



West College of Education
ADED 4113 Capstone Project
FALL 2023

Contact Information

Instructor: Mr. Dirk Welch
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Course Communication

Email is my preferred method of communication at 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](#).

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
Clifton Strengths (Discussion Board)	25
Cover Letter and Resume (Cover Letter-25; Resume-25)	50
Mock Interview	25
Professional Articles Related to Career Field (Discussion Board)	25
Graduate School	25
Forage Job Simulation	50
Total	250

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

Grade	Points
A	225+
B	224-200
C	199-175
D	174-150
F	Less than 150

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 or posted by the established due dates. Discussions cannot be posted to the discussion board after the Friday, 11:59 pm deadline. The discussion board will be locked and the class has moved on.

Assignments submitted one minute after the assignment deadline are considered late and not accepted. In rare instances late work will be accepted. I understand emergencies arise. Communicating with me is key!

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.

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 submitted one minute after the assignment deadline are considered late and not accepted. In rare instances late work will be accepted. I understand emergencies arise. Communicating with me is key!

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.

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. Your **main post** is required to be posted to the discussion board *at least 48 hours* before the deadline. This facilitates quality interaction on the discussion board; allows time for us to read, review, and respond to posts.

The *minimum* requirement for discussion posting is a main post and two response posts. The two **response posts** should be completed *24 hours before the deadline*. The main post is 50% of the points for that discussion, and the two response posts are 25%. The remaining 25% is based on: (1) posts being made at least 24 hours before the deadline and (2) the content, quality, and quantity of your posts. Based on the above you will earn 100% of the points (minus grading points deducted) for your discussion posts. Review the Discussion Grading Matrix posted in the assignment and in the "Resources for Assignment" Module under the Course Content area in this course. Grammar, punctuation, spelling, and word usage are always monitored.

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. 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 Fall 2023

Week or Module	Activities/Assignments	Due Date
Week 1 August 28 – September 1	Introduction	Before 11:59 p.m., Friday, September 1, 2023
Week 2 September 2 – September 8	Career Interview with a Diverse Person	Before 11:59 p.m. Friday, September 8, 2023
Week 3 September 9 – September 15	Clifton Strengths	Before 11:59 p.m. Friday, September 15, 2023
Week 4 September 16 – September 22	Cover Letter and Resume	Before 11:59 p.m. Friday, September 22, 2023
Week 5 September 23 – September 29	Mock Interview (Quinnia)	Before 11:59 p.m. Friday, 29, 2023
Week 6 September 30 – October 6	Professional Articles Related to Career Field	Before 11:59 p.m. Friday, October 6, 2023
Week 7 October 7 – October 13	Graduate School	Before 11:59 p.m. Friday October 13, 2023
Week 8 October 14 – October 20	The Forage Capstone Project	Before 11:59 p.m. Friday, October 20, 2023

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, Sept. 1, 2023	25
<p>Begin your own thread for your main post, with your name 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: How do you perceive the world? In the "Resources for Assignment" Module under the Course Content area for this course you will gain access to complete the Myers–Briggs Type Indicator (MBTI).</p> <p>The MBTI is an introspective self-report questionnaire designed to indicate psychological preferences in how people perceive the world and make decisions. Please complete the posted self-assessment questionnaire and be prepared to share your personality type.</p> <p>From what you read about the MBTI how do you believe this helps (or not) influence your learning, decisions, and your career interest and choice? Be prepared to tell us a little about your manner and mode of learning and how you believe that impacts you as a student and the career choice you've made. What did you learn new about you? Do not over-analyze yourself or the information. This questionnaire is only to help you to connect a little better with yourself.</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, September 8, 2023	25
<p>Identify and interview a person of a culture, ethnicity, gender, or such, diverse from yourself. 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. You will interview this person regarding their perspective of the field/career/profession. Ask about challenges and relevant or pertinent issues facing this career field or the job. What experienced advice or suggestions would they leave for you? Do not provide us a transcript of what was said. Summarize the highlights. As a guide, you can address these minimum areas:</p> <p>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. What are the challenges to this job, career field, area, profession and what solutions, changes, innovations, or implementations are needed?</p> <p>Sample interview questions which can be asked: How did you develop your interest in this area? Who did you view as role models in this area? What are challenging aspects of a diverse working environment? What steps have you taken to meet this challenge? What are the enhancements? What experiences have you had working with others of different backgrounds than your own? What strategies have you used to address diversity challenges and issues? Can you recall a time when you provided feedback to a co- worker/subordinate who was unaccepting of others? Can you recall a time when a person's cultural background affected your approach to a work situation? Tell me about a time that you adapted your style in order to work effectively with those who were different from you.</p> <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
Clifton Strengths (Discussion Board)	Before 11:59 pm Friday, September 15, 2023	25
<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>Please complete the self-assessment questionnaire and be prepared to share your 5 Strengths.</p> <p>From what you read about the assessment/results, please provide/answer:</p> <ul style="list-style-type: none"> • A summary of your Top 5 strengths. • What did you learn new about yourself? • An example of how utilizing one of your Top 5 strengths has been beneficial for you. • How do you believe this impacts the choices you make and how you accomplish things? • How you will utilize the knowledge of your Top 5 strengths in your work and personal life. <p>Do not over-analyze yourself or the information. This questionnaire is to help you connect a little better with yourself.</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 4	Due Dates/Time (Central Time)	Points
Cover Letter and Resume (Submit Cover Letter to Drop Box and Resume to Quinnia)	Before 11:59 pm Friday, September 22, 2023	50
<p>The resume and cover letter is used during job searches to provide a summary of your qualifications. In the Capstone course, the university senior is preparing for a career after college or hoping to expand current career/professional opportunities. The resume and cover letter must be professional, neat, and well- organized.It describes your education and experience in professional language.</p> <p>I have provided in the "Resources for Assignment" Module, under the Course Content area in this course, a "Cover Letter Rubric" so that you know how I will be grading your cover letter. Using the rubric should help to guide you in your writing and help you remain focused on your topic.</p> <p>Please proofread carefully. Your grade will be significantly lowered if your paper has numerous spelling/grammatical errors.</p> <p>Cover letter: states the individual's interests, goals and experiences. The letter will augment and accentuate the resume. The letter should be written as if you are actually applying for a job in your present or intended career field or profession.</p> <p><u>Submit the cover letter to the appropriate drop box in D2L.</u></p> <p>Resume: 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 Quinnia.</u> Instructions on how to submit to Quinnia 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>VERY IMPORTANT: Visit the "Mustangs Survival Guide" area at the MSU Career Management Center website for samples of resumes & cover letters.</p>		

