

## **EDU680 Capstone Project**

**(2 credit hours)**

### **Course Syllabus**

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#### **Course Description**

This course is drawn from all courses in the TU graduate program as well as individual professional development credentials they may have completed during the degree program. Students will organize presentations around their individual themes. Each student will create a summative project and presentation that illustrates how the degree program has changed their knowledge and helped prepare them for a career.

#### **Course Learning Outcomes**

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

1. Integrate direct evidence of their progress toward mastery of the program's learning outcomes into an artifact (e.g., project/paper).
2. Create and deliver a presentation that encapsulates their educational experiences in the program.
3. Describe a planned commitment to lifelong learning.

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

Your course has no required textbook. All resources are included in each week.

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 has been designed as a **Workshop** course type.

This means that by **Wednesday** each week, you'll be posting a draft of an assignment you've been working on. This might be one paper or part of a longer, cumulative project. APA formatting will not be emphasized; however you should still acknowledge any outside sources you use in some way.

By **Saturday** of each week, you will participate in peer review with your classmates. This means that you will read work from a certain number of your classmates and provide constructive criticism of their work. This feedback will be specific, objective, respectful, and done with positive intent. In other words, the course is designed to give you a real audience for your work, and that audience will give you their feedback and opinions. Harsh, condescending, or offensive comments will **not** be tolerated. Be sure to read directions carefully to find out how many and/or whose work you need to read and respond to. Since this feedback process is critical to the overall success of a workshop approach, **up to one-third of your grade** will be related to the feedback you provide to your peers.

By **Sunday** of each week, you will submit a revised version of your work based on the feedback you received from your classmates and instructor. If the course is working on a larger, cumulative project, the revised version will be posted at the end of the class.

Lastly, you will be writing a reflection due each Sunday that will address what you did to revise your work (or what you will do). You will discuss where you agreed with the feedback and where you disagreed with it. If you chose not to take the feedback given, you must explain why. Then you will discuss the process in general and how beneficial you found it. Be sure to read the prompt carefully and address all elements within it.

## Key Assessment (Taskstream Submission)

This TU course features a "Key Assessment" that provides you the opportunity to demonstrate your program's core competencies. It also shows how the course fits within the broader curriculum. For this course, week 7 includes the submission of the final portfolio which will assess the Program Learning Goals:

- PLO 1: Communicate effectively and intentionally with a variety of stakeholders.
- PLO 2: Engage in ongoing evaluation and research of practices and processes in the field for the purpose of continuous improvement.
- PLO3: Incorporate current and emerging research, principles, and practice into the decision-making and problem-solving 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>Forum</b> Activity 1.1 (n/a) Activity 1.2 (50) Activity 1.3 (50)	<b>Forum</b> Activity 2.1 (50)	<b>Forum</b> Activity 3.1 (50)	<b>Forum</b> Activity 4.1 (50)	<b>Forum</b> Activity 5.1 (50)	<b>Forum</b> Activity 6.1 (50)	<b>Forum</b> Activity 7.1 (50)	<b>400</b>
<b>Assignments</b> (n/a)	<b>Assignments</b> Activity 2.2 (100)	<b>Assignments</b> Activity 3.2 (100)	<b>Assignments</b> Activity 4.2 (100)	<b>Assignments</b> Activity 5.2 (100)	<b>Assignments</b> Activity 6.2 (100)	<b>Assignments</b> Activity 7.2 (100)	<b>600</b>
<b>100</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>1000</b>

## Grading Scale

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

## Course Schedule and Weekly Checklist

### Start Here

- MON: Activity 1.1: Program Reflection - Introductory Post

### Week 1 – Digital Portfolios

- WED: Activity 1.1: Program Reflection - Optional Follow-Up Post
- WED: Activity 1.2: Evaluating Career Portfolios
- WED: Activity 1.3: Portfolio Platforms
- SAT: Activity 1.2: Evaluating Career Portfolios – Follow-Up Post
- SAT: Activity 1.3: Portfolio Platforms – Follow-Up Post

## **Week 2 – Resumes and Job Searching**

- ❑ WED: Activity 2.1: Resume Workshop
- ❑ SAT: Activity 2.1: Resume Workshop – Follow-Up Post
- ❑ SUN: Activity 2.2: Final Resume and Reflection

## **Week 3 – Working Philosophy**

- ❑ WED: Activity 3.1: Philosophy Workshop
- ❑ SAT: Activity 3.1: Philosophy Workshop – Follow-Up Post
- ❑ SUN: Activity 3.2: Final Philosophy and Reflection

## **Week 4 – Professional Communication**

- ❑ WED: Activity 4.1: Communication Workshop
- ❑ SAT: Activity 4.1 Communication Workshop – Follow-Up Post
- ❑ SUN: Activity 4.2: Final Communication and Reflection

## **Week 5 – Research in Your Field**

- ❑ WED: Activity 5.1: Research Workshop
- ❑ SAT: Activity 5.1: Research Workshop – Follow-Up Post
- ❑ SUN: Activity 5.2: Final Research and Reflection

## **Week 6 – Professional Problem Solving**

- ❑ WED: Activity 6.1: Problem Solving Workshop
- ❑ SAT: Activity 6.1: Problem Solving Workshop – Follow-Up Post
- ❑ SUN: Activity 6.2: Final Problem Solving and Reflection

## **Week 7 – Lifelong Learning**

- ❑ WED: Activity 7.1: Lifelong Learning Workshop
- ❑ SAT: Activity 7.1 Lifelong Learning Workshop – Follow-Up Post
- ❑ SAT: Activity 7.2: Final Portfolio and Reflection

## **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.

**For More Information:**

Be sure to review the Support, Policies, and Procedures addendum.