The University of Texas at Tyler  
College of Business and Technology  
Department of Human Resource Development

Course Syllabus for: TECH 4372: Capstone Experience  
TECH 4173: Electronic Portfolio  
Fall 2016

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Office Hours: Wed., 1:45pm-4:45pm  
Virtual Office Hours: By appointment*  
*Email instructor for other times

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

Required Textbook/Materials:
   ISBN: 978131299360-0
2. Other related materials will be provided on the Blackboard site.
3. Supplemental course information will be posted on instructor’s Pinterest website: http://pinterest.com/virtualhrd  
   Also, once students have an acceptable “headshot” picture, students must connect with instructor on LinkedIn  
   www.linkedin.com/in/rochellmcwhorter as part of the ePortfolio grading process. They will also utilize Pathbrite.com for constructing their visual ePortfolio that documents their learning and skills gained from their Bachelor’s degree.

Course Learning Objectives:
Upon successful completion of the course, students will be able to:
2. Prepare a well-written resume, cover letter and separate references list
3. Demonstrate the proper way to dress and interview for a professional position
4. Determine the degree plan/departmental competencies mastered in coursework
5. Develop an electronic portfolio showcasing learning and skills
6. Utilize social media (i.e. LinkedIn.com and Pathbrite.com) to convey their virtual professional presence
7. Describe the job opportunities for a chosen career in their field of study
8. Reflect in a scholarly way about their learning in this course and course of study
**Course Competencies**

1. **Computer-Based Skills** – the student will complete written assignments using the word processor as well as periodic Blackboard assignments via Internet connectivity; will login and utilize various asynchronous platforms and social media.

2. **Communication Skills** – the student will exhibit a mastery of written skills in completion of written assignments and also synchronous communication with classmates, instructor, and business professional contacts. It is the student’s responsibility to check their Patriots email account daily.

3. **Interpersonal Skills** – the student will interact with classmates (peer buddy and group) for developing interviewing skills and class discussions to clarify thinking around professional branding and also interact with instructor through synchronous and/or asynchronous communication.

4. **Problem Solving (Critical Thinking)** – the student will use conceptual thinking to analyze and make determinations for representing their professional brand.

5. **Ethical Issues in Decision Making and Behavior**— the student will gain an appreciation of the ethics of scholarly writing and in representing themselves to a business professional. They will also learn the basics of APA, 6th Edition when citing and referencing the ideas of others as exhibited by their Reflection Paper.

6. **Personal Accountability for Achievement** – the student will complete their assignments and activities at the time designated by the instructor.

7. **Competence in Technology Principles**—The student will demonstrate technology competencies as well as the benefits of social media and asynchronous technologies. In addition, the student will construct an original ePortfolio to visually represent their earned learning and credentials.

**Grading:**

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<th>Grade</th>
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<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<td>&lt; 59</td>
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**Grading Policy for TECH 4372/4173:**

1. Professional Brand Profile including STAR Examples 10%
2. Final Written Portfolio (with Resume, Cover Letter and Reference List in prof. folder) 10%
3. Mock Interviews (2 Panel=10% each, 1 Final=20%) 30%
4. **Electronic Portfolio** (**100% course grade for TECH 4173) 5%
5. Participation: (Attendance and in-class participation) 15%
6. Semester Reflection Paper **includes documentation of peer coaching efforts 20%
7. Pre and Post Experience Surveys 10%

*Instructor reserves the right to deduct points for behavior that is not exhibit collegiality or is otherwise unkind toward a classmate which includes non-participation in peer coaching and team activities.

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 BUS 100 before returning to class.

3. **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 Dr. McWhorter and then will be printed by student on resume paper. If students add a business card, that is a great idea but is optional.

   To prepare for the Final Exam at Ornelas Activity Center, students will:
   - Draft résumé and associated cover letter. The resume and cover letter must be submitted, reviewed, and approved by Dr. McWhorter. ONLY the resume will be taken to Ornelas but other documents will be useful when applying for jobs during the semester and following the course.
   - References - a one-page list of professional and business contacts (3 to 5), on separate sheet of paper; **not at the bottom of the resume.** Be sure to ask your contacts to be your reference prior to adding them to the list. Also, ask them how they should be contacted so you can list it.

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.*

   - So, you will have 3 opportunities in this course to practice your interviewing skills in front of instructor and your peers.
     a. 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.
     b. The final exam is a mock interview which is mandatory and held on Friday, **November 4th** (Time TBD) 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.
     c. 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. 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.
       - Students **must** be on time, come dressed for success & bring final portfolio. Students **must** wear the same outfit, shoes, tie or accessories as approved in Mock Panel Interview #2 (Dress for Success outfit). If you were asked to change something, you need to make that change for the Ornelas Interviewing or you were not be
admitted.

