The University of Texas at Tyler
Soules College of Business
Department of Technology

Capstone Experience
Course Syllabus

Course: TECH 4372

Title: Capstone Experience

Section: .001,090

Semester: **SPRING 2020**

Class Time: W 6-8:45PM

Classroom: COB 212, LUC 204

Instructor: Dr. Mark R. Miller

Office: COB 225.04

Office Hours: M-R 10-11 am

Other Availability: By appointment

Phone Number: 903-566-7186

Email: mmiller@uttyler.edu

Course Description
An end-of-program review of technical and managerial concepts; students will also complete an electronic portfolio showcasing acquired competencies.

Textbook (Required):
Gerwig, K., Epstein, M., & Johnson, G. (2016). **A New Brand You: Workbook, (V6.1)**
 ISBN: 978131299360-0
Gerwig,K., Johnson, G. (2018). **!WONTUOTEG, (V3)**
 ISBN: 978-1-387-72786-5

Course Objectives
At the end of this course, participants will be able to:
1. Develop skills to look for appropriate job opportunities based on the student's educational background and experience.
2. Develop appropriate documents necessary for employment at an organization.
3. Participants will be able to properly dress and communicate effectively during an interview.

Student Learning Outcomes
At the end of this course, students will be able to:
1. Develop a Professional Brand values statement to be competitive in the job market by earning a 70% or higher on the submitted document in Canvas.
2. Prepare a well-written professional cover letter, resume and separate references by earning a 70% or higher on the submitted documents in Canvas.
3. Develop a successful elevator pitch to be shared with peers, instructor and recorded using video technology (i.e. Flipgrid) by earning a 70% or higher on the video submission in Canvas.
4. Demonstrate professional dress and practice interviews with peers and instructor in group interviews by earning a 70% or higher from instructor feedback.

5. Successfully develop and answer behavioral based interview questions with peers, instructor and using video technology (i.e. Flipgrid) by earning a 70% or higher from the video submission in Canvas.
6. Demonstrate knowledge learned in the course through a professionalism by earning a 70% or higher mastery from the quiz.
7. Successfully use knowledge learned to successfully complete written assignments using real-world situations by earning a 70% or higher from submitting the answers in a Microsoft Word document.
8. Successfully using Social Media (i.e. LinkedIn.com and Wix.com) to deliver their professional capabilities by earning a 70% or higher based on instructor evaluation of your LinkedIn profile.
9. Create a professional digital portfolio and physical portfolio that demonstrates students' competencies and highlights their course of study by earning a 70% or higher from the submitted documents.
10. Successfully participate in a Mock Team Interview by earning an 80% or higher mastery from interviewer evaluation.
11. Write a reflection paper that reflects their learning in this course and course of study by earning a 70% or higher from the Microsoft Word submission in Canvas.

Core Competencies

1. Computer-Based Skills – the student will complete written assignments using the word processor.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned group projects.
3. Interpersonal Skills – the student will interact in class discussion regarding professional branding, digital portfolios, social-media and mock team interviews.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations regarding the use of Brand values statements, behavioral-based interview questions, and a mock team interview.
5. Ethical Issues in Decision Making and Behavior- the student will gain an appreciation of the ethics of technology through examination of various processes.
6. Personal Accountability for Achievement – the student will complete the assignments and project at the time designated by the instructor.
7. Competence in Technology Principles
   a. Competence in major field and grounding in other major human resource development/technology major core areas – the student will gain knowledge and skills related to professional branding.
   b. Exposure to and appreciation for professional experiences such as Interviewing. The student will attend a mock team interview.

Course Requirements:

*Assignments	150
*Quizzes	150
**Mock Team Interviews	200
Exam	100
Attendance/Participation	100
Reflection Paper	50
Pre and Post Surveys	20
Total Number of Points=	870

*Note: This is NOT set in stone, pending the number of quizzes, assignments given, etc.
**= Event required for course credit.

Grade Scale Breakdown:
A=90 - 100%
B=80 - 89%
C=70 - 79%
D=60 - 69%
F=BELOW 60%

Instructor reserves the right to deduct points for behavior that is not exhibit collegiality unkind toward a classmate which includes non-participation in peer coaching and team activities. Additionally, points will be deducted for tardiness.

Contacting the Instructor:
The best way to contact me is via your Patriots email. My email address is: mmiller@uttyler.edu Please use TECH 4372 and your name in the subject line. Please expect a 24-hour response if the email is sent Monday-Thursday by 5pm, and Fridays by 12pm (otherwise please expect a response by the following Monday).

Course Policies:
1. **The A New Brand You© Professional Brand Profile**: Assignments will begin in class with and students will complete the majority of these materials outside of our regular class session. This profile assignment includes the Professional Brand Profile list of Value Statements and then you will create examples to support your values using, the S.T.A.R. method. You will be given numerous opportunities to practice your interviewing skills with your peer coach (a chosen classmate) and your group (classmates).

2. **Teaching Method is Workshop Style and students are expected to come to class prepared, bring their textbook, and laptop to facilitate in-class workshop activities.** Not doing so will reduce participation grade. If student

does not bring adequate technology, they will be expected to leave class and meet with IT Support in RBN 3022 before returning to class.

