
Course Syllabus for HRD 4372: Capstone in HRD Fall Semester 2022

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Course Overview:

An integrated perspective of the problems in Human Resource Development. This course offers 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.

Required Textbook/Materials:

1. Johnson, G., & Gerwig, K. (2018), *New Brand You Workbook* (6th ed). Lulu.com ISBN 13 : 9781312993600
2. Gerwig, K., & Johnson, G. (2018). *WONTUOTEG* (3rd ed). Lulu.com ISBN: 9781387727865
3. American Psychological Association (2019). *APA Publication Manual*, 7th edition. Washington, DC. **OR** Access the Purdue Owl Website:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
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	15%
Final Written Portfolio (with Resume, Cover Letter, Reference List/folder)	15%
Mock Interviews (2 Panel=5% each, 1 Final=20%)	30%
Participation: (Attendance for in-class and remote participation activities)	20%
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.
4. **Final Written Portfolio:** A UT-Tyler branded or new 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 business cards.
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.
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. 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 graduate-level 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, Contact info: [UTTyler Writing Center](#), to schedule an appointment.

Important Dates:

Census Date = September 2, 2022 Last Day to Withdraw from Classes = November 4, 2022

University Policies: See Syllabus Module in the Canvas course. (Note: you will be expected to read each of these resources in Module 1 and some will appear on Quiz 1).

Information for Classrooms and Laboratories: It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.



HRD 4372: Capstone in HRD
Tentative Course Outline as of 8.18.22*

**Hybrid Course with Face-to-Face Meeting Times (Soules COB # 227) &
Other Class Meetings Via Zoom.us or Asynchronous in Canvas**

Module	Descriptions	Deliverables
<p style="text-align: center;">1 (8/22-8/27)</p> <p style="text-align: center;">Online</p>	<p>Intro to Course; Form Groups, Review Deliverables</p> <ul style="list-style-type: none"> • Read Syllabus! • Items to put on your calendar: <ul style="list-style-type: none"> ○ <i>In-Person class times: Tuesdays: Aug 30, Sept. 13 & 27; Oct 11 & 25.</i> ○ <i>MTI: Friday Nov. 4</i> (Soules Lobby; Business Suit) ○ <i>Wrap-Up/Class Celebration: Tues. Dec 6th</i> 	<ol style="list-style-type: none"> 1.1 Technology Pre-Survey 1.2 Google Yourself! (upload your results) 1.3 Discussions Posting 1.4 Upload Previous Results of Meyers-Briggs MBTI or Take the Jung Typology Test (we will use these results in Module 2 in Class #1) 1.5 Purchase the ANBY book (needed in Mod 2 through end of this course)
<p style="text-align: center;">*2 (8/29-9/3)</p> <p style="text-align: center;">In-Person on 8/30 (Class #1)</p>	<p>Getting Started with Professional Branding; Book Check</p> <ul style="list-style-type: none"> • Print 1.4 assignment and bring to Class #1 • Bring main textbook to class: <i>A New Brand You V6.1 (ANBY)—Be sure you have read pp. 4-23 prior to Class #2</i> • Watch the “Professional Branding” video that we will discuss in Class #1 • Introduce Behavior-Based Interviewing Questions (BBIQs) 	<ol style="list-style-type: none"> 2.1 Bring Exercise 1 (pp. 22) in ANBY and bring to class 2.2 Upload a Sample Job Announcement 2.3 Exercise 2 in ANBY 2.4 Exercise 3 in ANBY
<p style="text-align: center;">3 (9/5-9/10)</p> <p style="text-align: center;">Online</p>	<p>Continuing Professional Branding</p> <ul style="list-style-type: none"> • Begin or examine your current resume • Get together with your group to practice 1-2 BBIQs 	<ol style="list-style-type: none"> 3.1 Upload Resume 3.2 Reflection on BBIQs experience
<p style="text-align: center;">*4 (9/12-9/17)</p> <p style="text-align: center;">In-Person on 9/13 (Class #2)</p>	<p>Presenting your Professional Brand in Writing</p> <ul style="list-style-type: none"> • Prior to Class #2, read pp. 52-55 in ANBY • Bring your 3.1 digital copy of your Resume to Class #2. Be sure you have updated it, if requested. • Bring a digital copy or hard copy of a job description for your targeted career position • Review information to complete 4.1 in-class. • Work on Exercise 5: <i>Creating Your Showcase Value Statement</i> (pp. 44 in ANBY) • Looking ahead: Discuss Flipgrid App 	<ol style="list-style-type: none"> 4.1 Complete Exercise 4 – <i>Uncovering More Values.</i> 4.2 Upload Revised Resume and Job Description 4.3 Upload Exercise 5 4.4 Download the Flipgrid App for Module 5 for elevator speech
<p style="text-align: center;">5 (9/19-9/24)</p> <p style="text-align: center;">Online</p>	<p>Continuing Presenting your Professional Brand in Writing</p> <ul style="list-style-type: none"> • Prepare cover letter that will accompany your resume. See cover letter template provided you in Canvas. • Get together with your group to practice 1-2 BBIQs • Flipgrid Elevator Speech (ES). Video your ES on Flipgrid and ask your group to comment within Flipgrid App 	<ol style="list-style-type: none"> 5.1 Upload Cover Letter 5.2 Upload Elevator Speech in Flipgrid

