

BIS 410 Syllabus

Course Description

BIS 410: Capstone Project

CRN

Fall 45039/Spring 16377

Credits

3 credit hours

Prerequisites

BIS 300, 310 and 400

Description

Integration of classroom and experiential learning. The culminating activity of the BSIS program, the Capstone Project requires students to apply interdisciplinary concepts and practices to one or more of their chosen areas of emphasis. Students must successfully complete BIS 400 with an approved proposal and a grade of C or better before registering for the Capstone Projects.

Department

Interdisciplinary Studies

College or School

College of Arts and Sciences

University Mission

As a regional Carnegie Master's I university located in Cleveland, Mississippi, Delta State University serves as an educational and cultural center for the Mississippi Delta, emphasizing service to the Northern Delta counties and its campus centers in Clarksdale and Greenville.

The University offers undergraduate, graduate and continuing education programs of study leading to baccalaureate and master's degrees in the Colleges of Arts and Sciences, Business, Education, and the School of Nursing, as well as a Doctorate in Education. Emphasis is placed on excellence in instruction, followed by service and research, in the creation of a community of scholars. With special attention to small classes, a friendly environment, and a broad liberal arts foundation, the University encourages significant student-faculty interactions. Delta State provides programs and services that promote intellectual, cultural, ethical, physical, and social development. Students from different cultural, socioeconomic, and ethnic backgrounds will develop the ability to respect and evaluate the thoughts of others; to develop, assess, and express their own thoughts effectively; and to use the techniques of research and performance associated with their disciplines.

Course Objectives

Goals

Students taking this course will:

- apply appropriate various research methods to issues within or contingent to their areas of concentration in developing the project
- demonstrate critical and analytical skills in completing the Capstone Project, applying in the process useful sources, resources, and research in the field
- complete a project that demonstrates a range of learning across areas of concentration
- complete a project that answers an actual and determined need

Outcomes

Upon completion of this course, students will be able to:

- present and defend their project

DSU Grading System

Delta State University makes use of the following grading system:

Letter		Quality Points		Description
A	=90-100	4	=	Excellent
B	=80-89	3	=	Good
C	=70-79	2	=	Satisfactory
D	=60-69	1	=	Poor
F	=below 60	0	=	Failure

The letter "I" (incomplete) may be awarded when, for reasons beyond a student's control, the course requirements cannot be completed during the enrollment period. "I" grades carry no quality points; the hours are included in calculation of the quality point average. An "I" must be removed within a period of twelve months. This twelve month requirement does not apply to theses, dissertations, and other research or practicum courses, which can award the grade of IP (in progress).

Grading Methodology and Opportunities

The course assignments will receive the following weights:

Assignment	Value
Weekly Progress Reports	25 percent
Draft of portfolio (with a reworked 10 page paper)	25 percent
Final portfolio (with the reworked 10 page paper to reflect the project's process and outcomes)	25 percent
Presentation	25 percent

Assignment Descriptions

Weekly Progress Reports

The Weekly Progress Reports are designed to capture the ongoing process, successes and problems and their solutions. They are an integral part of the Capstone Project.

Your submissions will be measured against the following criteria:

Weekly Progress Reports	Excellent 4	Good 3	Satisfactory 2	Poor 1
Dates/hours	Dates and hours have been thoroughly documented	Dates and hours have been adequately documented	Dates and hours have been superficially documented	No dates or hours have been documented
Activity	All activity has been thoroughly documented	All activity has been adequately documented	All activity has been satisfactorily documented	No activity has been documented
Successes	Successes are documented thoroughly and critically evaluated	Successes are documented adequately and somewhat critically evaluated	Successes are documented satisfactorily and evaluated	No successes are documented or critically evaluated
Problems	Problems have been thoroughly documented and critically evaluated	Problems have been adequately documented and somewhat critically evaluated	Problems have been satisfactorily documented and evaluated	No problems have been documented and critically evaluated
Next steps	Next steps have been thoroughly documented	Next steps have been adequately documented	Next steps have been satisfactorily documented	No next steps have been documented
Follow up	Items from previous weekly progress report have been thoroughly followed up and documented	Items from previous weekly progress report have been adequately followed up and documented	Items from previous weekly progress report have been satisfactorily followed up and documented	No items from previous weekly progress report has been followed up and documented

Draft of Portfolio

The Draft Portfolio is designed to capture the entire process and outcomes of your Capstone Project.

Your submissions will be measured against the following criteria:

Draft of Portfolio Rubric	Excellent 4	Good 3	Satisfactory 2	Not included/unacceptable 1
Organization – tabs, titles, etc.				
BIS 300 course work (entry and exit surveys, papers, assignments, rubrics, Repko’s 10 IRP Steps)				
BIS 310 course work (entry and exit surveys, papers, assignments rubrics, Repko’s 10 IRP Steps)				
BIS 400 course work (entry and exit surveys, papers, assignments rubrics, Repko’s 10 IRP Steps)				
Weekly Progress Reports				
Reworked 10 pp paper which reflects the process and conclusions of the Capstone Project				
Supporting Documents (Contacts, pre/post tests, letters, photos, contracts, etc.)/Context given to supporting documents				

Final Portfolio

The Final Portfolio is designed to capture the entire process and outcomes of your Capstone Project.

