West College of Education
Syllabus: BAAS 4113 Capstone Project
Spring 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 drop box. 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 to me.

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 (problem-solving assignment and critical thinking discussion)

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!

Monthly Zoom meetings to further engage, discuss, and build a sense of community while online may also be employed. Questions or areas of discussion will be provided prior to the Zoom meeting invite. Zoom time is fully optional and not required. There will be no loss of points or information if unable to attend. If there are questions or concerns regarding the assignments, this is simply an opportunity to seek additional assistance "face-to-face". However, you are always encouraged to email, call, or connect through D2L with any questions you might have. If you do not have Zoom on your computer, laptop, IPAD, or phone, this is a good time to download for free. It is also available through D2L, under the Communication Menu at the top of the course. Contact the D2L help link if there are questions or problems with the downloa

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.

This course is a graduation requirement for BAAS majors. The course grading system is CR/NC. CR means **credit** has been earned for the class; NC means **no credit** has been earned for the class. Missing any of the assignments could cause your grade to be NC for the course and impact your graduation. Let me know in advance if you are having problems in any area of your course requirements. Please do not underestimate the weight of the assignments or the importance of successfully completing this course.

You must receive at least 160 points (out of the 200 total) to successfully complete the course. This equates to 80% of the requirements for this course, and is needed to receive **credit (CR)** for this course.

Table 1. Points allocated to each assignment:

Assignments	Points	Percentage of points for the course
Introduction (discussion posts)	15	7.5%
Diverse/Career Interview (discussion posts)	25	12.5%
Essay (drop box)	25	12.5%
Resume and Cover Letter (drop box)	10	5%
Peer-Reviewed Journal Articles Related to Career Field (discussion posts)	25	12.5%
Problem-Solving Project (drobox)	25	12.5%
Critical Reflection on Problem-Solving Project (discussion post)	25	12.5%
Research Paper (drop box)	**50**	**25%**
Total	200	100%

Late Work

No such thing! As seniors 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 Sunday, 11:59 pm deadline. The discussion board will be locked and the class has moved on. 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's 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 expectations 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

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. Please post to the discussion board at least 24 hours before the deadline. This facilitates quality interaction on the discussion board; allows time for us to read, review, and respond to posts; and deters students from holding the class discussion "hostage" when main posts are made an hour or so before the posting deadline and students don't have ample time to read, review, or respond.

The *minimum* requirement for discussion posting is a main post and two response posts. Postings are made on at least two separate days, *twenty-four hours before the deadline*. Students meeting minimum posting requirements will not receive the same grade as students posting additional quality posts, engaging additional students, and moving beyond minimum requirements of class discussions. The main post is 50% of the points for that discussion, and the two response posts are 25%. The remaining 25% is be based on: (1) posts being made at least 24 hours before the deadline, (2) the content, quality, and quantity of your post, (3) any additional posts beyond the minimum two posts and/or supporting documentation or attachments. 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.

I set a minimum posting level of no less than 300 words for the main discussion/post. Both response posts must be no less than 150-words, each. The reason for the minimum-word posts is to deter students from posting at the last minute. These late and last minute posts are usually not well thought out, do not add value to the discussion, and are brief and non-descript comments. Being directed to exceed a minimum posting requirement may accomplish two things: you will either drift into "no man's land" which I and your classmates can immediately detect; or you will be forced to reflect and re-direct your thoughts inward to provide a more meaningful response for us to read. Keep in mind the minimum is just that. The quality of work may not necessarily be based on the quantity 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.

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.

Percentage of grade deducted for late submissions to drop box:
10% - Up to one week late.
20% - One week after the due date of the assignment.

30% - Two weeks after the due date for the assignment.
Assignments three weeks past original due date will not be accepted. Do not email me late assignments.

If you want me to "preview" written work it must be submitted by request a full **TWO WEEKS** before the assignment is due. I am not proofing, reading for content, nor correcting grammar but noting major and glaring inconsistencies regarding the assignment instructions. This can easily become burdensome and timely for us both. If there are too many requests, and too much back and forth, I may need to rethink this "complimentary service" as I do not have time to duplicate grading. It becomes confusing, distracting, and counterproductive.

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.