and about the work samples available in your Portfolio.

By the end of Fall Lab 3, you must add the following images to your *Portfolium* account:

1. An updated profile photo on your Profile page (optional)
2. An image scan of all certificates on your Profile page
3. An updated cover image for each of your e-Projects in your Portfolio (optional)

Remember that, when taken together, well-chosen images will

1. Convey a consistent, professional, and unique image of *you* as a Christian leader.
2. Help your *Portfolium* audience navigate your account by distinguishing different types of information.
3. Peak your *Portfolium* audience’s interest by conveying information and creating aesthetic appeal.

Detailed instructions for adding image files to *Portfolium* can be found in the [Adding Image Files to Portfolium](#) section of the Portfolio Guide. Criteria for image assessment can be found in the “*Portfolium* Profile and Portfolio Rubric” on Populi.

- Related learning outcome(s): 1, 2, 4.
- **Assignment Length:** N/A.
- **Due date:** December 17, 2021.

Video-on-Demand (VOD) Student Requirements

As indicated on the course schedule, this class is being offered by VOD. Students who intend to take the course primarily through VOD are required to indicate this during their course registration. While VOD recordings are available for any student who may miss a class, non-VOD students are expected to attend class live following the class attendance policy.

- For this course, VOD students have the same assignment due dates as in-class students.
- Each week, VOD students are required to watch and engage with all lecture content and in-class activities from that week’s classes.
- Please note that Portfolio labs do not take place every week throughout the semester. You will need to **check your Class Schedule** to know which weeks include a class recording.
- By Monday at 11:59pm of **each week** in which there is a Portfolio lab, VOD students will submit to the **VOD Course Discussion** a brief report (approximately 250 words) that 1) affirms you have watched the required recording for that week, 2) summarizes one thing you learned that week that will help you reach the course learning outcomes, 3) explains at least one question you had after watching the class recording, 4) affirms you have completed the VOD lesson for the week, and 5) reports grammar quiz scores (when applicable).
- By Monday at 11:59pm of each week in which there is a Portfolio lab, VOD students must **complete the VOD Lecture lesson** associated with that week. VOD lessons are meant to provide you with the opportunity to engage the course material as you would if you were attending live lectures. There are also times when on-campus students will join you in completing portions of the VOD lesson.
- In order to pass the course, VOD students must submit all of their VOD weekly submissions. These submissions are marked are pass/fail based on whether or not they demonstrate thoughtful engagement with all lecture content and in-class activities from that week’s classes.

Estimate of Time Investment (individual time investments may vary)

Classroom time	10.5 hrs	N/A
1. Flipgrid Discussions	1 hrs	Sept 26; Oct 10
2. Ministry Résumé and Cover Letter	7 hrs	November 26
3. <i>Portfolium</i> Profile and Portfolio	14.5 hrs	December 17
Total =	33 hrs	

Assessment Rubrics

Assessment rubrics are available in the Rubrics lesson on Populi.

Course Outline / Class Schedule

Date	Topic	Room #
September 21 VOD Sept 21-26	Introduction and Syllabus	TBA
September 26	*Flipgrid Discussion Due: “Introduce Yourself”	N/A
October 5 VOD Oct 5-11	Significant Learning Experiences: Values, skills, and goals	TBA
October 10	*Flipgrid Discussion Due: “Tell Me a Story”	N/A
October 19	Work Period	TBA
November 9 VOD Nov 9-15	Grammar 1	TBA
November 23 VOD Nov 23-29	Cover Letters (yr. 2 only) Résumé vs. CV (yr. 3 only)	TBA TBA
November 26	Updated Résumé and Cover Letter Due	N/A
December 7 VOD Dec 7-13	Grammar 2	TBA
December 14	Work period	TBA
December 17	<i>Portfolium</i> Profile and Portfolio DUE	N/A

- First submissions of evidence artefacts will not be accepted after Wednesday of revision week, unless otherwise arranged in consultation with the Portfolio Supervisor.
- A final submission of the *Portfolium* Profile and Portfolio will not be accepted after the last Friday of revision week, unless otherwise arranged in consultation with the Portfolio Supervisor.

Revision Week Schedule

Date	Assignment
Term A	
Wednesday	Term A evidence artefacts: grammar review
Thursday	Term A evidence artefacts: resubmission 1 (as necessary)
Friday	Term A evidence artefacts: resubmission 2 (as necessary)
Term B	
Monday	Résumé and Cover Letter resubmission 1 (as necessary)
Tuesday	Résumé and Cover Letter resubmission 2 (as necessary)
Wednesday	Term B evidence artefacts: grammar review
Thursday	Term B evidence artefacts: resubmission 1 (as necessary)
Friday	Term B evidence artefacts: resubmission 2 (as necessary)
Friday	<i>Portfolium</i> Profile and Portfolio

- No resubmission of assignments will be accepted after the last day of revision week.

Academic Policies

General Assignment Guidelines

Please see the Horizon [Format Guide](#) for assignment submission, grammar, and formatting guidelines.

