



Course Syllabus: ADED 4113 Capstone Project

West College of Education

23550 Section X20

Spring 25 (Part of Term B) March 23th – May 15th

Contact Information

Instructor: Mr. Giancarlo Martini

Office hours: Tuesday & Wednesday 9:30am – 11:30am Thursday 9:30am -11:00

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Instructor Response Policy

In this course, I'm here to support you and make sure you feel heard and guided every step of the way. I do my best to respond to messages within 24-48 hours during the week. If you reach out over the weekend or on a holiday, I may need a little extra time, but I'll get back to you by the next business day or 48 hours after at the latest. When it comes to assignments, I aim to return feedback within seven business days.

In this course, all meetings with the instructor must be scheduled during designated mentoring hours, which are posted in the syllabus. These hours are set aside specifically to support students through one-on-one guidance, assignment feedback, and academic mentoring. To ensure availability and maintain a structured learning environment, students are expected to book appointments in advance by contacting me directly via email. Meetings requested outside of mentoring hours may not be accommodated, except in cases of emergency or with prior approval. This policy helps maintain consistency and ensures that every student has fair access to personalized support.

I'm happy to help with anything related to course content or expectations. If you're having technical issues, though, the support team is your best bet for a speedy fix. And if you're dealing with something personal or need accommodations, please don't hesitate to contact me privately. For anything urgent, just mark it clearly in the subject line so I can prioritize it.

Textbook & Instructional Materials

CliftonStrengths Assessment (AKA Clifton Strengthsfinder 2.0). This assessment can be found in the D2L content page

Course Description

ADED 4113, Capstone Project, is the culminating course to the degree completion program. It is designed to prepare students to effectively join the workforce by: reflecting on their knowledge, skills, and abilities; strengthening job search competence, and polishing professional writing technique.

Course Objectives/Learning Outcomes/Course Competencies

- Apply conventions of professional norms in your academic and professional lives (Cover letter, resume, mock interview)
- Construct and communicate ideas using clear, succinct, and correct written language (Essay)
- Complete assignments which encourage critical and in-depth reflection of your educational and professional experiences (Discussion posts)
- Relate an awareness of diversity in yourself, others, and in the context of the professional and social environment (career interview)
- Build real-life skills for real-life roles (Project-based learning)
- Illustrate collaborative learning, diversity of ideas, and communication through critical thinking and creative problem-solving (Discussion posts)

Course objectives

As graduating seniors, you are expected to demonstrate academic maturity and readiness for the conferral of a bachelor's degree. This course requires you to integrate and apply the knowledge you've gained throughout your academic career. At this level, you should be fully capable of researching, evaluating, and incorporating credible sources into your work. A professional, scholarly approach is expected in all assignments and discussions.

APA formatting is not optional in this course...it is a fundamental requirement*. All written work must strictly adhere to current APA guidelines, including proper in-text citations, reference lists, formatting of headings, and overall document structure. Failure to follow APA standards will negatively impact your grade. This includes accurate citation of sources, correct use of punctuation and capitalization in references, and consistent formatting throughout your submissions. If you are unfamiliar with APA style or need a refresher, it is **your responsibility*** to consult the APA Manual or university writing resources. [OWL @ Purdue Resource](#)

Assignments must be submitted on time and reflect the quality expected of a graduating senior: proofread, critically reflective, and insightful. Your contributions to class discussions and written submissions should demonstrate thoughtful engagement and clear connections to your academic, professional, and personal goals. The expectations of this course are high, and APA compliance is a key indicator of your readiness to meet them.

Study Hours and Tutoring Assistance

Schedule of tutoring assistance for selected subjects. Please contact the TASP at (940) 397- 4684, or visit the ASC homepage for more information, [Tutoring & Academic Support Program](#)

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

AI Usage Policy

The use of artificial intelligence (AI) tools (including but not limited to generative text platforms, code assistants, and image generators) is permitted in this course only under specific conditions that uphold academic integrity, intellectual rigor, and ethical standards.

1. Permitted Use

Students may use AI tools to:

- Brainstorm ideas or explore topics
- Summarize publicly available information
- Generate outlines or structure for assignments

All AI-assisted work must be critically reviewed, edited, and personalized by the student. The final submission must reflect the student's own understanding, voice, and academic effort.

2. Prohibited Use

AI tools must not be used to:

- Generate entire assignments or discussion posts without substantial human input
- Fabricate sources, citations, or data
- Bypass learning objectives or misrepresent original work
- Complete assessments, quizzes, or exams unless explicitly allowed

Use of AI in violation of these guidelines may be considered academic misconduct and subject to disciplinary action.