3. **E-Portfolio**: Students will create an electronic portfolio demonstrating the knowledge they have learned in their discipline.

4. **Mock Interviews**: In the Business World, you will be expected to network with others and present yourself professionally. Communication Skills become better when practiced. Business professionals need to be prepared to clearly and concisely communicate: *Who You Are. What You Do. Why Anyone Should Care to Remember You.*
    o You will have 3 opportunities in this course to practice your interviewing skills in front of instructor and your peers.
    o You will have 2 mock panel interviews within a group of classmates as panelists and instructor serving as the HR Director in your chosen company for the simulation. Note: other faculty or business professionals may be invited without notice to attend these practice interviews.
    o The final exam is a mock interview which is mandatory and held on Friday, ==April 24th, 2020== at 11:00am Note: students should come 30 minutes early to sign in and be prepared to network with business professionals as they arrive. Students arriving late and/or not dressed in prior-approved business suit will NOT be allowed into the event and will receive a failing grade for the course.
    o You will be assigned to a table of 1-4 business professionals from East Texas (and beyond) along with several students from TECH 4372 and MANA 3170 who will be observers during your interview and you will observe theirs. You will bring your Final Written Portfolio at that time and will hand copies of your Resume to business professionals at your table. Business cards are encouraged, but not mandatory.
    o ==Demonstrate full professional business attire by wearing proper business professional clothing (i.e. suit) suitable to a professional work environment.==
    o Students must be on time, come dressed for success in their previously approved outfit and grooming style and bring final their portfolio. Students must wear the same outfit, shoes, tie or accessories as approved in Mock Panel Interview #2 (Dress for Success outfit) and grooming style. If student was asked to change something, they need to make that change for MTI or you will not be admitted.
    o If students do not arrive to MTI in their pre-approved attire, the student will automatically fail the course as this is a reflection of the Department, Soules College of Business and the University.
    o During each interview, the students must present him/herself as an ideal candidate for a targeted position and demonstrate the ability to answer

challenging behavioral-based questions candidly, succinctly and accurately.

- o Students must arrive before each interview session begins (Mock Panel Interviews #1 and #2 and Final Interview. <u>Arriving late or not attending the Final Interview (which is in lieu of a traditional final exam) will result in a failing grade. You will be turned away at the door. For #1 and #2, you will receive a grade reduction for tardiness and will be expected to wait until door opens to the room.</u>
- o Students will be asked to give feedback on their learning in the form of an online post-experience survey and a Reflection paper. This feedback is mandatory, but you can choose whether or not you would like your unidentifiable data to be used in an ongoing UT Tyler research study on professional branding for business students.

<u>Final Grades</u>:
<u>Final assignments for TECH 4372 will be due no later than Wednesday April 29th, 2020 at 11:59PM. No exceptions can be made as the deadline will provide the instructor the necessary time to complete final grades for the course.</u>

<u>Attendance:</u>
Attendance is mandatory and will be taken at every scheduled class. Make-ups will not be allowed unless an:
1. Organized university trip.
2. Illness or death in **immediate** family (mother, father, brother and/or sister).
3. Illness of student.

Each one of these will require either a **doctor's statement** or a **signed** statement from the individual in charge of the trip.

<u>Late Work:</u>
Make-Up work will be allowed with a doctor/official university business excuse without proper documentation. Otherwise, there will be a **30% per calendar day penalty** (includes weekends) for all late work not otherwise authorized. Please email the instructor ahead of time if you have extenuating circumstances.

<u>Writing Expectations:</u>
This is a senior-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 6 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan in advance for them to look over your paper and offer advice. Online appointments are available. Their website is: https://www.uttyler.edu/writingcenter/. There office is CAS 202, Phone number: 903-565-5995 email: writingcenter@uttyler.edu.

Cell Phones:

Cell phones are to be seen and not heard. Make sure you turn off your cell phone during class or turn it to the vibrator mode. A ringing cell phone is a distraction and is inappropriate for the classroom. Allowing your cell phone to ring and then answering it is very rude. It is not fair to your fellow classmates who have paid for this course. **Please be considerate and make sure your cell phone is turned off during any of your classes. Students will be asked to leave for the day if this behavior continues.**

Discrimination:

The policy of this department is to make your college experience as pleasant as possible. However, if at any time you feel that you are being discriminated against, belittled, or not treated appropriately, please notify the instructor either anonymously or in-person **immediately** after class. It is not the intention of any of the faculty in this department to make your college experience an unpleasant one. Remember, the first step in the process is to inform the instructor so s/he can be made aware of the problem and take corrective action. If the problem continues to persist, please inform the chair of the department. The dean can then be notified if the problem continues to exist after a few days. A grievance can then be filed in the Office of Student Services if there has still been no change in the instructor's behavior. **It should be noted that filing a grievance is a serious act and should NOT be done so just because you received a bad grade on an exam or in the course. Communication is an effective tool to solve problems and is rarely used enough. Most people are not deliberately trying to upset you, they are just not aware of your vantage point.**

Talking:

While the instructor is talking, it is understood that no one should be talking. Students talking in class prevent other students from hearing the instructor and learning the material that is required to pass the course. If you are caught talking, then you will **earn a zero on your daily quiz** grade. On the second offense, **you will be asked to leave**. This behavior is rude and disruptive and most students who talk in class typically earn lower grades. It should be noted, that students who have been granted permission to talk by the instructor should not be interrupted as well.