<p>*6 (9/26-10/1) In-Person on 9/27 (Class #3)</p>	<p>Continuing Presenting your Professional Brand in Writing</p> <ul style="list-style-type: none"> Bring your laptop to class Create (or locate) your LinkedIn profile and update. (Note: you will be provided a textbook free of charge: "Linked" by Garriott and Schiefeling (2022) we will be utilizing. Locate the 5.1 cover letter with instructor feedback (revise as necessary) Locate References template provided you in Canvas (revise as necessary) 	<p>6.1 Upload your revised Resume and Cover Letter 6.2 Upload your References 6.3 Connect with Dr. McWhorter on LinkedIn and at least 5 others from the university and 5 business leaders in the East Texas area. 6.4 Copy and paste your 'shortened' LinkedIn URL</p>
<p>7 (10/3-10/8) Online</p>	<ul style="list-style-type: none"> Create an account on Wix.com (or other site approved) to showcase samples of your schoolwork, certifications, other credentials, that would be relevant to an employer. This "repository" will be open to those with URL. 	<p>7.1 Begin ePortfolio (i.e. Wix.com) of your best samples of your UT Tyler schoolwork— Note: when it is finished, you will link your ePortfolio into your LinkedIn account</p>
<p>*8 (10/10-10/15) In-Person on 10/11 (Class #4)</p>	<ul style="list-style-type: none"> Group Practice Group Interview #1 with Instructor 	<p>8.1 Practice #1 – Interview (in casual wear)</p>
<p>*9 (10/17-10/22) In-Person on 10/25 (Class #5)</p>	<ul style="list-style-type: none"> Group Practice Group Interview #2 with Instructor IN BUSINESS ATTIRE 	<p>9.1 Practice #2 (in Business Attire-Dress Rehearsal)</p>
<p>10 (10/24-10/29) (Online)</p>	<ul style="list-style-type: none"> Continue practice on your MTI questions (i.e. get together with 1-2 classmates) 	<p>10.1 Reflection on how you are doing, list any questions for instructor</p>
<p>*11 (10/31-11/5) In-Person at MTI on Friday 11/4</p>	<p>MOCK TEAM INTERVIEW ON FRIDAY, NOV 4TH Time TBA</p>	<p>Mandatory Attendance for all Soules COB students enrolled in MANA 3170, HRD 4372, etc.</p>
<p>12 (11/7-11/12) Online</p>	<p>Follow-Up on Learning from MTI Event</p> <ul style="list-style-type: none"> What worked, what needs improvement? Discuss 	<p>12.1 Reflections in Discussions 12.2 Work on Reflective Paper about MTI Experience</p>
<p>13 (11/14-11/19) Online</p>	<p>End of Program Capstone Project (LinkedIn + ePortfolio)</p>	<p>13.1 Status report on how you are doing on your Capstone Project</p>
<p>THANKSGIVING BREAK NOVEMBER 21-26</p>		
<p>14 (11/28-12/2) Online</p>	<p>READ: !WONTUOTEG© - 3rd edition textbook</p>	<p>14.1 Discussions on !WONTUOTEG©</p>
<p>12/6/22 *WRAP-UP</p>	<p>Bring !WONTUOTEG© - 3rd edition textbook to Class for us to discuss. You will have an essay on this due for your Final Exam along with your ePortfolio embedded URL to LinkedIn account</p>	<p>Final Exam:</p> <ul style="list-style-type: none"> LinkedIn profile with embedded ePortfolio Link Essay Question(s) over !WONTUOTEG© - 3rd edition textbook

***Note:** This is the tentative course calendar. If an unforeseen reason arises and schedule needs to be altered, instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and asked to download the revised calendar.