



ADED 4113: Capstone Project

Gordon T. & Ellen West College of Education

Fall 2026 Part of Term B

Contact Information

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Course Description

This culminating course to the degree completion program 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.

Instructor Response Policy

Email is my preferred method of communication.

Please include ADED 4113 in the title of any email communication.

I will respond to emails within 24 hours during weekdays.

Please expect a 48-hour response on weekends and holidays.

If you need to contact me via phone, please email me your phone number, and I will schedule a time to connect with you.

Textbook & Instructional Materials

No textbook is required for this course. All reading materials will be provided as website links of PDFs in D2L.

Course Objectives and Learning Outcomes

Course Objectives:

- Reflect on academic, personal, and professional experiences gained throughout their degree program.
- Identify transferable skills and competencies relevant to future career opportunities.
- Construct professional employment materials tailored to specific positions.
- Practice professional networking and interviewing techniques.
- Utilize job search resources and labor market information to identify employment opportunities.
- Develop a strategy for continued professional growth after graduation.

Learning Outcomes:

By the end of the course, students will be able to:

- Assess and articulate their knowledge, skills, abilities, and experiences as they relate to career goals.
- Develop professional employment documents, including resumes, cover letters, and professional profiles.
- Demonstrate effective job search strategies and career planning techniques.
- Apply professional communication and writing skills in workplace-related contexts.
- Evaluate employment opportunities and prepare for the transition from college to the workforce.
- Create a personalized career development and job search action plan.

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information.

Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading/Assessment

Table 1: *Points allocated to each assignment*

Assignments	Points
Discussions (8 at 2.5 points each)	20
Professional Reflection Paper	6
Career Research Project	8
Building Your Professional Brand	8
Skills Inventory/ Assessment	6
Tailored Resume	12
Interview Preparation	12
Job Application Package	14
Career Action Plan	14
Total Points	100

Table 2: *Total points for final grade.*

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Final Exam

There will be no final exam for this course.

Extra Credit

There are no extra credit opportunities available for this course.

Late Work

Assignments for the course must be submitted or posted by the established due dates. The discussion boards will be locked after the week is concluded. I understand emergencies arise. If something happens and you cannot submit your assignments by the posted due date, you must communicate that to me head of time. Any late work without proper communication will not be accepted.

Important Dates

- Last day for term schedule changes: 10/19/2026
- Deadline to file for graduation: 09/21/2026

- Last Day to drop with a grade of "W:"11/23/2026
- 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

My expectation is that you will be present for class on the first day. Attendance is verified when you check into D2L assignments at least twice a week. Excessive absences (not signing into D2L, noncompliance with assignments, and lack of participation on the discussion board) are indicators of non-compliance with the course and may lead to an administrative drop from the course.

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](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

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 WATC. 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 prohibits 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 has 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 [MSUReady – Active Shooter](#). 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."](#)

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.

Assignment Breakdowns

Discussion Boards

Each week, respond thoughtfully to the discussion board prompt by Sunday 11:59 PM. Make sure your post is well-organized, addresses all parts of the question, and demonstrates critical thinking. Engage with at least two of your classmates' posts by the same deadline. Your responses should add value to the conversation, whether by agreeing with additional insights, respectfully challenging ideas, or asking thoughtful questions. Keep all conversations respectful and professional. Be mindful of your tone, and ensure that your comments are constructive, even when disagreeing. There will be a total of 8 discussion board posts throughout the course, each following the same guidelines. Make sure to participate consistently each week. Following these steps will ensure a meaningful and respectful exchange of ideas.

Professional Reflection Paper

The Professional Reflection Paper provides students with an opportunity to reflect on their academic, personal, and professional growth throughout their degree program. Students will consider the knowledge, skills, abilities, accomplishments, and experiences they have gained and how those experiences have prepared them for their future. Students will also identify areas for continued growth as they prepare to enter or advance in the workforce. This assignment serves as the starting point for the course by helping students recognize what they have already accomplished and what they hope to achieve professionally.

