

# **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.

## **Program**

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<br>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      |
|--------------------------------|------------|
| Quizzes                        | 10 percent |
| Exploratory Readings           | 10 percent |
| Bi-Weekly Progress Reports     | 25 percent |
| Draft of portfolio             | 20 percent |
| Capstone Project Final Version | 10 percent |
| Presentation                   | 15 percent |
| Final Version of Portfolio     | 10 percent |

## Assignment Descriptions

### Quizzes

**Objective:** The quizzes are low-stakes means of testing student's comprehension of certain material.

**Audience:** Student and instructor.

**Main point and purpose:** To test whether students have mastered material.

**Pattern and procedure:** Short quizzes using multiple choice or true and false.

**Standards and criteria:** Students will be evaluated on whether or not they correctly answer the questions. The only exceptions are the pre- and post-tests. Students receive full points for completing those regardless of answers.

### Exploratory Readings

**Objective:** In these assignments you will answer questions about the chapter to demonstrate that you have read and have a basic understanding about the chapter. It is also an opportunity to pose questions about the chapter by detailing what you didn't understand about the chapter in the "muddiest point" section.

**Audience:** Write for yourself as well as the instructor.

**Main point and purpose:** To answer basic questions about the chapter, pinpointing difficulties in reading comprehension before delving deeper into the chapter's contents.

**Pattern and procedures:** Attach a file with the questions, which are listed below, and their answers in short answer form. Name your file like this: Last Name\_ExCh6.doc or .docx

**Standards and criteria:** Your answers should demonstrate an understanding of the chapter's content through correct answers. Your answers should also demonstrate an ability to write coherent, grammatically correct sentences in an academic tone. See the rubric below for more criteria.

| Exploratory Reading                                   |                               |                             |                                     | Pts   |
|---|-------------------------------|-----------------------------|-------------------------------------|-------|
| Criteria  | Ratings                       |                             |                                     |       |
| Question 1<br><a href="#">view longer description</a> | Exceeds Expectations<br>5 pts | Meets Expectations<br>4 pts | Does Not Meet Expectations<br>3 pts | 5 pts |

| Exploratory Reading                                   |                                  |                                |  |          |
|---|----------------------------------|--------------------------------|--|----------|
| Criteria  | Ratings                          |                                |  | Pts      |
| Question 2<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Question 3<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Question 4<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Question 5<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Total Points: 25                                      |                                  |                                |  |          |

## Bi-Weekly Progress Reports

**Objective:** The Bi-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.

**Audience:** Student and instructor.

**Main point and purpose:** To maintain momentum and reflect on what is working or not working.

**Pattern and procedure:**

[F15 WPR Template.docx](#) 

Above is the template you are required to use. Make sure to attach the report - DO NOT copy and paste into dialog box.

Carefully note due dates and submit your assignments on time and in the proper format. Please double space all paper assignments and use the following naming protocol for the files:

Last name\_Assignment name.file extension (doc, docx)

Example: Bell\_WPR1.docx

**Standards and criteria:** Demonstrate that you are on top of your project, aware of problems and solutions. Refer to the rubric for more standards and criteria.

Your submissions will be measured against the following criteria:

### Bi-Weekly Progress Report

| Criteria   | Ratings                          |                                |  | Pts      |
|--|----------------------------------|--------------------------------|--|----------|
| Dates/Hours<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Activity<br><a href="#">view longer description</a>    | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Successes<br><a href="#">view longer description</a>   | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Problems<br><a href="#">view longer description</a>    | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Next steps<br><a href="#">view longer description</a>  | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |

Total Points: 25

### Draft of Portfolio

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

**Audience:** Broad (peers, instructor, DSU community, professional schools, prospective employers, etc.)

**Main Point and Purpose:** To bring together the Capstone Project in one area and reflect on its components

**Pattern and Procedures:** You will submit a draft of portfolio. Refer to the PDF F15 Portfolio Contents and Format. In addition to the contents, make sure to add context to the materials.  
Attach a "Zip" file

