

## **CMA680 Capstone I**

**(2 credit hours)**

### **Course Syllabus**

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#### **Course Description**

This course, co-taught by two faculty members, is available for students who wish to complete their course of study with a capstone project. By the end of class, students should have a completed prospectus with outline, a draft of the literature review, and a partially annotated bibliography.

#### **Course Learning Outcomes**

By the end of this course, you will be able to:

1. Research in preparation for writing a 40-60 page creative, academic, or portfolio project in the humanities.
2. Develop an original 40-60 page creative, academic, or portfolio project in the humanities.
3. Utilize appropriate documentation style for the project.
4. Write at an appropriate graduate level.

#### **Prerequisites/Corequisites**

Completion of at least 21 hours of graduate-level coursework.

#### **Required Textbook(s) and Resources**

For this course there are no required resources.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

#### **Time Commitment**

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each**

**week.** For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week.**

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays.**
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays.**

### Learning Activities

This course and its follow-up, CMA681, are designed to support you in creating and completing your capstone project. In CMA680, you will finalize your topic and thesis for your capstone, create a literature review for your capstone, and generate a proposal for review and approval. Once these steps are complete, you will begin the writing of your capstone which will be completed in CMA681. Several discussion forums are included to help keep you on track and answers questions you and your peers may have about the capstone process.

### Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
<b>Discussions</b> Activity 1.1 (n/a) Activity 1.2 (n/a) Activity 1.3 (25)	<b>Discussions</b> none	<b>Discussions</b> Activity 3.1 (25)	<b>Discussions</b> none	<b>Discussions</b> none	<b>Discussions</b> Activity 6.1 (25)	<b>Discussions</b> Activity 7.1 (25)	<b>100</b>
<b>Assignments</b> Activity 1.4 (100)	<b>Assignments</b> Activity 2.1 (200)	<b>Assignments</b> Activity 3.2 (200)	<b>Assignments</b> Activity 4.1 (100)	<b>Assignments</b> Activity 5.1 (300)	<b>Assignments</b> none	<b>Assignments</b> none	<b>900</b>
<b>125</b>	<b>200</b>	<b>225</b>	<b>100</b>	<b>300</b>	<b>25</b>	<b>25</b>	<b>1000</b>

## Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

## Course Schedule and Weekly Checklist

### Week 1 - Topic & Thesis

- MON: Activity 1.1: Meet Your Peers - Initial Post
- WED: Activity 1.1: Meet Your Peers - Secondary Posts
- WED: Activity 1.2: Questions About Capstone - Initial Post
- WED: Activity 1.3: Topic vs. Thesis - Initial Post
- SAT: Activity 1.2: Questions About Capstone - Secondary Posts
- SAT: Activity 1.3: Topic vs. Thesis - Secondary Posts
- SUN: Activity 1.4: Working Thesis Statement

### Week 2 - Sources

- SUN: Activity 2.1: Source List and Annotations

### Week 3 - Literature Review

- WED: Activity 3.1: Lit Review Questions - Initial Post
- SAT: Activity 3.1: Lit Review Questions - Secondary Posts
- SUN: Activity 3.2: Literature Review

### Week 4 - Outline

- SUN: Activity 4.1: Outline

### Week 5 - Proposal

- SUN: Activity 5.1: Proposal

### Week 6 - Writing

- WED: Activity 6.1: Check-In - Initial Post
- SAT: Activity 6.1: Check-In - Optional Secondary Posts

## Week 7 - Writing

- WED: Activity 7.1: Check-In - Initial Post
- SAT: Activity 7.1: Check-In - Optional Secondary Posts

### Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

### Your Instructor Will Expect You to:

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.
- Monitor your TU email account **daily** for important updates and announcements.
- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:
  - Fully participate in all learning activities.
  - Complete assignments as described in rubrics or other instructions.
  - Submit all work on time and in the specified format (e.g. APA format for citations).
  - Utilize and incorporate instructor provided feedback to improve your work.
  - Ask questions so you can better understand course material or assignments.
  - Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
  - Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

### For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.