West College of Education

ADED 4113 Capstone Project

FALL 2023

Contact Information

Instructor: Stephanie Sullivan, M.A.
Office: Clark Student Center 173
Office Hours: By Appointment
Office Telephone: 940.397.6254
Email: stephanie.sullivan@msutexas.edu

Course Communication

Email is my preferred method of communication at stephanie.sullivan@msutexas.edu.

I will respond to emails within 24 hours during the weekday. Please expect a 48 hour response on weekends and holidays. If you need to schedule an appointment, please email me. Then, we can agree upon a time and meet via Zoom or in the Clark Student Center 173.

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

Required Materials

StrengthsFinder (must purchase StrengthsFinder 2.0 by Roth 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. The 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.
(2023-2024 Undergraduate Catalog.)

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. The objective of this 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)
- 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 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)

Textbook & Instructional Materials

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 this course. Close to 95% of your questions or concerns are addressed in 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	25
Diverse/Career Interview	25
Strength Quest	25
Resume & Cover Letter (Resume 25; Cover Letter 25)	50
Mock Interview	25
Professional Articles Related to Career Field	25
Graduate School	25
Forage Job Simulation	50
Total	250

Table 2: Total Points Need 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 for the Capstone must be submitted or posted by the established due dates. Discussions cannot be posted to the discussion board after the Thursday, 11:59 p.m. 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. Keep in mind that late postings and late submission of assignments inconveniences yourself and others. I understand emergencies arrive. In rare instances late work will be accepted. 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 Rights & Responsibilities.

Student Handbook

Refer to: Student Handbook 2022-2023

Grade Appeal Process
Student who wish to appeal a grade should consult the Midwestern State University Catalog on the Registrar's Website.

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 for 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.

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, test, 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 a 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. 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.

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.

Drop Box Submissions 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 the drop box. When I print your work and no name is on the document, it causes confusion, delay, and problems.

Assignments are due to the drop box before the indicated deadline. Assignments submitted one minute after the assignment deadline are time-clocked as late and not accepted.

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 at least twice a week. Excessive absences (not signing into the D2L discussion board, 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.

Important Dates

Last day for term schedule changes: 2023-2024 Academic Calendar
Deadline to file for graduation: Apply for Graduation
Last Day to drop with a grade of "W": 2023-2024 Academic Calendar
Refer to: Procedures for Dropping a Course(s)

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) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request.)

Services of 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.

College Policies

Campus Carry Rule/Policies
Refer to: Campus Carry Policy
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.

Smoking/Tobacco Policy
College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU Texas. 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 University 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.

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 the Midwestern State University Police Department regarding the options and strategies we can all us 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 "Run. Hide. Fight."

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 Fall 2023

Week or Module	Activities/Assignments/Quizzes	Due Date
Week 1 October 21 - October 27	Introduction	Before 11:59 p.m., Friday, October 27, 2023
Week 2 October 28 - November 3	Career Interview with a Diverse Person	Before 11:59 p.m. Friday, November 3, 2023
Week 3 November 4 - November 10	StrengthsFinder	Before 11:59 p.m. Friday, November 10, 2023
Week 4 November 11 - November 17	Resume & Cover Letter	Before 11:59 p.m. Friday, November 17, 2023
Week 5 November 18 - November 24	Mock Interview (Quinncia)	Before 11:59 p.m. Friday, November 24, 2023
Week 6 November 25 - December 1	Professional Articles Related to your Career Field	Before 11:59 p.m. Friday December 1, 2023
Week 7 December 2 - December 8	Graduate School	Before 11:59 p.m. Friday December 8, 2023
Week 8 December 9 - December 15	The Forage Capstone Project	Before 11:59 p.m. Friday, December 15, 2023

Assignment #1	Due Date/Time (Central Time)	Points
Introduction	Before 11:59 p.m., Friday, October 27, 2023	25

First Part of Introduction: In D2L, begin your own thread for your introductory post with **your name** as the title. Please do not post the assignment as an attachment.

Introduce yourself by providing your name and the city you consider home or where you live. Please, no addresses! Where are you with your education? What made you pursue your bachelor's degree? When do you plan to graduate? 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?

Second Part of Introduction: How do you perceive the world? In the "Resources for Assignment" Module under the Course Content area for this course, I posted the Myers-Briggs Type Indicator (MTBI).

MTBI 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. 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 career choice you have 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.

Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (Page 4). Grammar, punctuation, spelling, and word usage are always monitored.

Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (Page 4).

Keep your information and tone (i.e. language, words) professional relevant to the discussion. It is helpful to include something about yourself and your interests outside of class. You are welcome to share any other appropriate information you feel comfortable sharing. If you post a picture, please keep it in "good taste" and appropriate for my "prudent" viewing. Your grade will be significantly lowered if your paper has numerous spelling/grammatical errors.

