AMBROSE UNIVERSITY

Course ID:	Course Title:	2023-2024~~2022-2023~~
IND 501	Introduction to the Personal Growth Portfolio	Prerequisite: completion of 15 credits
		Credits: 1

Class Information		Instructor Information		Important Dates	
Days:	Independent Study	Instructor:	Your PGP Advisor	First day of classes:	
Time:	See Moodle for assignment deadlies	Email:	akung@ambrose.edu mbuchanan@ambrose.edu	Last day to add/drop, or change to audit:	
Room:		Phone:		Last day to request revised final exam:	
Lab/ Tutorial:	None	Office:		Last day to withdraw from course:	
		Office Hours:		Last day to apply for coursework extension:	
Final Exam:	None			Last day of classes:	

Course Description: An introduction to the four seminary program outcomes which identify the areas of personal growth expected of students during seminary education. The course assignments for this one credit requirement are completed independently for discussion with your PGP advisor.

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

Expected Learning Outcomes: Upon successful completion of this course, the student will
- understand the four seminary program outcomes (2022-2023 Academic Calendar, page 37).
- reflect on the current state of their theological knowledge, their communion with God and love of neighbour, their understanding of their place of service in the world, and their capacity to engage in God's work in the world as they begin their seminary education.
- identify resources for personal growth in these four areas.

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Assigned Readings:

Brother Lawrence. *Practicing the Presence of God*. Available online as a pdf from various sources.

Charry, E. T. (2009). "Educating for Wisdom: Theological Studies as a Spiritual Exercise." *Theology Today* 66: 295-308. Available on library databases.

Congdon, David W. and W. Travis McMaken. "Ten Reasons Why Theology Matters." *Christianity Today* (October 27, 2016). URL: https://www.christianitytoday.com/ct/2016/october-web-only/ten-reasons-why-theology-matters.html

Hoang, Bethany Hanke and Kristen Deede Johnson. *The Justice Calling: Where Passion meets Perseverance.* Grand Rapids, MI: Brazos Press, 2016. Pg. 9-36. (pdf on Moodle)

Thomas, Gary. Chapter 9. In *The Beautiful Fight: Surrendering to the Transforming Presence of God Every Day of Your Life.* Grand Rapids, MI: Zondervan, 2007. (pdf on Moodle)

MacDonald, Gordon. Chapters 6, 9, 10. In *A Resilient Life*. W Publishing Group, 2006. (pdf on Moodle)

Course Schedule: This course is an independent study that requires at **least two meetings** with your PGP advisor , one to plan the process and a second one to assess the essays. The course should be completed after 15 credits of a MA IM, MA LM, MCS or MDiv program are finished.

Requirements:
1. To meet with the PGP advisor to plan the process.
2. To watch the four prepared videos on the seminary program outcomes (see Moodle).
3. To read the assigned readings.
4. To prepare four reflective essays, one on each of the program outcomes, articulating how they understand the outcome, what areas of growth they anticipate during their seminary education, and what resources might be helpful to facilitate this growth. Maximum length of each essay: 4 pages (1200 words; see Moodle for deadlines).
5. To collect the documents as indicated in the current PGP Student Handbook 2022.
6. To complete the PGP Summary Rubric and Waiver (2021) for program assessment; submit this form to both your PGP advisor and the field education office.
7. 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.