



**West College of Education**  
**ADED 4113 Capstone Project**  
Summer I 2024

**Contact Information**

Instructor: Mr. Dirk Welch  
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**Course Communication**

Email is my preferred method of communication at [dirk.welch@msutexas.edu](mailto:dirk.welch@msutexas.edu). I will respond to emails within in 24 hours during the weekday. Please expect a 48-hour response on weekends and holidays.

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

**Required Materials**

CliftonStrengths Assessment (AKA Clifton Strengthsfinder 2.0)

- Can be found on Amazon.com and at Gallup.com
  - Look for one that contains the access code to complete the assessment

**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 Objective**

As graduating seniors, you are demonstrating your knowledge and readiness for acceptance of a bachelor's degree. In this course, you will be integrating and applying the knowledge you have gained throughout your academic career. You should now have the knowledge, skills, and abilities to research, locate, and utilize resources needed to assist you in completing your assignments. A collegial, scholarly, and mature approach to topics, assignments, and class discussions is expected. Assignments are submitted timely and at the quality and quantity expected of a graduating senior. Your work should always be proofed, critically reflective, insightful, and thoughtful when you post to class discussions and submit your assignments to the D2L dropbox. In this course, you will be expected to critically think, effectively communicate, integrate, and apply previous learning experiences to your professional, academic, and personal goals.

The objective of the course should permeate throughout the semester and be consistently demonstrated in all work submitted.

## **Learning Outcomes**

- 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 (diverse/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)

## **Library Resources and Helpful Videos**

[How to log into MSU Library](#)

[How to find and use research guides](#) [How to recognize peer-reviewed articles](#)

## **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 to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Student Handbook](#).

## **Campus Safety**

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."](#)

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](#).

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L student learning management system is required for this course. Each student is expected to be familiar with this program. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program. Let me know the problems you are encountering.

## Grading

Read this syllabus in its entirety. It is comprehensive and outlines assignments and activities for the course. Close to 95% of your questions or concerns are addressed in the syllabus. I will regularly refer you back to the syllabus.

Listed below are the point values for all graded assignments (Table 1). Points earned throughout the semester will be added together to determine earned grade in the course (Table 2).

Table 1. Points allocated to each assignment:

Assignments	Points
Introduction (Discussion Board)	25
Diverse/Career Interview (Discussion Board)	25
Professional Articles Related to Career Field (Discussion Board)	25
Forage Job Simulation (Drop Box)	50
Resume & Mock Interview (Quinnia)	50
Total	175

Table 2: Total Points Needed for Each of the Following Final Grades

Grade	Points
A	158+
B	140-157
C	123-139
D	105-122
F	Less than 105

## Late Work

As a senior graduating from this university, I have an expectation you have organized your schedules to accommodate the work that needs to be accomplished in your classes. Assignments must be submitted, posted, or completed by the established due dates and times.

In rare instances late work will be accepted. I understand emergencies arise. Communicating with me is key! In those rare instances where late work is accepted, an automatic 20% deduction on the assignment will occur.

## Attendance

Successful completion of this class is a graduation requirement. 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 a computer with internet access to complete and upload assignments. It is your responsibility to have access to a working computer for this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for me to allow extra time to submit assignments, tests, or discussion postings.* **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 connected to the internet. Contact me immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. For help, log into D2L and be sure to submit a problems report.

## **Syllabus Disclaimer**

Changes in the course syllabus, assignments, and due dates may be made periodically. What is posted in the syllabus is for your immediate information. Changes, corrections, updates to the assignments, due dates, and grading points will be posted in D2L in the respective assignment area, posted in the "NEWS" area of your D2L course homepage, and emailed to you through D2L. Please check often! I will make every effort to inform you of changes or inconsistencies between what is in the syllabus and what may be posted at D2L. Assignment instructions in D2L take precedence over the syllabus. Use D2L instructions as your guide to completing your assignments. You **MUST** remain connected to your D2L course! This is where I will make immediate and primary changes.

Please make sure that you capture the dates for the assignments. I have provided ample time to complete assignments and in between assignment due dates. Please keep up with your assignment dates and submit your work on time! I rarely accept excuses for late and non-submitted assignments.

## **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](#).

## **Drop box Submission for Assignments**

Your individual drop box is connected to your individual gradebook. Your gradebook is activated when there is an assignment in the drop box for me to grade or view. Your work must be submitted to the drop box and NOT in an email to me. If there is nothing in the drop box there is nothing for me to grade. Although this is your individual drop box your name should be on all work that you author and submit to your drop box.

## Class Discussion

The purpose of our class discussions is to establish a sense of community, view diverse perspectives relevant to the discussion topic, and remain organized and focused with the weekly course material. Although discussion topics will be available for viewing throughout the semester you are only able to post to the discussion thread during the week the thread is open. The requirement for discussion posting is a main post and two response posts. **Please consider others as you submit your main posting. It is appreciated if you submit the main posting a day or two before the deadline. This allows others the chance to read, review, and respond in a timely manner enabling all work to be completed on time.**

Grading is based upon assignments being completed on time, meeting the minimum word count, degree to which they meet the requirements of the assignment, and the quality of the content. Review the Discussion Rubric for more details.

