

## Course Information

1 cr. Pass/Fail. Complete a project that integrates knowledge, skills, and experience in the major. Demonstrate readiness to transition into the professional world. GEP: Capstone. Course is 100% online, managed in Canvas. *If you are new to the Canvas environment, you will find a Student Resources module at the bottom of the Home page for the course.*

## Instructor Information

**Instructor:** Professor Rhonda Sprague **Office:** CAC 208 **Office Telephone:** 715.346.2812 (cannot receive texts)

**Email:** [rsprague@uwsp.edu](mailto:rsprague@uwsp.edu) or [Rhonda.Sprague@uwsp.edu](mailto:Rhonda.Sprague@uwsp.edu) (preferred mode of contact)

**Office Hours:** Unless I tell you differently, I will be in my office T 2-3 and R 10 - 11. If you want to *meet with me*, please send me an email at least 24 hours in advance to make an appointment. You may send me an Email at any time, but please be sure it follows the guidelines below.

## Instructor Contact Etiquette

I expect that you will communicate with me in a professional manner at all times. To that end, please attend to the following hints for engaging in professional communication with me (and your other university instructors):

<u>DO...</u>	<u>DO NOT...</u>
<ul style="list-style-type: none"> <li>• be polite. Say please when you ask for help and thank you when you receive it.</li> <li>• be brief and clear.</li> <li>• include an informative <i>subject line</i> in Emails. I will not open Email without a subject specified.</li> <li>• include a <i>salutation</i> (such as Dear Professor Sprague, Greetings, or Hello) and a <i>signature</i>.</li> <li>• specify the <i>course and section</i> about which you are writing or calling. Include your student ID number if you are requesting permission or similar.</li> <li>• be patient. I should respond within 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>• contact me to ask about something you could find out easily on your own (e.g., something on the syllabus, on the D2L site, or the like).</li> <li>• send Emails that read like text messages. Watch grammar, spelling, and formality.</li> <li>• make demands. Instead, <i>ask</i> for help.</li> <li>• send Email about anything complicated. Make arrangements to see me in person to discuss complicated issues.</li> <li>• put anything into an Email message that you would not be willing to say in person.</li> </ul>

## Learning Outcomes for UWSP Capstone Courses

Upon completion of this course, students will . . .

1. Demonstrate skills, processes, and resources needed to make a successful transition from college to the world beyond; and
2. Complete a project that integrates knowledge, skills, and experiences related to those General Education Program Outcomes appropriate to the discipline.

## Learning Outcomes for the Division of Communication

By the time they complete all major requirements, students will have gained the following competencies:

1. Communicate effectively using appropriate technologies for multiple audiences;
2. Plan, evaluate and conduct basic research;
3. Use theories to understand and solve problems;
4. Apply historical perspectives to contemporary issues and practices; and
5. Apply principles of ethical decision making in a variety of contexts.

## Texts

There are no required texts for this course.

## Required Resources

Every student will need access to the following, all of which are available online, and some of which are available in printed form: Your UWSP Email Account • Canvas • Handshake • Big Interview • Student Message of the Day (SMOD) • Academic information available through MyPoint and AccesSPoint • Division of Communication website and associated pages • UWSP Student Rights and Responsibilities

## Assignments / Grading

There are 21 points possible in this course. You must earn at least 17 points to earn a passing grade. All assignments in this class will be graded on a pass/near-pass/fail/double fail basis. You will earn a “pass” (1 point) for work that is turned in at the time assigned, complete, and coherent. You will earn a “near-pass” (.5 point) for work that is turned in on time but lacking in some area (e.g., you give feedback that is not very helpful). You will earn a “fail” (0 points) for work that is incomplete. You will earn a “double fail” (-1 point) for work that is not submitted by the deadline, or that is submitted but blank, or that I cannot read because of formatting issues.

**Practically speaking, this system allows you two big screw-ups, or several minor screw-ups, before your overall grade is impacted.** The easiest way to screw up is to miss any assignment deadline. Pay close attention to those as you move through the course.

