UTTyler
SOULES
COLLEGE OF BUSINESS

HRD 4372: Capstone Experience
Fall 2023

Dr. Rochell McWhorter

rmcwhorter@uttyler.edu   903-566-7330

Office Hours (in-person or *online)   Office: Soules COB #315.15

Mondays: 8:30am-11:30am *Email for appointment

See Tentative Course Outline for Course Meetings and Assignments

Course Description:

An integrated perspective of the problems in Human Resource Development. This course offers the students the opportunity to integrate their knowledge of the undergraduate HRD principles and interventions for organizations through practical applications of their coursework as final preparation for entering the workforce. This course culminates in a mock team interview experience and a final capstone project.

Student Learning Outcomes:

- Prepare a well-written resume, cover letter, and references list
- Demonstrate dressing appropriately for an interview for a professional position.
- Develop networking and job searching skills.
- Clearly communicate professional brand to an employer at a mock team interview (MTI) experience and through a LinkedIn account.
- Integrate knowledge of the undergraduate HRD principles and interventions for organizations with learning acquired in the course and major field of study through a final Capstone project.
- Keep a reflective journal (RJ) using a wordprocessing document

Required Textbook/Materials:

1. Johnson, G., & Gerwig, K. (Jan. 2023 ed.). ***Your Standout Brand Workbook – Build and Grow a Success-Ready Career***©. Solving Business Problems Creatively, LLC, 1st edition. Lulu.com
   - Note: *You will need the workbook by Monday, August 28th*

2. Johnson, G., & Gerwig, K. (2018). **!WONTUOTEG**© - **third edition** (2018). Lulu.com. ISBN: 978-1-387-72786-5. **Also available as an e-book through the publisher at** lulu.com. ISBN: 978-0-359-20513-4

3. American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC. OR Access the Purdue Website.

4. Various Readings and Videos provided by Instructor
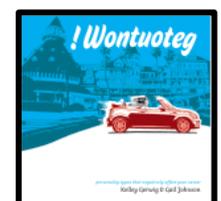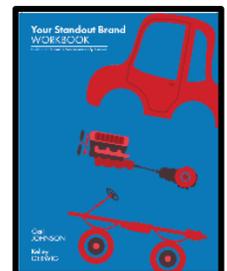
Grading Scale:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59			

Grading Policy for HRD 4372:

Professional Brand Profile including STAR Examples	10%
Final Written Portfolio (with Resume, Cover Letter, Reference List/folder)	15%
Mock Interviews (2 Panel=5% each, 1 Final=15%)	25%
Earning an industry-related certificate	15%
Participation: (Attendance for in-class and remote participation activities)	15%
End of Program Capstone Project	20%

1. **The A New Brand You© Professional Brand Profile**: This profile assignment includes 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. **Final Written Portfolio**: This UT Tyler or similar 2-pocket folder will contain 5 copies of your 1-page Resume and must be approved by Instructor and then will be printed by student on resume paper. Students may add their business card (Note: business card is optional).

3. **Mock Team Interviews**: There will be 3 opportunities to practice interviewing skills in front of instructor and peers: two during the semester, and one mock interview with business professionals from the community at the **Mock Team Interview (MTI) event on FRIDAY, NOVEMBER 3RD (9am-1pm). Note: the MTI is mandatory for passing this course.**

4. **Earning an industry-related certificate**: As a student you will have access to free microcredentials (i.e., certificates, digital badges, etc.). Once earned, credential(s) will be listed on your resume to validate industry-related knowledge. You can choose from several options of what skills you want to learn.

5. **Attendance and In-Class Participation**. Students are expected to come to class prepared, bring their textbook, and laptop to facilitate in-class workshop activities and participate in learning activities on days designated. Not doing so will reduce participation grade. Group work outside of classroom is also required and can be done through Zoom as assigned. Group work will be handled on most Fridays as instructor directs.

6. **End of Program Capstone Project** – each student will create an attractive **LinkedIn account** including completing each designated section, invite others to connect with them, ask for recommendations, highlight specific learning artifacts they have created over the course of their program as shown in grading rubric. You will add your digital badges and certificates to your account. Some larger projects and learning artifacts can be built into an ePortfolio with the URL then embedded into their LinkedIn account for viewing.

Make-Up Work and Late Work

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Email instructor ahead of time if you will not meet the deadline. Also, email for special cases (such as military duty/training, health, or family emergencies; Dr. McWhorter will ask for documentation for these situations).