3. Instructor Discretion

The instructor reserves the right to restrict or prohibit AI use for specific assignments or activities. Any such restrictions will be communicated in advance through assignment instructions or course announcements.

4. Responsibility and Accountability

Students are responsible for verifying the accuracy, relevance, and appropriateness of any AI-generated content. Reliance on AI does not absolve students from meeting academic standards or demonstrating original thought.

Syllabus Disclaimer

This syllabus is designed to guide your learning, though adjustments to assignments, due dates, and grading criteria may occur as needed throughout the term. Any updates will be communicated clearly through:

- The relevant assignment sections in D2L
- Announcements in the "News" area

- Messages sent via D2L email

Please make it a habit to check D2L regularly so you don't miss important changes.

While I will always do my best to alert you to any discrepancies between the syllabus and what's posted in D2L, please use the D2L assignment instructions as your primary source of truth for deadlines and expectations. You'll have ample time built into the schedule to support your success, and I encourage you to submit assignments on time. If unforeseen circumstances affect your ability to meet a deadline, reach out, I'm here to support you.

Grading/Assessment

The syllabus provides a comprehensive overview of this course, including key assignments and activities. In fact, it addresses nearly all common questions, so I'll often refer you back to it for clarification or guidance.

Below you'll find:

Table 1 – Point values for all graded assignments

Table 2 – Final grade calculation based on total earned points allocated to each

Table 1: Points allocated to each assignment

Assignments	Points
Discussion Posts (Three @ 5 pts)	15
Forage Job Simulation (Dropbox)	25
Graduate School (Dropbox) or Cover Letter (Drop Box)	25
Resume	25
Mock Interview (Live)	25
Total Points	115

Table 2: Total points for final grade.

Grade	Points
A	104-115
B	92-103
C	81-91
D	69-80
F	0-68

Working Ahead Policy

Students are welcome to work ahead in this course when materials are available; however, it is important to recognize that such flexibility is **a privilege and not a guaranteed entitlement***. While select content may be accessible in advance, certain assignments, discussions, and activities are intentionally released according to a predetermined schedule. This structured pacing is designed to promote consistent engagement, support instructional objectives, and maintain alignment across the course. As such, some materials may remain inaccessible until their designated release dates, regardless of individual progress.

Students are expected to plan accordingly and monitor the course calendar and announcements regularly. The D2L platform will serve as the authoritative source for all updates to course materials, deadlines, and expectations. For clarity regarding the availability of specific content, students should consult the "Content" tab in D2L on an ongoing basis. Adhering to the weekly schedule and remaining

actively engaged will ensure preparedness for all graded components and collaborative activities throughout the term.

Homework

As graduating seniors, it is expected that you have structured your schedule to effectively manage coursework and adhere to all deadlines. Timely submission of assignments is strongly encouraged to ensure consistent progress and to facilitate a successful conclusion to your academic program.

Please note that **initial discussion posts are due no later than Friday at 11:59 PM and peer replies are due by that Sunday at 11:59 PM***. After this deadline, the discussion board will close to allow the course to proceed as scheduled. Should unforeseen circumstances arise that may impact your ability to meet this deadline, you are advised to communicate with me in advance to discuss possible accommodations.

Dropbox Assignments

This course includes four major assignments, each of which must be submitted through your individual Dropbox folder, which is directly linked to the gradebook. The Dropbox will activate when a submission is available for review. To ensure proper assessment and recordkeeping, all assignments must be uploaded directly to the designated Dropbox; **submissions sent via email will not be accepted or graded under any circumstances.** *

Although each Dropbox is unique to the individual student, all submitted documents must include your full name and follow the required file naming: *LastNameFirstInitial_Course AssignmentName* (e.g., *MartiniG_ADED4113 Resume*). Assignments are expected to be submitted by the posted deadlines. Late submissions are generally not accepted.

Please note that the instructor will not make individual adjustments to assignments. If you are unable to complete an assignment as designed due to unforeseen circumstances, it is your responsibility to propose a reasonable alternative and present it for approval in advance of the deadline. Requests made after the due date **will not*** be considered. Timely communication and proactive problem-solving are essential to maintaining academic standards and ensuring fairness across the course.

Extra Credit

Extra credit will not be offered for this course.

Late Work

Timely submission of coursework is essential to maintaining academic progress and ensuring fairness across the class. All assignments are expected to be submitted by the posted deadlines as outlined in the course calendar and D2L platform.