A minimum posting level of no less than 300 words for the main discussion/post is required. Both response posts must be no less than 100 words, each. **YES,** we do count the number of words. Posts should be of meaningful substance which reflects contemplation for, and implication of, the material in a mature, collegiate, and insightful manner. If there is supportive information to your post you may provide us an attachment for review, but do not post your original post or response as an attachment.

## Course Schedule Spring 2024

Week or Module	Activities/Assignments	Due Date
Week 1 June 3 – June 7	Introduction	Before 11:59 p.m. Friday, June 7, 2024
Week 2 June 8 – June 14	Career Interview with a Diverse Person	Before 11:59 p.m. Friday, June 14, 2024
Week 3 June 15 – June 21	Professional Articles Related to Career Field	Before 11:59 p.m. Friday, June 21, 2024
Week 4 June 22 – June 28	The Forage Capstone Project	Before 11:59 p.m. Friday, June 28, 2024
Week 5 June 29 – July 5	Resume & Mock Interview (Quinnia)	Before 11:59 p.m. Friday, July 5, 2024

Table 3: Assignments, Due Dates, Mode of Submission, and Points Awarded

Assignment 1	Due Dates/Time (Central Time)	Points
Introduction (Discussion Board)	Before 11:59 pm, Friday, June 7, 2024	25
<p>Begin your own thread for your main post, with <b>your name</b> as the title. Please do not post as an attachment.</p> <p>Introduce yourself by providing your name and city in which you live, no addresses. Where are you with your education? What made you pursue your bachelor’s degree, when do you plan to graduate, and what plans do you have to continue your education? What do you do (or plan to do) professionally, and what are your future career plans? How many courses are you completing this semester? What helps you to manage or organize your time? What are your expectations of this course and what will you do to ensure you have a meaningful learning experience in this course?</p> <p>Second part of introduction: Please complete the self-assessment questionnaire and be prepared to share your 5 Strengths. From what you read about the assessment/results, please provide/answer:</p> <ul style="list-style-type: none"> <li>• A summary of your Top 5 strengths.</li> <li>• What did you learn new about yourself?</li> <li>• An example of how utilizing one of your Top 5 strengths has been beneficial for you.</li> <li>• How do you believe this impacts the choices you make and how you accomplish things?</li> <li>• How you will utilize the knowledge of your Top 5 strengths in your work and personal life.</li> </ul> <p>Do not over-analyze yourself or the information. This questionnaire is to help you connect a little better with yourself.</p> <p>In the “Resources for Assignment” Module under the Course Content area for this course I posted a Clifton Strengths reference card to assist in understanding your results. Refer to the “Required Materials” section of the syllabus for recommended places to purchase the CliftonStrengths Assessment (AKA StrengthsFinder 2.0).</p> <p>Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p> <p>Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p>		

Assignment 2	Due Dates/Time (Central Time)	Points
Diverse/Career Interview (Discussion Board)	Before 11:59 pm Friday, June 14, 2024	25
<p>Identify and interview a person of a culture, ethnicity, gender, or such, diverse from yourself. <b>This person should be in the job, career, field, or profession that holds interest for you, that you are currently working, or the field you plan to pursue.</b> You will interview this person regarding their perspective of the field/career/profession.</p> <ul style="list-style-type: none"> <li>• Ask about challenges and relevant or pertinent issues facing this career field or the job.</li> <li>• What experienced advice or suggestions would they leave for you?</li> </ul> <p>Do not provide us a transcript of what was said. Summarize the highlights. As a guide, you can address these minimum areas:</p> <ul style="list-style-type: none"> <li>• Your own ethnicity, and your interviewee's, cultural background; age (range is ok); gender; position in the organization, and your length of time with the organization.</li> <li>• What are the challenges to this job, career field, area, profession and what solutions, changes, innovations, or implementations are needed?</li> </ul> <p>Sample interview questions which can be asked:</p> <ul style="list-style-type: none"> <li>• How did you develop your interest in this area?</li> <li>• Who did you view as role models in this area?</li> <li>• What are challenging aspects of a diverse working environment?</li> <li>• What steps have you taken to meet this challenge?</li> <li>• What experiences have you had working with others of different backgrounds than your own?</li> <li>• What strategies have you used to address diversity challenges and issues?</li> <li>• Can you recall a time when you provided feedback to a co-worker/subordinate who was unaccepting of others?</li> <li>• Can you recall a time when a person's cultural background affected your approach to a work situation?</li> <li>• Tell me about a time that you adapted your style in order to work effectively with those who were different from you.</li> </ul> <p>Please be sensitive to how the interviewee might react/respond to this line of interviewing/questioning so be sure to have a willing participant.</p> <p>Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p> <p>Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p>		