Writing Expectations

This is a university course with numerous written assignments that should be free of spelling and grammatical errors and should include appropriate organizational structure, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan well in advance for them to look over your paper and offer advice. If you need further tutoring, **CLICK HERE** for the webpage for the Writing Center, phone: (903) 565-5995, or email them: writingcenter@uttyler.edu

---

Important Dates:
Census Date = **September 1, 2023**
Last Day to Withdraw from Classes = **October 30, 2023**
Mandatory Mock Team Interview = **November 3, 2023**

**—See UT Tyler Syllabus Module in the Canvas Course
for University Policies and Information—**

*Note: Tentative Course Outline is presented on next page

*Tentative Course Outline
HRD 4372 Capstone in HRD, Fall 2023

Date		H	Topics/Activities	**ASSIGNMENTS
Aug	21		• About our Class & What is Branding? • Read pp. 7-17	1.1 Discussion Posting 1.2 Take the Jung Typology Test
	23		• Guest: Ms. Megan Hoang; • Create Groups & Begin Exercise One	2.1 **Complete Exercise One** from Workbook (YSB)
	25	**H**	Quiz #1 (Online)	3.1 Online Quiz
	28		YSB Activity; "About Coursera"	4.1 YSB Assignment
	30		About Elevator Pitch	5.1 Upload recording-Elevator Pitch
Sep	1	**H**	See Hybrid Module for details	6.1 Create or update LinkedIn acct
	4		YSB Activity	7.1 YSB Assignment
	6		Guest Speaker TBA	8.1 Reflection on Guest Speaker
	8	**H**	Quiz #2 (Online)	9.1 Work on Coursera Certificate
	11		**In-Class MTI Practice #1A**	10.1 YSB Assignment
	13		**In-Class MTI Practice #1B**	11.1 Reflection about MTI practice
	15	**H**	See Hybrid Module for details	12.1 Work on Certificate
	18		Guest Speaker TBA	13.1 Reflection on Guest Speaker
	20		YSB Activity	14.1 YSB Assignment
	22	**H**	Work on Coursera Certificate	15.1 Work on Certificate
	25		YSB Activity	16.1 YSB Assignment
	27		YSB Activity	17.1 YSB Assignment
	29	**H**	See Hybrid Module for details	18.1 Practice Online with Group
Oct	2		In-class Practice for MTI #2A	19.1 Reflection about MTI practice
	4		In-Class Practice for MTI #2B	20.1 Reflection about MTI practice
	6	**H**	Prepare for MTI Practice #2	21.1 Reflection on your preparation
	9		**In-Class MTI Practice #2A (Business Suit)**	22.1 Reflection about MTI practice
	11		**In-Class MTI Practice #2B (Business Suit)**	23.1 Reflection about MTI practice
	13	**H**	See Hybrid Module for details	24.1 Reflection
	16		MTI Practice #2	25.1 Reflection on MTI Practice #2
	18		Debrief MTI Practice #2	26.1 Social Media Assignment
	20	**H**	LinkedIn Posting	27.1 LinkedIn Posting
	23		**In-Class MTI Practice #3A (Business Suit)**	28.1 Prep for MTI
	25		**In-Class MTI Practice #3B (Business Suit)**	29.1 Prep for MTI
	10/27 11/1	**H**	See Hybrid Module for details	30.1 Prep for MTI
Nov	3		**MOCK TEAM INTERVIEW! --Begins at 9am - 1pm--**	
	6		Debrief the MTI	31.1 Reflection on MTI
	8		Discuss Reflection Paper	No assignment due
	10	**H**	Work on Reflection Paper	No assignment due
	15		Invited Guest	Reflection on Invited Guest
	17	**H**	Work on Reflection Paper	No assignment due
	20-24		**Thanksgiving Holidays (No Class)**	
	27		Work on Refection Paper	32.1 Reflection Paper due
	29		Wrap-up and final deliverables	33.1 Capstone Project Due
Dec	1	**H**	Quiz #6 (Online)	34.1 Submit Quiz #6

H = Hybrid days where instruction or quizzes will be presented online
Sept. 1st Census Day   **Oct. 30th** Last day to withdraw

*Instructor reserves the right to adjust this schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in the Canvas course and/or In-Class Announcement.

**Due Dates on Saturday unless otherwise specified