- 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.
- Students must arrive before each interview session begins (Mock Panel Interviews #1 and #2 and Final Interview. Arriving late or not attending the Final Exam will result in 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 conference room.
- Students will be asked to give feedback 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.

The new UT Tyler Honor Code shall be pasted onto your major projects such as your Research Proposal and Research Paper. I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

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 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 available: https://www.uttyler.edu/writingcenter/onlinetutoringinfo.php. URL: https://www.uttyler.edu/writingcenter/ Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

Make-Up Work and Late Work
Make-Up work will be allowed with a doctor/official university business excuse without proper documentation. Otherwise, there will be a 25% per calendar day penalty (includes weekends) for all late work not otherwise authorized. Please email instructor ahead of time if you have extenuating circumstances.

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<th>Important Dates:</th>
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<tr>
<td>Census Date = September 12, 2016</td>
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<tr>
<td>Last Day to Withdraw from Classes = October 31, 2016</td>
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University and College Policies:

College of Business Statement of Ethics:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order
to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

**College of Business and Technology Core Values:**

- PROFESSIONAL PROFICIENCY
- GLOBAL AWARENESS
- ETHICAL COURAGE
- TECHNOLOGICAL COMPETENCE
- SOCIAL RESPONSIBILITY

“I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do”. --The UT Tyler Honor Code

**Academic Dishonesty Statement**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission, as one's own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor. See: [https://www.utttyler.edu/cbt/ugadvising/CBT%20Academic%20Dishonesty%20Statement%20061515.pdf](https://www.utttyler.edu/cbt/ugadvising/CBT%20Academic%20Dishonesty%20Statement%20061515.pdf) and [http://www.utttyler.edu/judicialaffairs/scholasticdishonesty.php](http://www.utttyler.edu/judicialaffairs/scholasticdishonesty.php)

PLEASE NOTE: Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will not be tolerated and learners should be aware that all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.

**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: [https://www.utttyler.edu/wellness/rightsresponsibilities.php](https://www.utttyler.edu/wellness/rightsresponsibilities.php)
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. 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 is the deadline for many forms and enrollment actions that students need to be aware of. 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 Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office at https://www.uttyler.edu/disabilityservices or email them at saroffice@uttyler.edu or phone them at 903.566.7079. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. Note: If you require accommodations for my class, please notify me ASAP!

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.

**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.

**Concealed Carry Statement:**
We respect the right and privacy of students 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](http://www.uttyler.edu/about/campus-carry/index.php)

Rev. 06/2012 and 08/2016
## TECH 4372

*Tentative Online Course Outline as of 8/29/16*

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<tr>
<th>Module</th>
<th>Date</th>
<th>Topic/Description</th>
<th>Deliverables</th>
</tr>
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</table>
| 1      | 8/29/16-9/3/16 | • Introduction to Course (pp. 62-80)  
• Form Groups  
• Review 1.1 and 1.2 | 1.1, 1.2 and 1.3 |
| 2      | 9/6/16-9/10/16 | • Approved Resume Formats  
• Introduction to Professional Branding | 2.1 and 2.2 |
| 3      | 9/12/16-9/17/16 | • Continue Professional Branding | 3.1 |
| 4      | 9/19/16-9/24/16 | • Continue Professional Branding | 4.1 |
| 5      | 9/26/16-10/1/16 | • Continue Professional Branding | 5.1 |
| 6      | 10/3/16-10/8/16 | • Continue Professional Branding | 6.1 |
| 7      | 10/10/16-10/15/16 | • Continue Professional Branding | 7.1 |
| 8      | 10/17/16-10/22/16 | • Continue Professional Branding | 8.1 |
| 9      | 10/24/16-10/29/16 | • Continue Professional Branding | 9.1 |
| 10     | 10/31/16-11/5/6 | • Mock Team Interviews – November 4th  
10.1 Mock Team Interviews – Ornelas (Final Exam) | |
| 11     | 11/14/16-11/19/16 | • ePortfolio and Thank You Notes | 11.1 |
| 12     | 11/28/16-12/3/16 | • Work on Reflection Paper  
12.1 Reflection Paper Due | |
| 13     | 12/5/16-12/10/16 | • PostSurvey | 13.1 Post Survey |

*Note: This is the tentative course calendar. If an unforeseen reason arises necessitating revision, instructor reserves the right to upload a new calendar into Blackboard and students will be notified by email and announcements to the needed change and revised calendar posted.*