Assignment #2	Due Date/Time (Central Time)	Points
Career Interview with a Diverse Person	Before 11:59 p.m. Friday, November 3, 2023	25

Identify and interview a person of a culture, ethnicity, gender, or such, who is diverse from yourself. **This person should be in the job, career field, or profession that hold an interest for you, that you are currently working, or in the field you plan to pursue.** You will interview this person regarding their perspective of the field/career/profession. Ask about the challenges and relevant or pertinent issues facing this career field or job. What experienced advice or suggestions would they leave for you? Do not provide a transcript of what was said. Instead, summarize the highlights. As a guide, you should address these minimum areas:

Your own ethnicity and the ethnicity or cultural background of your interviewee; age (a range is okay); gender; position in the organization, and length of time with the organization. What are the challenges to this job, career field, area, or profession? What solutions, changes, innovations, or implementations are needed?

Some 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 coworker or 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 a about a time that you adapted your style in order to work effectively with those who were different from you.

Please be sensitive to how the interviewee might react or respond to this line of interviewing and questioning so be sure to have a willing participant.

Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (Page 4). Grammar, punctuation, spelling, and word usage are always monitored.

Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (Page 4).

Assignment #3	Due Date/Time (Central Time)	Points
StrengthsFinder	Before 11:59 p.m. Friday, November 10, 2023	25

In the "Resources for Assignment" Module under the Course Content 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 Clifton Strengths Assessment (AKA StrengthsFinder 2.0).

Please complete the self-assessment questionnaire and be prepared to share your 5 strengths.

From what you read about the StrengthsFinder, please provide/answer:

- Summary of your top 5 strengths.
- How do you believe this impacts the choices you make and how you accomplish things?
- What did you learn new about yourself?
- An example of ho 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 will you utilize the knowledge of your Top 5 strengths in your work?

Do not over-analyze yourself or this information. This questionnaire is only to help you connect a little better with yourself.

Complete the main post following the guidelines outlined in the Class Discussion section of the syllabus (Page 4). Grammar, punctuation, spelling, and word usage are always monitored.

Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (Page 4).

Assignment #4	Due Date/Time (Central Time)	Points
Resume & Cover Letter	Before 11:59 p.m. Friday, November 17, 2023	50

The resume and cover letter are used during the job search process to provide a summary of your qualifications. In this Capstone course, the university senior is preparing for a career after college or hoping to expand current career or professional opportunities. The resume and cover letter must be professional, neat, and well organized. It describes your education and experience in professional language.

I have provided in the "Resources for Assignments" module, under the Content area, 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. Please proofread carefully. Your grade will be significantly lowered if your paper has numerous spelling and grammatical errors.

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. Review the format!

Submit the cover letter to the appropriate Drop Box in D2L.

Resume: Unless you have a lot of employment changes, you should probably not exceed 1 page (2 pages maximum) for your resume. If you already 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 on in this class. Do not double space on your resume.

There are sample resumes and cover letters in "Mustangs Survival Guide" located in the "Resources for Assignments" Module. Review them! Visit sites on the web for resumes and cover letters for your profession. This can help you with language, areas to emphasize, and provide you an idea of the customary and traditional format for your field. In addition, there is a video in the "Resources for Assignments" Module to help you.

Submit the resume to Quinncia. 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.

Assignment #5	Due Date/Time (Central Time)	Points
Mock Interview (Quinncia)	Before 11:59 p.m. Friday, November 24, 2023	25

The interview is a very important component during a job search. Interviews take many different forms (in-person, telephone, web-based, and video). You will complete a mock interview in Quinncia.

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 outline within. In addition, there is a video that will give you tips for job interviews.

Very Important: Visit the "Mustangs Survival Guide" area at the MSU Career Management Center website for examples of interview questions.

Assignment #6	Due Date/Time (Central Time)	Points
Professional Articles Related to your Career Field	Before 11:59 p.m. Friday, December 1, 2023	25

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.

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? 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.

Do not submit articles from sources such as nytimes.com, huffingtonpost.com, msnbc.com, foxnews.com, cnn.com, etc. and other sites used in your field or profession. They may be biased or are not peer-reviewed sources. These sources may be highly credible, reliable, and reputable; however, for our academic and scholarly purposes we are reviewing only peer-reviewed articles, research studies, and professional journals for this assignment. As a hint, if there is an advertising source or ad, the article might not be peer-reviewed and is probably not appropriate for this assignment.

For the assignment, you will need to read and understand your articles. Please do not use the first articles 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.

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 4).

Complete the two response posts following the guidelines outlined in the Class Discussion section of the syllabus (Page 4).

Assignment #7	Due Date/Time (Central Time)	Points
Graduate School	Before 11:59 p.m. Friday, December 8, 2023	25

Identify five graduate schools that are of interest to you.

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.

Complete the worksheet and submit to the appropriate drop box in D2L.

Assignment #8	Due Date/Time (Central Time)	Points
The Forage Capstone Project	Before 11:59 p.m. Friday, December 15, 2023???	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. Go to this website to access the class page: The Forage Link

Ideally, you will want to choose one of the job simulations that closely aligns with your professional goals and career field of interest.

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 Dropbox.