Assignment 3	Due Dates/Time (Central Time)	Points
Professional Articles Related to Career Field (Discussion Board)	Before 11:59 pm Friday, June 21, 2024	25
<p>Select an area or topic of interest related to your employment, professional experience, career field, or interest. Locate <b>two related</b> professional journal, peer-reviewed articles current within the last 10 years.</p> <p>These articles will discuss research, studies, trends, changes, challenges or current issues in the field. Your articles need to be relevant and have implications for you, your employment, profession, or career field.</p> <ul style="list-style-type: none"> <li>• What are the articles about?</li> <li>• What are your thoughts and opinions regarding what the authors are presenting? (You must support opinions with credible information).</li> <li>• Is the information presented by the authors balanced with the pros and cons? Are they in agreement/disagreement about aspects?</li> <li>• How does this impact you or others in the field?</li> <li>• What are the implications and career outlook?</li> <li>• How will you prepare or present yourself for this challenge?</li> <li>• What have been your personal experiences or observations in this area?</li> </ul> <p>For the discussion assignment you will need to read and understand your articles. Please do not use the first articles that you discover. Use of articles not relevant to your area of interest will indicate to me a lack of attention and research on this assignment.</p> <p>Synthesize and integrate both articles into your main post. Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p> <p>Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (page 5).</p>		



Assignment 4	Due Dates/Time (Central Time)	Points
Forage Capstone Project (Submit to Drop Box)	Before 11:59 pm Friday, June 28, 2024	50

Forage is an online platform which hosts free virtual experiences designed and delivered by leading companies. By complete self-paced modules that simulate work undertaken during a traditional internship or graduate program, you are able to develop your skills and gain a real understanding of work in practice.

In the "Resources for Assignment" Module under the Course Content area for this course you will find access to the Forage Platform and the list of job simulations to choose from. Ideally, you will want to pick one of the job simulations that closely aligns with your professional goals and career field of interest. Go to this website to access the class page:

[Forage Link](#)

Complete all requirements outlined in your job simulation. Upon completion, you will need to screen shot the completion certificate from your Forage virtual experience and upload it to your Dropbox.

Next, create a PowerPoint or slide presentation that outlines the following required questions: what you were asked to complete, what you learned from the experience, and how you will integrate what you learned/experienced as you move forward in your career. Additional questions to answer in your presentation:

- What happened during your virtual experience program that most surprised you?
- What was the most fulfilling part of your virtual experience program? Least fulfilling?
- What does that suggest to you about your interests?
- What did you learn from the virtual experience program about your preferred work style?
- What might you do differently as a result of the virtual experience program and your reflection of it?

You will need to record the PowerPoint/slide presentation and verbally present the information above. The presentation should be 3-5 minutes in length and answer the questions. Upload your completed recording to the appropriate drop box in D2L.

Assignment 5	Due Dates/Time (Central Time)	Points
Resume and Interview (Submit to Quinncia)	Before 11:59 pm Friday, July 5, 2024	50
<p>Whether you are seeking a new opportunity or advancement opportunity in your current place of employment, the resume and interview are important components of the hiring process. In the Capstone course, the university senior is preparing for a career after college or hoping to expand current career/professional opportunities. The resume must be professional, neat, and well- organized. It describes your education and experience in professional language. The interviews demonstrates how well you can communicate and provides another opportunity to showcase your knowledge, experience, and skills.</p> <p><b>Resume:</b> Unless you have a lot of employment and university involvement, you should probably not exceed one page (two pages maximum). If you have a resume this is an opportune time to polish and perfect it, to receive feedback, and a grade. If you do not have a current resume you will begin constructing one in this class. DO NOT double space on your resume.</p> <p><u>Submit the resume to Quinncia.</u> Instructions on how to submit to Quinncia are provided in the "Resources for Assignment" Module, under the Course Content area. The grading system used to award points is outlined within.</p> <p>You can upload and adjust your resume as many times as you like to improve upon your grade. NOTE: Only the last three resumes scored are storied in the system.</p> <p><b>Interview:</b> Interviews take many different forms (in-person, phone, web based, and video).</p> <p><u>You will complete a mock interview in Quinncia.</u> I have provided in the "Resources for Assignment" Module, under the Course Content area in this course, how to use the Quinncia Interview feature. The grading system used to award points is outlined within.</p> <p><b><u>Recommend against</u></b> using Safari as your browser to complete the video interview.</p> <p>You can complete as many mock interviews as you like to improve upon your grade. NOTE: Only the last three mock interviews scored are storied in the system.</p> <p>VERY IMPORTANT: Visit the "Mustangs Survival Guide" area at the <a href="#">MSU Career Management Center website</a> for samples of resumes &amp; interview questions.</p>		

LOOKING FORWARD TO A GREAT SUMMER I