



Senior Capstone

CAPS 495

Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

Learners engage in two projects that assess their achievements and preparation for pursuit of professional aspirations in their major field. Through application and assessment, learners examine the knowledge and skills gained throughout the program, achievement of the program outcomes, and their preparation as followers and leaders in their chosen professional field. *Prerequisites: All major courses.*

II. Required and Supplementary Instructional Materials

There is no required textbook for this course. The required materials and documents will either be posted in the Bb course or come from learners' prior work products from their major program. The class will also feature live instruction in the form of [required Collaborate sessions](#).

III. Course Delivery

This course is delivered in a fully online format through Southwestern College's Blackboard (Bb) learning management system.

Online courses typically contain a blend of synchronous (real-time) and asynchronous (not real-time) material. Depending on the course, you may be required at times to interact "live," which might mean attending a scheduled Collaborate session. You may also be required to view or listen to a lecture or other video on a specific date and time. Of course, if there are circumstances that prohibit you from logging in to a scheduled synchronous activity, an alternate assignment will be provided. Please refer to the [Course at a Glance](#) section which will note any synchronous activities.

IV. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Develop a portfolio project that demonstrates the knowledge, skills, and abilities gained in the major discipline.
2. Present evidence and artifacts from the major courses to document achievement of specific program outcomes.
3. Describe the different types of followership and leadership styles and traits.
4. Determine desirable followership and leadership styles and traits for the expected professional field and role.
5. Evaluate one's own strengths and areas for improvement in followership and leadership.
6. Create a followership and leadership development plan.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

V. Expectations

Learners can expect the instructor to:

- Respond to e-mail and phone contact attempts promptly (if you do not receive a response after 48 hours please follow-up as a technology glitch may have occurred)
- Substantially participate in weekly discussions/lecture
- Employ impartial and consistent grading practices
- Provide assignment grades and feedback in one week or less

Instructors can expect the learner to:

- Review the syllabus in its entirety requesting clarification prior to beginning week 1 coursework
- Obtain access to the required course materials prior to the class start date or notify the instructor of any delay no later than Tuesday of week 1 of the course
- Review and abide by the [Professionalism and Academic Expectations at Professional Studies](#) document
- Use their assigned [sckans.edu](#) email account rather than a personal email address for all communications to the instructor, per Southwestern College policy
- Submit course assignment questions with enough notice to receive and incorporate feedback prior to the assignment due date (see [course late policy](#))
- Possess basic skills in Microsoft Office, and have the ability to access Blackboard
- Include the [course ID](#) (Ex: CORE101) on all e-mail correspondence
- Check Blackboard course announcements often during the course
- Communicate with instructors and classmates in a professional and respectful manner
- Substantially participate in weekly discussion/lecture (it is strongly suggested that Bb posts be prepared in a word processing software application then checked for grammar errors prior to submission)
- Submit assignments via the appropriate avenue (e.g. discussion board, Bb assignment link, etc.)
- Adhere to the Southwestern College [Student Code of Conduct](#) and [Standards of Academic Integrity](#)
- Create and submit original work

VI. Grading Scale and Criteria

<u>Grade</u>	<u>Quality Points</u>	<u>Course Scale</u>
A+	4.00	100%
A	4.00	94.0-99.9%
A-	3.67	90.0-93.9%
B+	3.33	87.0-89.9%
B	3.00	84.0-86.9%
B-	2.67	80.0-83.9%
C+	2.33	77.0-79.9%
C	2.00	74.0-76.9%
C-	1.67	70.0-73.9%
D+	1.33	67.0-69.9%
D	1.00	64.0-66.9%
D-	0.67	60.0-63.9%
F	0.00	< 60.0%

<u>Grade:</u>	<u>Criteria and Guidelines:</u>
A+	The grade of A+ is reserved for a perfect score (100%) of all work in a course.
A	Superior work: Superior performance that far exceeds the minimum expectations and demonstrates an excellent understanding of the concepts addressed in the course.
B	Above average work: Good performance that exceeds the minimum expectations and demonstrates a higher than average understanding of the concepts addressed in the course.
C	Average Work: Adequate performance that meets the minimal expectations and demonstrates a basic understanding of the concepts addressed in the course.
D	Minimally acceptable work for receiving credit: Below average performance that does not meet the minimum expectations and/or does not demonstrate a basic understanding of the concepts addressed in the course.
F	Failure: Unacceptable performance. No credit will be awarded, but the grade will be included in GPA calculations.
WF	Withdraw/Fail: A final grade of WF will be recorded for learners who either never access/attend or submit any assignments for courses.
WD, AW, I, S, W, WM	Please refer to the Grading System section of the appropriate catalog.