Assignment 5	Due Dates/Time (Central Time)	Points
Mock Interview (Complete in Quinnia)	Before 11:59 pm Friday, September 29, 2023	25
<p>The Interview is a very important component during a job search. Interviews take many different forms (in-person, phone, web based, and video). You will complete a mock interview in Quinnia.</p> <p>I have provided in the "Resources for Assignment" Module, under the Course Content area in this course, how to use the Quinnia Interview feature. The grading system used to award points is outlined within.</p> <p>VERY IMPORTANT: Visit the "Mustangs Survival Guide" area at the MSU Career Management Center website for examples of interview questions.</p>		

Assignment 6	Due Dates/Time (Central Time)	Points
Professional Articles Related to Career Field (Discussion Board)	Before 11:59 pm Friday, October 6, 2023	25
<p>Select an area or topic of interest related to your employment, professional experience, career field, or interest. Locate two related professional journal, peer-reviewed articles current within the last 10 years. These articles will discuss research, studies, trends, changes, challenges or current issues in the field. You will need to visit the library resources if you do not understand peer-reviewed articles. Please go beyond simply selecting the first article which pops up or has the “key term” you are seeking. Your articles need to be relevant and have implications for you, your employment, profession, or career field.</p> <p>What are the articles about? What are your thoughts and opinions regarding what the authors are presenting? (You must support opinions with credible information). Is the information presented by the authors balanced with the pros and cons? Are they in agreement/disagreement about aspects? How does this impact you or others in the field? What are the implications and career outlook?</p> <p>How will you prepare or present yourself for this challenge? What have been your personal experiences or observations in this area? You must read the articles to be able to adequately understand and discuss what is being addressed.</p> <p>DO NOT submit articles from sources such as nytimes.com, huffingtonpost.com, msnbc.com, foxnews.com, cnn.com, Policeone, etc., and other professional sites used in your field or profession. They may be biased and are not peer-reviewed sources. These sources may be highly credibility, reliable, and reputable; however, for our <i>academic and scholarly purposes</i> we are reviewing only peer-reviewed articles, research, studies, and professional journals for this assignment. Hint: if there is an advertising source or ad, the article may not be peer-reviewed and not appropriate for this assignment.</p> <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 7	Due Dates/Time (Central Time)	Points
Graduate School (Submit to Drop Box)	Before 11:59 pm Friday, October 13, 2023	25
<p>Identify five graduate schools that are of interest to you.</p> <p>In the "Resources for Assignment" Module under the Course Content area for this course you will find a worksheet to help you compare the schools.</p> <p>Complete the worksheet and submit to the appropriate drop box in D2L.</p>		

Assignment 8	Due Dates/Time (Central Time)	Points
Forage Capstone Project (Submit to Drop Box)	Before 11:59 pm Friday, October 20, 2023	50
<p>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.</p> <p>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:</p> <p>Forage Link</p> <p>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:</p> <ul style="list-style-type: none"> • 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? <p>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 Dropbox.</p>		