



**West College of Education**  
**BAAS 4113 Capstone Project**  
FALL 2022

Contact Information

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Email is my preferred method of communication.

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.

Course Description

BAAS 4113, Capstone Project, is a mandatory senior-level course designed to help you assess your educational experiences in relation to career, professional, and personal goals, and the application of educational concepts to those goals. Reflection, self-assessment, references to previous learning, contextual and purposeful writing, and critical analyses are all vital and integrative components of this Capstone experience. You will complete this course in your last, or second to last, semester enrolled.

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, and possibly master's degree candidate. Thus, appropriate writing skills and citation of sources are expected. 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. Each assignment builds on the next so previous learning is synthesized into the final Capstone Research Paper. 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 and resume)
- Construct and communicate ideas using clear, succinct, and correct written language (essay)
- Research scholarly, credible, and relevant sources to support ideas appropriate to the context and purpose of your writing (research paper, journal articles) 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)
- Illustrate collaborative learning, diversity of ideas, and communication through critical thinking and creative problem-solving (discussion posts and Ideal Team Player Assignment)

### Textbook & Instructional Materials

You are required to have access to, and fully utilize the APA Manual: American Psychological Association (APA), Publication Manual of the American Psychological Association, 6th ed. Washington, DC: APA, 2009. You can also access online or through [OWL](#) (Online Writing Lab). Please use it!

### Library Resources and Helpful Videos

[How to log into MSU Library](#)

[How to find and use research guides](#)

[How to recognize peer-reviewed articles](#)

### 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-Flipgrid #1	10
Positive Work Cultures Essay (20) and Flipgrid #2 (5)	25
Diverse/Career Interview Power Point (20) and Flipgrid#3 (5)	25
Strength Quest Assessment and Essay (20) and Flipgrid #4	25
Resume and Cover Letter (drop box)	25
Research Topic and Flip Grid	10
Hiring Ideal Team Players Essay (20) and Flipgrid #6 (5)	25
<b>Research Paper (drop box)</b>	<b>55</b>
Total	200

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

Grade	Points
A	180+
B	179-160
C	159-140
D	139-120
F	Less than 119

#### 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 for the Capstone must be submitted or posted by the established due dates. Discussions cannot be posted to the discussion board after the Saturday, 11:59 pm deadline. The discussion board will be locked and the class has moved on. The policy for late submission of individual assignments to the drop box is outlined further in the syllabus. Keep in mind that late postings and late submission of assignments inconveniences yourself and others. I understand emergencies arise. Communicating with me is key!

## 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](#)

### 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. It is the 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. Let me know the problems you are encountering.

### 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](#)

## Class Discussion

This course also requires the use of FlipGrid. FlipGrid can be accessed by laptop or by cellphone (iPhone or Android). The format of FlipGrid is sort of like Snapchat, in that you're going to be recording and sharing relatively short videos of yourself with the class. You will also video reply to the videos of others with your comments. I know it can seem intimidating to record yourself, but we are going to become a close-knit educational community in a short amount of time! Please trust the process. The instructions for each Flipgrid discussion will be located in each week's topic. The topic link will be located in the module for the week. You will be required to respond to two classmates. Professional and respectful decorum will be expected at all times.

### 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. When I print your work and no name is on the document it causes confusion, delays, and problems.

Assignments are due to the drop box before the indicated deadline. Sorry, assignments submitted one minute after the assignment deadline are time-clocked as late and points are deducted.

### 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](#).

### 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.

### BAAS Capstone Course Schedule Spring 2022 POT A

Week or Module	Activities/Assignments/Quizzes	Due Date
Week 1 1/17-1/22	<ol style="list-style-type: none"> <li>1. Flipgrid #1 Introduction Post</li> <li>2. Read Harvard Business Review Article</li> <li>3. Positive Work Cultures Essay</li> <li>4. Flipgrid #2 Positive Work Cultures</li> </ol>	Sunday at 11:59 pm
Week 2 1/23-1/29	<ol style="list-style-type: none"> <li>1. Conduct Diverse Career Interview</li> <li>2. Complete Diverse Career Interview PowerPoint</li> <li>3. Flipgrid #3 Diverse Career Interview</li> </ol>	Sunday at 11:59 pm
Week 3 1/30-2/5	<ol style="list-style-type: none"> <li>1. Complete Resume and Cover Letter Assignment</li> </ol>	Sunday at 11:59 pm
Week 4 2/6-2/12	<ol style="list-style-type: none"> <li>1. Complete Strengths Quest Assessment</li> <li>2. Write Strengths Quest Essay</li> <li>3. Complete Flipgrid #4-Strengths Quest</li> </ol>	Sunday at 11:59 pm
Week 5 2/13-2/19	<ol style="list-style-type: none"> <li>1. Submit Research Topic Assignment</li> <li>2. Flipgrid #5-Research Topic</li> </ol>	Sunday at 11:59 pm
Week 6 2/20-2/26	<ol style="list-style-type: none"> <li>1. Hiring Ideal Team Players Essay</li> <li>2. Flipgrid #6-Hiring Ideal Team Players</li> </ol>	Sunday at 11:59 pm
Week 7 2/27-3/5	<ol style="list-style-type: none"> <li>1. Research Paper, DUE <b>SUNDAY, FEBRUARY 5<sup>th</sup> at 11:59 pm</b></li> </ol>	Sunday at 11:59 pm