Late Assignments and Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the [Assignment Extension Request Form online](#) and *before the due date*. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester.

Unexcused late submissions will be tracked across each student's program. If one assignment is submitted more than five days late or if a student incurs multiple instances of unexcused late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

Resubmission of Assignments

Students have until the last day of revision week to submit revisions. Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

Horizon College Assessment of Student Portfolio Work

The goal of all courses at Horizon is to help students develop the stated competencies, not earn letter grades. Assignments are the means by which instructors evaluate development of those competencies. Consequently, students do not earn overall "grades" on individual assignments. Instead, assessment focuses on measuring students' competency as outlined in the syllabus and assignment rubric. For purposes of transferability to other institutions, the final competency designations will be translated to a comparable letter grade on a traditional transcript. The tables below explain Horizon's approach:

Horizon CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding	Student exceeded competency requirements for more than 40% of the learning outcomes and met requirements for all remaining learning outcomes.	A+	4.0	90-100
			A	4.0	85-89
			A-	3.7	80-84
M	Meeting	Student met competency requirements for all learning outcomes and may have exceeded in 40% or less.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

Students pass a course only after they have demonstrated that they have *met or exceeded all* competency requirements for a course. If the student chooses not to meet all course competency

requirements, the course will not be sufficient to fulfill their program requirements at Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below on a traditional transcript.

BTM	Beginning to meet	Student was beginning to meet competency requirements for any one or more learning outcomes, and met or exceeded competency requirements for all other outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting	Student was not yet meeting competency requirements for one or more learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

Some competency outcomes in the Portfolio course are measured on a pass/fail basis. These outcomes will appear as pass/fail on all assignment rubrics, including the final course rubric.

Students pass the Portfolio course only after they have demonstrated that they have passed *all* competency requirements for the course. If the student chooses not to meet all course competency requirements, the course will not be sufficient to fulfill their program requirements at Horizon.

Academic Honesty

Horizon uses the University of Saskatchewan definition of plagiarism described as “the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter. Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student’s and which are drawn from other sources” (Office of the University Secretary, 2012). Students are expected to give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See [here](#) for examples of plagiarism and further guidelines in the [Student Handbook](#).

Disability Services Information

If you would benefit from learning accommodations due to pre-existing physical or mental health conditions or learning disabilities, contact the Academic or Student Life departments at the beginning of the course. Horizon will work to meet your learning and/or physical needs where possible. If any conditions arise during the course that you wish to disclose, please contact us as soon as possible. In all cases you will need to provide current [documentation](#) of the disability or condition you wish to disclose. Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Bob Williamson, Dean of Students, at bwilliamson@horizon.edu; Heather Wood, Associate Dean of Students, at hwood@horizon.edu; or Leanne Bellamy, Academic Coach, at lbellamy@horizon.edu.

Class Attendance

Students should attend all classes in order to facilitate competency development. In the case of illness or other unforeseen circumstances, students may miss one day of a module course or three days of class in a term or semester course without academic penalty. A student must be present for the full duration of a class period in order to be registered as present for the class. Students who are absent for more than the number of classes stated above will automatically fail the course. Students wishing to be exempted from this policy due to extenuating circumstances may make an academic appeal, where they will need to document and verify those circumstances. Students who miss a class are responsible to get missed notes or handouts from another student, rather than from the professor.

Campus Health Policy

Do not come on campus if you are experiencing symptoms (even if they are mild) of fever, cough, shortness of breath, sore throat, chills, runny nose, or a loss of your sense of taste or smell. If you have any of these symptoms, do not return to campus until advised by Public Health. You should self-isolate and contact HealthLine 811 for advice on whether you should be tested for COVID-19. This will help keep others safe and possibly spare them from self-isolation and testing. While you are in self-isolation, you may attend class online. The link to access your class is posted on the course page on Populi, under the Syllabus tab, under Links on the right side of the page.

Live-Streaming Etiquette

If attending class online via live-stream, keep your camera on and stay present and attentive throughout the class session, extending the gift of engagement. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise, and mute your microphone until you wish to speak to the class.

Use of Technology

Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others. Please respect the following classroom policies:

- Please use online access for course learning only. This is a matter of respect for the instructor's teaching, your own learning, and fellow students who may be distracted by other uses.
- Students should secure permission from the instructor to record any teaching material. This includes PowerPoint slides, white board illustrations, notes, and any form of audio or video.
- Student feedback is a valuable input for course improvements. Please resolve any classroom grievance about the instructor or course with the instructor personally, through the Horizon College and Seminary grievance procedures, or the Populi-based course evaluations. It is inappropriate to air classroom grievances on a social media platform.
- When instructors use recording mechanisms in the classroom, recorded materials will be used for the sole purpose of instruction and cannot be released to any social media outlet without the written consent of the students whose images have been recorded.

- In general, it is not acceptable to share photographs or videos of students in the classroom setting without permission from those whose images appear in such media.