VII. College Policies

Students are expected to read and abide by the college policies as listed in the appropriate catalog:

- [Undergraduate Catalog](#): For learners who do not possess a bachelor's degree, are pursuing an additional bachelor's degree or for graduate learners who are enrolled in 100-400 level courses.
- [Graduate Catalog](#): For learners who have earned a bachelor's degree and are pursuing a master's degree or graduate level certificate or learners who are enrolled in 500+ level courses.

[Non-Discrimination Policy](#)

[Student Code of Conduct](#)

[Academic Integrity Policy](#)

[Policies for Dealing with Violations of Academic Integrity](#)

[Incomplete Policy](#)

[Withdraw Policy](#)

VIII. Course Policies

Students are expected to read and abide by the course policies found in the instructor-specific syllabus located in the Blackboard course.

Live Collaborate Session Attendance: In the event that learners cannot attend one or more of the live Collaborate sessions, recordings of each session are provided and learners are expected to view them.

Online Writing Center: By the end of Unit 4, all Senior Capstone learners are encouraged to attend at least one 45-minute Virtual Consultation with a faculty consultant from [the Online Writing Center](#).

IX. [Technology Requirements](#)

X. Citation

Check the Academic Resources link in the course menu of your Blackboard course to find the specific requirements and resources for formatting manuscripts and documenting various kinds of sources when submitting written work.

XI. SafeAssign®

This instructor may use SafeAssign®, which is a system that allows for checking the originality of writing and proper citing. Your assignments may be run through this software.

XII. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Collaborate Sessions (live or recorded)	6	n/a	n/a
Discussion Assignments	6	150	15
Portfolio Introduction Draft	1	20	2
Portfolio Outcomes Drafts	5	100	10
Mastery Assignment: Followership/Leadership Plan	1	280	28
Mastery Assignment: Portfolio Project	1	450	45
Total Points		1000	100

XIII. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ol style="list-style-type: none"> Review the Start Here section and become comfortable navigating the course Read Artifacts: Collect, Select, and Connect; Portfolio Project Assignment; and the Followership/Leadership Plan Assignment. Listen to RPP #97 ePortfolios: Interview with Trent Batson View The Research Process – Followership/Leadership View or listen to the Institutional Outcomes Reflection and Experiential Learning and Future Learning Goals presentation. Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Introductions discussion Unit 1 Class Discussion Portfolio Introduction Draft assignment Begin Research for Followership/Leadership Plan Assignment
2	<ol style="list-style-type: none"> View The Research Process – Followership/Leadership Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Unit 2 Class Discussion Portfolio Outcome Drafts - Leadership and Communication Continue Research for Followership/Leadership Plan Assignment
3	<ul style="list-style-type: none"> Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Unit 3 Class Discussion Portfolio Outcome Drafts - Critical Thinking and Ethical Reasoning Complete Assessments and Continue Research for Followership/Leadership Plan Assignment
4	<ul style="list-style-type: none"> Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Unit 4 Class Discussion Portfolio Outcome Draft - Career Preparation Complete Research and Develop Plan for Followership/Leadership Plan Assignment
5	<ul style="list-style-type: none"> Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Unit 5 Class Discussion Complete and Submit Followership and Leadership Assessment and Development Plan
6	<ul style="list-style-type: none"> Attend the Collaborate Session or review the recording 	<ol style="list-style-type: none"> Unit 6 Class Discussion Complete and Submit Final Portfolio Project

XIV. College Resources

[Advising](#)

[Self-Service](#)

[Withdraw Form](#)

[Blackboard Learn](#)

[SCPS Bookstore](#)

[Deets Library](#)

Online Writing Center: View this brief [video tutorial](#) that explains how to enroll in Blackboard

IT Support: sc.helpdesk@sckans.edu or 620.229.6444.

XV. ADA Compliance Statement

Students in this course who have a disability preventing them from fully demonstrating their academic abilities should contact Steve Kramer, Disability Services Coordinator. This will begin the disability verification process and allow discussion of accommodations. He can be reached at (620) 229-6307 or (toll free) at 1-800-846-1543, or by email at steve.kramer@sckans.edu. The web page for Disability Services can be found here: <http://www.sckans.edu/student-services/1st-class/sc-access/>.

XVI. Senior Capstone and Graduate Projects:

The majority of the programs offered by Southwestern College Professional Studies conclude with a Senior Capstone or Graduate Project. During the Capstone or Project course students will be required to retrieve papers, assignments and projects that they created during their entire program of study. For this reason it is imperative that students design a method of storing program course work for use during their final class at Southwestern College Professional Studies. Backing up course work files regularly to a secondary storage location as well (e.g., thumb drive, external hard drive, Office 365 OneDrive, etc.) is strongly recommended in case the primary means of storage is damaged or lost.