You will complete the following assignments:

1. A quiz over the content of the course syllabus (1 point)
2. Future Job Assignment (1 point each; 4 points total) (*Course LO#1*)
  - a. a position description for an open entry-level job
  - b. a printed resume appropriate for that position
  - c. a cover letter appropriate for that position
  - d. recordings from Big Interview and an overall assessment of your interviewing performance
3. An ePortfolio presentation based on the Division’s learning outcomes, which serves as an integration and reflection of your curricular and co-curricular activities (1 point) (*Course LO#2*)
4. Online Discussion Forum Original Posts (1 point each; 5 points total). For each assignment, you will make an original post to the Discussion forum before the deadline. Specific requirements for posts are available on the individual assignment description pages in Canvas.
5. Discussion Peer Reviews (1 point each set; 5 points total). You will use the automated Peer Review tool in Canvas to complete peer reviews of your classmates’ posted work before the deadline.
6. Peer Ratings of Your Feedback (1 point each; 5 points total). Each week, your colleagues will evaluate your ability to offer effective, helpful advice about their submissions. I will average the scores you receive from those colleagues. Excellent scores (80-100%) earn full pass points; satisfactory scores (50-79%) earn near-pass points; less-than-satisfactory scores (below 50%) earn zero points. If you fail to submit your peer ratings, you earn double fail points, regardless of the ratings you earn from your colleagues.

## Late Work Policy

Your classmates count on your active and timely participation in activities. They cannot do their jobs until you complete yours. Therefore, you are expected to meet all deadlines for coursework. ***Work that is not submitted by its deadline will only be eligible to receive credit if you have received explicit permission from me to submit late work. I will accept late work for extremely compelling circumstances, but only if you have told me ahead of time that you will be unable to meet the deadline.*** Unless you have documentable evidence that you were completely incapacitated and unable to hold your phone or sit at a computer for long enough to leave a voicemail or send an Email telling me about your situation ahead of time, you will not be allowed to make up missed work, regardless of the reason for your absence.

## Course Schedule (This might change, but will not do so without notice.)

Week	Date	Assignments Due
0	W Jan 23	Syllabus Quiz due before 11:59PM.
	<i>F Jan 25</i>	<i>Last day to clear drop this course (without receiving a "W" grade)</i>
1	M Jan 28	Position Description must be posted to your group's Discussion before 12 noon.
	S Feb 3	Position Description peer reviews due before 11:59 PM.
2	M Feb 4	a. Position Description peer ratings due before 12 noon. b. Resume must be posted to your group's Discussion before 12 noon.
	S Feb 10	Resume peer reviews due before 11:59 PM.
3	M Feb 11	a. Resume peer ratings due before 12 noon. b. Cover Letter must be posted to your group's Discussion before 12 noon.
	S Feb 17	Cover Letter peer reviews due before 11:59 PM.
4	M Feb 18	a. Cover Letter peer ratings due before 12 noon. b. Big Interview links must be posted to your group's Discussion before 12 noon.
	<i>F Feb 22</i>	<i>Last day to drop this course with a "W" grade</i>
	S Feb 24	Big Interview peer reviews due before 11:59 PM.
5	M Feb 25	Big Interview peer ratings due before 12 noon.
6	M Mar 4	Division Assessment ePortfolio link must be posted to your group's Discussion before 12 noon.
	S Mar 10	Assessment ePortfolio peer reviews due before 11:59 PM.
7	M Mar 11	Assessment ePortfolio peer ratings due before 12 noon.
	<i>F Mar 15</i>	<i>Final Assignments must be submitted to appropriate Dropboxes before 12 noon.</i>

## Academic Integrity

Although you will be gathering input from other students about your work prior to turning it in, anything you turn in for credit needs to be your own work. You are not allowed to "work together" on graded assignments.

I will not tolerate academic dishonesty of any sort. *If you are found guilty of engaging in academic misconduct, you will fail this course and I will report you to appropriate university personnel for further disciplinary action.*

### UWSP Academic Honesty Policy & Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student does any of the following:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## **Inform Your Instructor of Any Accommodations Needed**

If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at [datctr@uwsp.edu](mailto:datctr@uwsp.edu)

### **Statement of Policy**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 ALB, or (715) 346-3365.*

### **Religious Beliefs**

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.