Professional Skills Inventory

The Professional Skills Inventory helps students identify and articulate the transferable skills they have developed through education, employment, volunteer work, leadership experiences, and other life experiences. Students will identify key professional skills, provide examples of how they have demonstrated those skills, and consider how those abilities can be applied in the workplace. Students will also identify areas in which they would like to continue developing professionally. The skills identified through this assignment can later be incorporated into resumes, LinkedIn profiles, cover letters, interviews, and other professional materials

Career Research Project

The Career Research Project allows students to investigate potential career opportunities related to their degree, interests, and professional goals. Students will research multiple career options and examine factors such as job responsibilities, required qualifications, salary expectations, employment outlook, and geographic opportunities. Students will use current career information and actual employment opportunities to better understand the expectations of their chosen field. At the conclusion of the project, students will evaluate the options they researched and identify which career path best aligns with their individual goals.

Building Your Professional Brand Assignment

This assignment introduces students to professional branding and networking through the development or improvement of a LinkedIn profile. Students will create a professional online presence that highlights their education, experience, skills, accomplishments, and career interests. Students will also develop a "Why Hire Me?" professional branding statement that communicates their qualifications, strengths, and professional goals. The assignment is designed to help students become more comfortable communicating their value to prospective employers and professional contacts.

Tailored Resume

Students will create a professional resume tailored to an actual employment opportunity identified through their previous career research. Rather than creating a general resume, students will analyze the selected job description and intentionally highlight the education, experiences, accomplishments, and skills that best align with the employer's stated qualifications. This assignment emphasizes resume organization, professional presentation, effective accomplishment statements, and the importance of customizing application materials for individual employment opportunities.

Job Application Package

The Job Application Package provides students with an opportunity to simulate the real-world job application process by preparing a complete set of professional materials for an actual employment opportunity. Using a position identified through their earlier career research, students will assemble application materials specifically tailored to the employer and position rather than relying on generic documents. The completed package will include the selected job posting, a tailored resume, a professional cover letter, and a professional email to the hiring manager. Students will demonstrate their ability to connect their education, skills, experiences, and qualifications to the requirements of a specific position while using appropriate professional writing and communication practices. All components will be combined into one document using the provided template.

Interview Preparation

The Interview Preparation and Mock Interview assignment provides students with an opportunity to prepare for and practice responding to common employment interview questions. Students will learn strategies for communicating their experiences, strengths, qualifications, and professional goals effectively during an interview. Students will also practice responding to behavioral and situational interview questions using appropriate techniques such as the STAR method. The

assignment is designed to strengthen students' confidence, professionalism, and ability to communicate effectively during the interview process.

Career Action Plan

The Career Action Plan serves as the culminating project for the course. Students will develop a comprehensive and realistic plan for their professional future that incorporates career goals, target employers, networking strategies, professional development goals, job-search activities, and short- and long-term goals. The final project allows students to bring together the knowledge and materials developed throughout the course and establish specific action steps for moving forward after graduation. The completed Career Action Plan is intended to serve as a practical roadmap that students can continue to reference and revise as their careers develop.

ADED 4113 Part of Term B Course Schedule:

Week 1: Professional Identity and Reflection		
Week 1 10/17-10/25	1. Familiarize yourself with the syllabus and course information 2. Discussion Board-Introduce Yourself 3. Professional Reflection Paper	Sunday by 11:59 pm
Week 2: Skills & Strengths		
Week 2 10/26-11/01	1. Discussion Board-Professional Skills 2. Skills Inventory / Professional Skills Assessment	Sunday by 11:59 pm
Week 3: Career Exploration		
Week 3 11/02-11/08	1. Discussion Board-Interesting Career Research 2. Career Research Project	Sunday by 11:59 pm
Week 4: Building Your Professional Brand		
Week 4 11/09-11/15	1. Discussion Board-Professional Brand 2. Building Your Professional Brand Assignment	Sunday by 11:59 pm
Week 5: Resume Development		
Week 5 11/16-11/22	1. Discussion Board-Resume Challenges 2. Tailored Resume Assignment	Sunday by 11:59 pm
Week 6: Job Search & Professional Communication		
Week 6 11/23-11/29	1. Discussion Board-Job Search Concerns 2. Job Application Package	Sunday by 11:59 pm
Week 7: Interview Preparation		
Week 7 11/30-12/06	1. Discussion Board-Interview Question Discussion 2. Interview Preparation Assignment	Sunday by 11:59 pm
Week 8: Finals Week -Career Readiness Capstone		
Week 8 12/07-12/11	1. Discussion Board-Final Thoughts 2. Career Action Plan-Final Project	Friday, December 11th by 12 pm (Noon)