COURSE CHANGE REQUEST
Undergraduate Programs

FLORIDA ATLANTIC UNIVERSITY

Department Undergraduate Dean

College Undergraduate Studies

UUPC Approval _3/27/23_

UFS Approval _____

SCNS Submittal _____

Confirmed _____

Banner Posted _____

Catalog _____

Current Course Prefix and Number	IDS4894	*Current* Course Title Professional Capstone

*Syllabus must be attached for **ANY** changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.*

Change title to:
RI: Professional Capstone

Change prefix

    From: To:

Change course number

    From: To:

Change credits*

    From: To:

Change grading

    From: To:

Change WAC/Gordon Rule status**

    Add ☐   Remove ☐

Change General Education Requirements***

    Add ☐   Remove ☐

  *See Definition of a Credit Hour.
 **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.
***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

Change description to:

Change prerequisites/minimum grades to:

Change corequisites to:

Change registration controls to:

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

Effective Term/Year for Changes:	Fall 2023	**Terminate course? Effective Term/Year for Termination:**

Faculty Contact/Email/Phone Dan Meeroff/dmeeroff@fau.edu/7-1171

Approved by		*Date*
Department Chair	N/A	
College Curriculum Chair	N/A	
College Dean	*Dan Meeroff*	3/15/23
UUPC Chair	*Evelyn Williams*	3/27/23
Undergraduate Studies Dean	*Dan Meeroff*	3/27/23
UFS President		
Provost		

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

FLORIDA ATLANTIC UNIVERSITY

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IDS 4894-001 17026

RI: Professional Capstone

1 Credit
Spring 2023 - 3 Second Half Term

Instructor Information

Dan Meeroff
Email: dmeeroff@fau.edu
Office: TBA
Office Hours: TBA
Phone: TBA

Course Description

RI: Professional Capstone
Prerequisite: Permission of department
Students complete a culminating product/performance that is reflective of applied expertise gained in the competency areas of their undergraduate studies with a focus on demonstrating academic program reflections and career readiness. This course is intended to be taken in the semester of graduation.

Registration is granted by Department Approval only.

Instructional Method

Fully Online Class
100% of the course is delivered online.

Required Texts/Materials

No materials required.

Course Objectives/Student Learning Outcomes

A) Demonstrate mastery of content knowledge in the discipline
B) Demonstrate competency in oral/written/media communication and use of technology for communication appropriate to professional environments
C) Demonstrate critical thinking in problem solving and decision making with a focus on creative skills, practical skills, and/or analytical skills

Course goal is to complete a culminating product/project/performance in an area of expertise using critical thinking and professional communication skills.

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

• Establish and implement academic standards.

• Establish and enforce reasonable behavior standards in each class.

• Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](.).

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](.).

Research-Intensive (RI) Designated Course

This course contains multiple assignments designed to help students conduct research and inquiry at an intensive level. If this class is selected to participate in the university-wide assessment program, students will be asked to complete a consent form and submit electronically some of their research assignments for review. Visit the Office of Undergraduate Research and Inquiry (OURI) for additional opportunities and information at www.fau.edu/ouri.

Projects are expected to achieve all six of the following Student Learning Outcomes (SLOs):

- SLO 1: Knowledge. Students are expected to demonstrate content knowledge and knowledge of core principles and skills. The capstone project/performance begins by identifying a research topic and review of the literature in the discipline to establish a background and rationale. This is assessed in the final written document literature review and background section via the following: 1A. Students ability to assess the value of their work (rationale) and 1B. Students ability to synthesize the knowledge base of their discipline.

- SLO 2: Formulate Question. Students are required to formulate a research question or scholarly/creative inquiry in a manner appropriate to the major discipline. The capstone proposal begins with the student identifying an appropriate research question for further exploration. The research question is refined as necessary and then approved by the Faculty Supervisor. This is assessed in the capstone proposal via the following: 2A. Students ability to compose a logical argument and articulate an appropriate research question and 2B. Students ability to predict results or anticipate outcomes of the capstone project.

- SLO 3: Plan of Action. Students propose and further develop a draft methodology and then implement a plan of action to address the research/inquiry question. This is assessed in the final capstone written document via 3A. Students ability to identify and employ an appropriate methodology and 3B. Students ability to critically evaluate the strengths and weaknesses of the approach

- SLO 4: Critical Thinking. Students apply critical thinking skills to evaluate information, their own work, and the work of others. Students employ critical thinking based on well-reasoned assumptions and the body of work of their major discipline. This is assessed in the final capstone presentation via 4A. Students ability to incorporate constructive feedback from the Faculty Supervisor based on the comments from the capstone proposal and the draft and 4B. Students ability to defend their argument or point of view based on the main findings and the broader impacts of their authentic work.

- SLO 5: Ethical Conduct. Students are expected to identify ethical issues in their research and inquiry and address them in the final capstone project/performance. Students are also encouraged to attend FAU OURI workshops on topics related responsible conduct of research. Information on OURI workshops can be found here http://www.fau.edu/ouri/student_workshops.php. This is assessed in the final capstone presentation via 5A. Students ability to design and maintain the ethical integrity of their work

and 5B. Students ability to critically review the strengths and weaknesses of the ethical concerns in their work.