Offensive Language:

Any type of offensive language will not be tolerated in the classroom or laboratory. How you speak to your friends outside the classroom is your business however, when you are in the classroom you must follow the University of Texas rules of conduct. **You will be asked to leave if your language or conduct is offensive.**

Required Activities Scheduled Outside of Regularly-Scheduled Class time (fees, tickets, procedures and/or forms required):

Read textbook, review notes, and complete assignments.
Department Website: http://www.uttyler.edu/cbt/hrd/tech/
Commencement: Saturday, **May 2nd** Time: TBA.

Holidays: Spring Break: March 9th-13th
Census Date: January 27th
Last Day to File for Graduation: March 2nd
Last Day to Withdraw from Classes: March 30th
Final Exam: Wednesday April 29th 5:00-7:00 pm

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at
http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Spring, the Census Date is Sept 9th). Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to

exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept 9th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. Revised 09/16

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:
- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;

- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssignTM, available on Blackboard.

UT Tyler Resources for Students
- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Course Schedule

Week	Dates	Topic/Description	Deliverables due before class at 5:59PM Unless indicated
1	1-15-20	Course Introduction Group Formation Uncover It- Step 1 of the Professional Branding Process.	• Read the Syllabus • View the Professional Branding Video • Read pages 4-31 of the workbook • Complete the Mini Meyers Briggs Survey Complete Exercise 1
2	1-22-20	Expand it and Prove It- Steps 2 and 3. Expand Value Statements and provide S.T.A.R. example that proves each value.	• Pre-Survey due • Read pages 32-41 in the workbook
3	1-29-20	Communicate It- Step 4 of the Professional Branding Process. Exercise 4- Uncovering More Value Words. Exercise 5- Creating your Value Statement Exercise 6- Generating your Elevator Speech and tell me about Yourself Response to reflect your professional brand.	• Submit Assignment One to Canvas Complete Exercise 1 Expand the value into a statement as directed in exercise 2. Provide an Prove It example using the S.T.A.R. method. • Bring a job description to class. • Answer all questions in Exercise 4 using the provided digital copy in canvas • Read pages 42-51 in the workbook. • Bring a digital or hard copy of your resume to class on 2-5-20.
4	2-5-20	Resume Cover Letter and References	• Read pages 52-55 in the workbook • Submit Assignment Two to Canvas

			• Complete Exercise Four-Uncovering More Values by answering all questions in the exercise. Then highlight potential value words that you would like to expand. Finally, select 9 of the words and expand each one into a S.T.A.R. example Complete Exercise 5 Creating your Showcase Value Statement • ==Assignment Three-FlipGrid Video recording Elevator Speech due at 11:59PM on Friday 2-7-20==
5	2-12-20	LinkedIn Dress for Success Interviewing Skills- Behavior Based Interview Questions Introduce Assignment 6-Flipgrid Behavior Based Interview Questions	• ==Submit Assignment Four to Canvas- Resume, Cover Letter, and References==
6	2-19-20	How to Plan Your Career, Dress Rehearsal- Round 1 Groups:	• ==Submit Assignment Five to Canvas- Submit a Word Document with the URL of your LinkedIn Profile==
7	2-26-20	Dress Rehearsal- Round 1 Groups: Dress Rehearsal- Round 1 Groups: Mid-Term Exam Prep	• ==Assignment Six- Flipgrid video recording 3 Behavior Based Questions due==
8	3-4-20	Dress Rehearsal- Round 2 Groups:	• ==Dress Rehearsal Grade==

		Dress Rehearsal- Round 2 Groups:	
9	3-11-20	Spring Break	Spring Break
10	3-18-20	**Dress Rehearsal- Round 3 Groups: Mid-Term Exam in Class The Interview	
11	3-25-20	Guest Speaker Take Control of Your Life and Career	• Submit The Interview assignment to Canvas
12	4-1-20	Salary Negotiation !Wontuoteg Introduce ePortfolio Project	• Read !Wontuoteg prior to class
13	4-8-20	ePortfolio	• Submit !Wontuoteg assignment to Canvas
14	4-15-20	Reflection Paper Introduction Career Advancement	• Submit ePortfolio to Canvas by 11:59PM
15	4-22-20	Final MTI Prep/Instructions Course Closure	
	*4-24-20	Mock Team Interviews	• Mock Team Interviews at 10:30AM in COB
16	4-29-19	Final Exam	• Reflection Paper due • Post-Survey due • Both assignments are due at: 11:59PM (Do the survey after you submit the Reflection Paper)

* Attendance on April 24th event is Required for Course Credit!

This is a living document and can be changed at the instructor's discretion