



West College of Education
Syllabus: 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 24 hours during the week. Please expect a 48-hour response on weekends and holidays.

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. 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.

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 access 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 access it 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.

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
#1 Introduction and MBTI (discussion posts)	25
#2 Diverse Career Interview (drop box)	25
#3 Capstone Essay (drop box)	25
#4 Resume and Cover Letter (drop box)	25
#5 Professional Articles from Career Field (drop box)	25
#6 Problem-Solving Project (drop box)	25
#7 Research Paper (drop box)	50
Total	200

Late Work

As seniors graduating from this University, I have the expectation that 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 do 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 the credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct or the [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 and let me know the problems you are encountering. *Assignments and exams 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!!**

Attendance

Successful completion of this class is a graduation requirement. My expectation is that you will be present in class on the days we have class. Attendance will also be verified when you check into D2L assignments. Excessive absences including 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.

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. Participation in all discussions is expected.

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. If 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. 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.

Services for Students with Disabilities

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. 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 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. 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. I will make every effort to inform you of changes or inconsistencies between what is in the syllabus and what may be posted on D2L. Assignment instructions in D2L take precedence over the syllabus. Use D2L instructions as your guide to completing your assignments.

Please make sure that you are aware what dates the assignments are due and submit your work on time! I rarely accept excuses for late and non-submitted assignments.