- SLO 6: Communication. Students will convey all aspects of their research and inquiry (processes and/or products) in appropriate formats, venues, and delivery modes. This is assessed in the final capstone written document via 6A. Students ability to demonstrate disciplinary forms and styles of writing that include proper citation format and organization, style, and patterns of error recurrent in their own writing and in the final capstone presentation via 6B. Students ability to present using various media to demonstrate their effectiveness in content, organization, clarity, and delivery.

These student learning outcomes are assessed in the following assignments: capstone proposal (15%), draft written and draft presentation (15%), and also the final written document (25%) and final presentation (25%), which together is worth a total of 80% of the grade in the course.

There are many ways of approaching a capstone in this course, including but not limited to the following:

1. Research paper

2. Internship/Experiential Learning Experience

3. Creative Performance

4. Oral History

5. Business Plan

There is a great deal of latitude here to allow for a culminating project in all disciplines. Please note, however, you are permitted to use an existing class project, community service experience, or other previous activity as the basis from which to complete your capstone. You do not need to start from scratch, although you certainly can if you wish.

Course Evaluation Method

A grade of "C" or better is required for successful completion of this course.

Item	Percentage
Attendance & Individual Meetings	10%

Assignments (Course agreement quiz, talent consent form, student introduction, syllabus quiz, expectations quiz, weekly timesheet and reflection piece)	10%
Capstone Proposal (Plan worksheet, written document and video pitch)	15%
Capstone Project Draft	15%
Capstone Written Product	25%
Capstone Presentation/Performance	25%

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

Plagiarism

Plagiarism is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source including any artificial intelligence tools used.

Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved

reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Since the course is online, you should access the course in Canvas **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, projects, etc. If you are experiencing major illness, absences due to University duties, or other large-scale issues, contact the Faculty Supervisor immediately to formulate a resolution.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Course Grading Scale

Letter Grade	Letter Grade
A	94 - 100%
A-	90 - 93%

Letter Grade	Letter Grade
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%
D-	60 - 62%
F	Below 60

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

• There was a computational or recording error in the grading.

• The grading process used non-academic criteria.

• There was a gross violation of the instructor's own grading system.

University Regulation 4.002 of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

Late work is not acceptable.

- Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities.
- Instructors must allow students to make up missed work without any reduction in the student's final course grade.
- Reasonable accommodation must also be made for students participating in a religious observance.

- Also, note that grades of Incomplete ("I") are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances.

Policy on the Recording of Lectures

Because of House Bill 233/Section 1004.097, Florida Statutes in 2021, the following model language is suggested for inclusion in course syllabi, at the discretion of individual faculty:

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

Student Support Services and Online Resources

- Center for Learning and Student Success (CLASS)
- Counseling and Psychological Services (CAPS)
- FAU Libraries
- Math Learning Center
- Office of Information Technology Helpdesk
- Office of International Programs and Study Abroad
- Office of Undergraduate Research and Inquiry (OURI)

- [Science Learning Center](#)
- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center (SASC)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing (UCEW)](#)
- [Writing Across the Curriculum (WAC)](#)

Minimum Technology and Computer Requirements

HARDWARE & SOFTWARE REQUIREMENTS

Hardware

- Dependable computer
- Computer speakers
- Headset with microphone
- Webcam

Software

- Microsoft 365 Suite
- Reliable web browser (recommended Chrome or Firefox)
- Canvas mobile app: Download instructions for iOS device or Android device
- Adobe Reader

Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- Check your Internet speed here.

Computer Requirements

Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS High Sierra (10.3) or higher.
- Specifications

Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

Minimum Technical Skills Requirements

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).
- Using email with attachments.
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the "Help" tab located on the menu bar.

When a problem occurs, click "Help" to:

- Report a Problem

- Live Chat with Canvas Support
- Search Canvas Guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see Print Screen instructions.
3. Complete a Help Desk ticket. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information to assist you properly. This includes:
   a. Select "Canvas (Student)" for the Ticket Type.
   b. Input the Course ID.
   c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
   d. Attach the Print Screen file, if available.
4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

Course Topical Outline

Module	Topics	Assignment
Start Here	Course Introduction	- Course Agreement Quiz - Syllabus Quiz - Student Support Services Survey - Talent Consent Form - Electronic Signature - Student Introduction Video Discussion

1	Introduction. Review expectations. Review assessment rubric. Plan the culminating product/performance	- Live Class Session - Expectations assignment - Capstone Project Plan Worksheet - Weekly Commitment Timesheet
2	Capstone product/performance proposal	- Live Class Session - Written Capstone Proposal and Video Pitch - Weekly Commitment Timesheet
3	Address proposal feedback and refine capstone product/performance	- Live Class Session [Optional] Meet with Office of Undergraduate Research and Inquiry Peer Mentor if needed - Weekly Commitment Timesheet
4	Draft capstone product/performance and draft written document	- Live Class Session - Draft Capstone Product/Performance and Written Document - Weekly Commitment Timesheet
5	Present final capstone product/performance and final written document	Final Capstone Written Document

		- Final Capstone Product/Performance - Live Class Session - Final Capstone Presentation - Weekly Commitment Timesheet - Reflection Piece

Netiquette

Netiquette

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquette](#).

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

For more information, please see the [FAU Office of Student Conduct](#).