



[Department of Art, Communication and Theatre](#)

We give expression to the human experience.

SPRING 2019

ORGL 4553.W1 - CAPSTONE

ONLINE | ARR | VPAC 131

Instructor: [Aaron Adair, Ph.D., Professor of Theatre](#)

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Office Hours: MWF 10:00 - 11:00 am; 1:00 -2:00 pm; TTR online; also by appointment

Office Location: [VPAC 131](#)

Required Materials –

- [Publication Manual of the American Psychological Association, 6th Edition](#)
- Internet Access to [Blackboard](#) and [The OWL at Purdue Online Writing Lab](#)

PREREQUISITES - This course must be taken during the final core enrollment period.

COURSE DESCRIPTION - This course provides the student the opportunity to integrate concepts and theories covered in the core with their area of focus. Students will design and implement a capstone project related to their area of focus and interest culminating in a written and oral presentation.

CONTENT STATEMENT - The course content listing reflects the minimum work required of all students in this course. Some assignments may be deleted and additional assignments may be made at the discretion of the instructor.

COURSE OBJECTIVES

- Demonstrate a mastery of the Reach Higher Core by including an artifact and reflection of each core class. This will be accomplished in the core artifact section of the portfolio. Demonstrate the necessary skill to identify, conceptualize, diagnose, evaluate, and analyze organizational problems utilizing a service learning approach.
- Complete and present an in-depth APA written and oral an Organizational analysis in the form of a research paper:
 - Identify appropriate concepts from the core courses and additional research and apply it to the organization chosen to complete service learning.
 - Select academic and professional resources needed to address the research area
 - Effectively communicate the results of their research through both written and oral communication to a professional and/or peer audience



CRITERIA FOR GRADE DETERMINATION

Career Unit: After researching various resume styles, students will create a professional chronological or functional resume and cover letter. Students may use the Microsoft Word resume wizard as a guideline, but should vary the design and modify the margins as to minimize white space. Additionally, students will create a request for a letter of recommendation, research effective interview techniques, write a post-interview thank you letter and participate in a discussion on the topic. Total Points = 100

Community Engagement Unit: Each student will spend a minimum of 20 hours working with a community organization (not their current employer). Each student will submit a 10 to 15 page organizational analysis including 8-10 references. The organizational analysis must be submitted with correct grammar in Word format and readable font (12 pt.). The organizational analysis will include: organizational background, environmental analysis, discussion of course objectives as they pertain to the organization, and recommendations with implementation plan, timeline and conclusion. More than one student may work at the same organization; however each project is an individual project. Each student is required to provide a log of engagement hours. In addition each student will submit a powerpoint or video (to be made available) to the organization. The assignment will be graded on completeness, content focus, written presentation, and oral presentation and placed in the Research Unit Section of their portfolio. Total Points = 300

Learning Contract: Each student will submit a learning contract outlining their service learning experience and project. The learning contract form is provided. Total Points = 50

Portfolio: This portfolio must be submitted with correct grammar in Word format and readable font (12 pt.). The portfolio will include sections: Introduction, career, organizational analysis, plan of study with artifacts, and self-analysis. An in-depth instruction rubric is posted online in the assignments tab (click preview) Total Points = 100

Weekly Discussion: Each week students will submit an email to the professor about their experiences of the week, including experiences and photos at their agency/organization. Total Points = 60

Participation: These points will come from your online and in-class participation and a peer review from others in the course. Were you supportive, consistently engaged and helpful to others? Total Points = 40

GRADE DETERMINATION

Your grade will be based on the following scale, which is dependent upon the total accumulated percentage points for the semester. The grade breakdown will be as follows:

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

Total Points Possible = 650 (100%)

Grades may be accessed through [CampusConnect](#)



CLASS POLICIES

ACT OF DISCOVERY STATEMENT - The Department of Art, Communication, and Theatre strives to provide enrichment opportunities in all its classes through the Act of Discovery Series. Therefore your instructor may assign additional work that can include, but is not limited to: gallery, lecture, or performance attendance; reading, writing, or presentation assignments; group discussions or journaling exercises. We understand that students have commitments outside of the university, and to that end your instructor will make every effort to give students 30 days notice prior to an Act of Discovery Series assignment.

CONTENT DISCLOSURE - Courses within the Department usually deal with works of dramatic literature, both on the page and on the stage. Sometimes the situations, actions, and language of these works can be off-putting or offensive to some students, who might be offended on such grounds as sexual explicitness, violence, or blasphemy. As the Department is devoted to the principle of free expression, artistic and otherwise, and it is not the Department's practice to censor these works on any of these grounds, students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

ATTENDANCE POLICY - Since timelines and presence are crucial to excellence in the performing arts, please adhere to the following attendance policy:

Each student is allowed one week of excused absences before your final grade is affected: for a Tues/Thurs class, that is two absences; for a MWF class, that is three absences. For each absence beyond these allotted absences, the student's grade will be reduced by ½ letter grade with each subsequent absence.