Your submissions will be measured against the following criteria:

Final Version of Portfolio Rubric	Excellent 4	Good 3	Satisfactory 2	Not included/unacceptable 1
Organization – tabs, titles, etc.				
BIS 300 course work (entry and exit surveys, papers, assignments, rubrics, Repko’s 10 IRP Steps)				
BIS 310 course work (entry and exit surveys, papers, assignments rubrics, Repko’s 10 IRP Steps)				
BIS 400 course work (entry and exit surveys, papers, assignments rubrics, Repko’s 10 IRP Steps)				
Weekly Progress Reports				
Reworked 10 pp paper which reflects the process and conclusions of the Capstone Project				
Supporting Documents (Contacts, pre/post tests, letters, photos, contracts, etc.)/Context given to supporting documents				

Presentation

The presentation is designed to allow you to share your Capstone Project with your classmates and the University community.

Your submissions will be measured against the following criteria:

Presentation	Excellent 4	Good 3	Satisfactory 2	Poor 1
Presentation introduction	Presenter introduces him/herself, the project and recognizes invited guests	Presenter introduces him/herself, the project adequately and recognizes invited guests	Presenter introduces him/herself, the project satisfactorily and recognizes invited guests	Presenter forgets to introduce him/herself, the project and/or invited guests
Details of project, field work, evaluation	Presenter leads audience through presentation chronologically, thoroughly, and without jargon	Presenter leads audience through presentation mostly chronologically, adequately, and without jargon	Presenter leads audience through presentation satisfactorily	Presenter arbitrarily jumps around project details, uses lots of jargon
Format of presentation	Consistent (formal) tone, speaks freely, audibly and clearly	Mixed (formal and informal) tone, mostly speaks freely, mostly audibly and clearly	Mixed (formal and informal) tone, relies heavily on notes, barely audible or clear	Too informal, reads entire presentation, inaudible and/or unclear

Instructor Policies

No make-up quizzes or extra-credit work if you miss any assignments or your grade is low.

Missed, incomplete, late assignments or those that do not follow the assignment instructions automatically receive a zero.

Canvas Course Management System

It is the student's responsibility to configure his/her computer to fully take advantage of Canvas. For instructions follow the guidelines on the opening page of Canvas. If the student is experiencing difficulties with the course management system, he/she must contact Canvas to resolve the issues. Issues with Canvas are not an excuse to hand in assignments late. The Canvas Helpdesk number is x4444 (on-campus), 662.846.4444 (local) and 1.866.264.1465 (toll free) and the email address is helpdesk@deltastate.edu.

Academic Policies

Students should familiarize themselves with [university policies](#), and particularly those that govern academics and student affairs at Delta State. The policies that are likely to affect students in this course are listed below.

Attendance and Participation

Delta State University maintains standards for class attendance and absence. Students are responsible for adhering to the policy. Students must attend a minimum of 75 percent of all scheduled classes and activities.

Students taking fully online courses or online courses with minimized face-to-face meeting times or residencies will not attend a physical class regularly or at all. However, online students are required to check the course site regularly, participating in the daily work of the course. At a minimum, students should log in twice a week. Students demonstrating little or no activity within the first three weeks of the course may be dropped from the course.

Absences and Excuses

Each student is directly responsible to the individual instructor for absences and for make up work missed. For additional information on absences generally excused by the university, consult the official [policy statement](#) in the university policy manual.

Cheating and Plagiarism

Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, instructors may determine the penalty, and should report the offense to the division/department chair, the student's advisor, the dean, and the Office of Academic Affairs. The usual minimum penalty involves a grade of zero (0) on the test, examination, or paper in question. A second offense by any student will be reviewed for more stringent action and will usually result in suspension. Any additional offenses will usually result in expulsion from the university.

Graduate students who cheat or plagiarize will receive a grade of zero (0) for the assignment and may receive a grade of "F" in the course. Instructors report the offense to the division/department chair, the student's advisor and/or program coordinator, the Graduate Office and the Office of Academic Affairs. A second offense by any student will result in dismissal from the university. Plagiarism in a Delta State University graduate thesis/dissertation will result in denial or removal of the degree, and the person will be denied admission to or be expelled from subsequent degree programs at Delta State University.

Abuse of Computers and Network Systems

All members of the Delta State University community must use electronic communications in a responsible manner. The university may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of [other university policies or codes](#), or state or federal laws. Specifically, the university reserves the right to limit access to its networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers. The university reserves the right to limit access to its

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Americans with Disabilities Act (ADA)

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University. Contact the ADA Officer in the Counseling Center at the [O.W. Reily Student Health Center](#) for more information or accommodation.

College Identification

All full-time and part-time students enrolled in six or more hours are given a combination identification-activity card, also known as the [Okra Kard](#), bearing their photograph and student identification number. These cards are important because they will identify a student when borrowing books from the library, making purchases in the bookstore, purchasing a parking decal, cashing authorized checks, gaining admittance to food services, meal plan tracking, a pre-paid debit account and all student activities and athletic events. The identification card has a monetary value because it is a prepaid ticket to all athletic events (other than GSC and NCAA tournaments where Delta State is a host site) and many social events.

Students on campus must carry their identification card at all times and produce them when requested by members of the University staff. These cards are not transferable. Students are liable for disciplinary action for misuse of identification-activity cards, for altering them in any way, for loaning them to another person, or for failing to have the card on his or her person when it is requested by a member of the university staff.

Required Texts

None

Recommended Texts

A good dictionary, thesaurus, and grammar handbook.

As students will need the 10 steps Repko outlines for the Interdisciplinary Research Process, it is strongly recommended that students have text Repko, Allen F. (2012). *Interdisciplinary Research: Process and Theory*, 2nd ed. Los Angeles: Sage.

A copy of the text is available at the Reserve Desk of the Roberts-LaForge Library. Until purchased students can borrow a copy for two-hour blocks.

Additional Materials

A binder to contain all project materials.

Computing Requirements

To access the online component of this course you should have--or have regular access to--an Internet-connected, multimedia-class computer that uses an up-to date web browser with [the usual plug-ins and players](#).