Late work will generally not be accepted unless prior arrangements have been made or exceptional circumstances arise*. Students who anticipate a delay in submission due to unforeseen events must contact the instructor **before*** the deadline to discuss possible accommodations. Requests made after the due date may not be considered.

Please note that the instructor **will not*** modify assignments on behalf of individual students. If you are unable to complete an assignment as designed, it is your responsibility to propose a reasonable

alternative and submit it for approval in advance (unless ADA recommends it) . Any approved alternative must meet the learning objectives of the original assignment and be submitted within an agreed-upon timeframe.

Failure to adhere to this policy may result in a zero for the assignment. Students are encouraged to plan ahead, monitor deadlines closely, and communicate proactively to avoid complications.

Important Dates

Last day for term schedule changes: January 23, 2026 Check date on [Academic Calendar](#).

Deadline to file for graduation: June 22, 2026. Check date on [Academic Calendar](#).

Last Day to drop with a grade of “W:” April 29th, 2026 Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Although this course is delivered in an online format, active and consistent participation is essential for academic success. Attendance is measured not by physical presence but by meaningful engagement with course materials, activities, and deadlines.

Students are expected to:

- Log in to the course platform (D2L) regularly, at minimum **two times per week***
- Review announcements, content updates, and assignment instructions in a timely manner
- Participate in all scheduled discussions, collaborative activities, and assessments
- Submit assignments by the posted deadlines

Failure to engage with the course consistently may result in missed opportunities for feedback, reduced performance, and potential academic consequences. Non-participation for an extended period of time without prior communication may be flagged for follow-up and reported to academic advising.

If you anticipate an extended absence due to illness, personal emergency, or other circumstances, it is **your responsibility*** to notify the instructor as soon as possible to discuss appropriate arrangements. Please note that retroactive accommodations may not be granted without timely communication.

This policy is designed to promote accountability, foster interaction, and ensure that all students remain on track throughout the term.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer

in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor Class Policies

As part of this course, students may be required to participate in scheduled Zoom interviews. These interviews are designed to enhance learning, evaluate assignment performance, and promote meaningful academic dialogue. Attendance and active participation in these sessions are **considered essential components of the course***.

Students are expected to:

- Be present, punctual, and fully engaged during their assigned interview time.
- Approach the interview as a formal academic engagement, demonstrating professionalism, preparedness, and respectful communication.
- Notify the instructor at least **24 hours*** in advance if a legitimate scheduling conflict arises. Rescheduling requests will be considered on a case-by-case basis and are not guaranteed.

Because these interviews are directly tied to graded coursework, failure to attend without prior communication may result in reduced credit or an incomplete assignment. While reasonable flexibility will be extended in cases of documented emergencies or unforeseen circumstances, students are responsible for initiating timely communication to discuss alternative arrangements.

Inclement Weather

Since this is an online course, inclement weather may still impact participation due to power outages, internet disruptions, or personal safety concerns. Please follow these guidelines during severe weather events:

Course Continuity:

- Online activities will continue unless widespread outages occur.
- If you experience connectivity issues, notify the instructor as soon as possible.

Deadlines & Flexibility:

- Assignment deadlines may be adjusted if severe weather impacts multiple students.
- Students should check announcements and emails for updates.

Communication:

- In case of an emergency, updates will be shared via email and D2L.
- If unable to access the course due to weather-related issues, reach out for alternative arrangements.

Your safety comes first, please prioritize staying safe and informed during inclement weather.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed

carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University’s policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor

Course Schedule:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 3/23 to 3/29	Class Introductions Discussion Post One	Discussion One 3/29
Week 2 3/30 to 4/5	Holiday Break	BREAK

Week or Module	Activities/Assignments/Exams	Due Date
Week 3 4/6 to 4/12	Difference in the Workforce Interview Tactics Clifton Strengths Discussion Post Two	Discussion Two 4/12
Week 4 4/13 to 4/19	Researching Discussion Post Three The Forage Job Simulation (Dropbox)	Dropbox One 4/19 Discussion Three 4/19
Week 5 4/20 to 4/26	Graduate School or Cover Letter (Dropbox)	Dropbox Two 4/26
Week 6 4/27 to 5/3	Resume (Dropbox)	Dropbox Three 5/3
Week 7 5/4 to 5/10	Live Mock Interview	Interviews 5/4 & 5/5
Week 8 5/11 to 5/17	Mock Interview Make-ups	Interview Make-ups TBD