In addition to unexcused absences, three tardies or early exits will equal one absence. Participation in official university business must be documented by a written notice from the sponsoring faculty or staff member. A student who is absent from classes for official university business day shall be allowed to take an examination or complete an assignment scheduled within a reasonable time.

The only university-recognized excused absences are for participation in official university business that must be documented appropriately prior to the event or for bona fide religious holy days. Participation in official university business must be documented by a written notice from the sponsoring faculty or staff member, and cleared through the Office for Student Services.

COUNSELING CENTER - Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at (800) 522-1090.

EQUITY AND NON-DISCRIMINATION STATEMENT - Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

DISABILITY ACCOMMODATIONS: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD#



745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

DISORDERLY CONDUCT: (from [SOSU Student Handbook](#))

Behavior that is disorderly, lewd, indecent or obnoxious. This includes nonconsensual photography, video or audio recording of another person without consent. This also includes classroom disruption, and engaging in behavior a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program. Faculty members are authorized to dismiss students from classes pending other action, and it shall be a further 5 offense for any student not to leave a classroom when told to do so by a faculty member. (Note: If a student is dismissed from class due to classroom misconduct, the student must seek permission from the conduct officer before returning to that class. Faculty reserve the right to include in their syllabi statements of expectation and penalties for academic dishonesty and classroom misconduct.)

WEAPONS: (from [SOSU Student Handbook](#))

The possession or firing of firearms, fireworks, explosives or weapons or imitations of weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility, except as they are used in officially approved university programs. University regulations and 21 O.S., Section 1277 prohibits the possession of concealed weapons on university property except in a vehicle and prohibits the removal of the weapon from the vehicle while on campus.

ACTS OF DISHONESTY: (from [SOSU Student Handbook](#))

No student shall commit acts of dishonesty, including but not limited to the following:

Cheating:

Unless the instructor specifies otherwise, all examinations and other assignments, including homework, are to be completed by the student alone, without inappropriate assistance of any kind. Improper collaboration is considered cheating. When an instructor syllabus permits or encourages "working together" it is expected that group study sessions may result in similar responses or answers to exam questions or other work product. When working together is not permitted, such similar responses will be considered as evidence of academic misconduct. Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, research data, etc.

Plagiarism:

All writing assignments are to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. This includes copying words from the internet, a periodical, or a book without proper reference. Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. For this reason, sentences that should have quotation marks but appear in the paper without quotation marks are plagiarism. It is plagiarism to copy words and then modify them slightly. Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When the expression remains substantially similar to the source as a whole or in one of its parts – it is plagiarism. Self-plagiarism or "recycled academics" occurs when a student submits the same project or paper for multiple classes and violates the crucial assumption that academic work is performed on a class-by-class basis in order to achieve learning, practice, and growth. Unless the second instructor expressly permits a project or paper from a prior class for credit, this is not permitted.

Other academic dishonesty:

Facilitating or aiding in the cheating, plagiarism, or dishonesty of another student.



Attempting at cheating, plagiarism or other academic dishonesty even if not successful.

Lying in order to gain academic advantage, including dishonesty about why a class was missed, dishonesty to gain an extension on a project or assignment, or dishonesty to gain admission to a program.

MATTERS OF ACADEMIC DISHONESTY AND CLASSROOM MISCONDUCT: (from [SOSU Student Handbook](#))

Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, reduction or changing of a grade in the course, test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required of other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitute a waiver of further administrative procedures. If the student does not accept the decision of the faculty member, the student may have the case reviewed by the academic department chair. If the student does not accept the decision of the academic department chair, the student may have the matter referred to the Vice President for Academic Affairs. Student(s) seeking to be heard about a grade dispute should file an appeal with the Academic Appeals Committee. The Academic Appeals Committee will serve as an appeals board upon receipt of written requests from faculty or students who seek to have grades or records altered. The Committee will also act on appeals of students who are on academic probation or who have been suspended for academic reasons. The decision of the Academic Appeals Committee will be final.

If a student is dismissed from class due to classroom misconduct, the student must seek permission from the conduct officer before returning to that class. Faculty reserve the right to include in their syllabi statements of expectation and penalties for academic dishonesty and classroom misconduct. (Note: Faculty members are authorized to dismiss students from classes pending other action, and it shall be a further offense for any student not to leave a classroom when told to do so by a faculty member.)

SUBMISSION OF ASSIGNMENTS: Due dates for all assignments will be announced. Work is due at the beginning of class on the designated date, unless otherwise stated by the instructor. Grades on late work will be reduced by one letter grade per late class meeting. Presentations/reports must be ready on the assigned day, or grades will be reduced significantly. Students shall arrange to send work in if they are absent on a date that an assignment is due.

PARTICIPATION: Students are expected to participate in class. This includes students asking the instructor questions, students answering the instructor's questions, students responding to other students' questions, and students initiating discussion. It is also important not to monopolize the limited class time and to allow fellow students the opportunity to participate. Sleeping in class is not tolerated!

[LAST DAY TO WITHDRAW FROM A SPRING 2019 TERM II CLASS - April 23, 2019](#)

Professor reserves the right to amend or revise this syllabus as it becomes necessary.