Course ID:	Course Title:	2022-2023
IND 740	Personal Growth Portfolio	Prerequisite: IND 501
		Credits: 2

Class Information		Instructor Information		Important Dates	
Days:		Instructor:		First day of classes:	
Time:	See Moodle for assignment deadlines	Email:		Last day to add/drop, or change to audit:	
Room:		Phone:		Last day to request revised final exam:	
Lab/ Tutorial:		Office:		Last day to withdraw from course:	
		Office Hours:		Last day to apply for coursework extension:	
Final Exam:				Last day of classes:	

Course Description: A summative course for reflection on the four seminary program outcomes, identifying areas of personal growth across the student's time in their program, and exploring future avenues for continued growth. Two essays are prepared for discussion with your PGP Advisor: the first essay, with supporting artifacts (e.g. essays, assessment instruments) and descriptions of seminary experiences, discusses personal growth with respect to the four seminary outcomes; the second essay incorporates theological research on an ancient or modern figure who functions as a mentor for the student.

This course is evaluated as a pass-fail course using the program-specific rubric.

Expected Learning Outcomes: Upon successful completion of this course, the student will
- understand how they have developed with respect to the four seminary program outcomes as a result of the learning experiences during their seminary program (2022-23 Academic Calendar, page 32).
- have identified artifacts that have contributed to their development during their seminary education.
- have identified a historical or contemporary figure who serves as mentor and reflected theologically on the lessons learned from this figure to set future ministry directions.

Textbooks: Biographical sources for the theological mentor.

Course Schedule: This course is an independent study that requires at least two meetings with your PGP advisor. The course should be completed after 45 credits of a MA IM, MA LM or MCS and after 60 credits of an MDiv program.

NOTE: The student should make every effort to attend one or more Winter Retreat to help prepare their PGP.

Requirements:
1. To prepare one reflective essay that provides an integrated response to all four of the program outcomes, articulating the student's growth during their program. This single essay should be written in consideration of the four essays the student prepared in IND 501.
   Maximum length: 12 page; 2500 words. See Moodle for deadline)
2. To gather the appropriate artifacts outlined in the PGP Manual: e.g., A Philosophy of Ministry and/or Rule of Life, Leading From Your Strengths (from Internship) or equivalent assessment (from Coaching), Post-Internship/Coaching Assessments (Self, Mentor, and Consultant), initial self-assessment on program outcomes, Intercultural competency (IDI), character and personality inventories, course papers and assignments, and the like. These artifacts will vary depending on the program. Required and suggested artifacts are listed in the PGP Student Handbook 2022. If this assignment is due before you have produced one or more of these artifacts, please discuss with your PGP Advisor. (See Moodle for deadline.)
3. Prepare a theological reflection on a mentor figure (ancient or contemporary); this figure should be chosen in light of the student's vocational goal and the reflections should indicate future ministry directions. This essay can build on work done in PT 501 or other courses, but extends that work beyond any single class assignment. The essay should focus on what you have learned from this figure and the ways this learning offers a platform for your own future growth.
   Approximate length: 8-10 pages (2000-2500 words;).
   Minimum bibliography for this assignment: 300 pages of primary or secondary literature.
   Due date: see Moodle for deadline, but no later than two weeks before the end of classes in the semester the work is undertaken.
4. To complete the Program Summary Rubric and Waiver (2021) for program assessment purposes; submit this form to your PGP advisor and the field education office.
5. To meet to discuss the essays with your PGP advisor.

Grade Summary: this course is graded pass-fail.

Ambrose University Academic Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline;** please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devises in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of $50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.