**Standards and Criteria:** See the assignment rubric below

Your submissions will be measured against the following criteria:

| Draft of Portfolio           |         |       |               |     |
|------------------------------|---------|-------|---------------|-----|
| Criteria                     | Ratings |       |               | Pts |
| Organization - folders, sub- | Exceeds | Meets | Does Not Meet | 5   |

| Draft of Portfolio  |                               |                             |  |       |
|---|-------------------------------|-----------------------------|--|-------|
| Criteria  | Ratings                       |                             |  | Pts   |
| folders, titles, correct formatting,etc.                        | Expectations<br>5 pts         | Expectations<br>4 pts       | Expectations/Not included<br>3 pts               | pts   |
| Capstone Project Final Version                                  | Exceeds Expectations<br>5 pts | Meets Expectations<br>4 pts | Does Not Meet Expectations/Not included<br>3 pts | 5 pts |
| Bi-Weekly Progress Reports                                      | Exceeds Expectations<br>5 pts | Meets Expectations<br>4 pts | Does Not Meet Expectations/Not included<br>3 pts | 5 pts |
| Supporting documents<br><a href="#">view longer description</a> | Exceeds Expectations<br>5 pts | Meets Expectations<br>4 pts | Does Not Meet Expectations/Not included<br>3 pts | 5 pts |

Total Points: 20

## Capstone Project Final Version

**Objective:** Using comments made by the instructor, update, edit and revise your Capstone Proposal: Revised and Expanded from BIS 400. This part of the Capstone Project is designed to allow you to review and rework your proposal and capture the entire research process and outcomes of your Capstone Project.

**Audience:** The audience is very broad. Peers, community, instructor, academic community, prospective employers and/or professional schools. Keep in mind that the audience is not an expert in the disciplines used in Capstone Project.

**Main point and purpose:** To finalize the Capstone Project and present it in its entirety to a wide, diverse audience without personal bias, disciplinary bias or disciplinary jargon.

**Pattern and procedures:** Follow an academic paper form. The final copy must be attached as a file (docx or doc format) and contain the following components: Finalize, polish and update the Capstone Proposal: Revised and Expanded from BIS 400. There should be a *minimum* of 10 pages PLUS title page and References Section

- Title
- Abstract
- Introduction
- Body
- Conclusion
- Reference Section

**Standards and criteria:** In completing this assignment, demonstrate that you can analyze and use academic research to apply to a unique research question or problem in the form of a Capstone Project. You will also demonstrate proofreading skills and attention to detail by polishing the final version of the Capstone Project. See the rubric for more detailed standards and criteria. While not all of Repko's IRP steps are contained in the rubric, you are expected to demonstrate and complete ALL necessary steps.

Your submissions will be measured against the following criteria:

| <b>Capstone Project Final Paper</b>  |                                  |                                |   |            |
|--|----------------------------------|--------------------------------|---|------------|
| <b>Criteria</b>  | <b>Ratings</b>                   |                                |   | <b>Pts</b> |
| Problem or research question defined<br><a href="#">view longer description</a>  | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Interdisciplinary approach justified<br><a href="#">view longer description</a>  | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Relevant disciplines identified<br><a href="#">view longer description</a>   | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Problem or research questions analyzed and each insight or theory evaluated<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Reflected on, tested, and communicated the understanding<br><a href="#">view longer description</a>                    | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Resources cited<br><a href="#">view longer description</a>   | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Editing – grammar, mechanics, transitions<br><a href="#">view longer description</a>                                   | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not<br>Meet<br>Expectations<br>3 pts | 5<br>pts   |
| Structure and organization – (title,   | Exceeds                          | Meets                          | Does Not                                  | 5          |

## Capstone Project Final Paper

| Criteria   | Ratings                          |                                |  | Pts      |
|--|----------------------------------|--------------------------------|--|----------|
| thesis, body, conclusion)<br><a href="#">view longer description</a>   | Expectations<br>5 pts            | Expectations<br>4 pts          | Meet<br>Expectations<br>3 pts          | pts      |
| Student has substantially revised, updated and edited her/his Capstone Project based on her/his work and research. The student has revised, updated and edited her/his work based on comments made on Capstone Proposal Revised and Expanded from BIS 400<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Total Points: 45   |                                  |                                |  |          |

## Final Portfolio

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

**Audience:** Broad (peers, instructor, DSU community, professional schools, prospective employers, etc.)

**Main Point and Purpose:** To bring together the Capstone Project in one area and reflect on its components

**Pattern and Procedures:** You will submit the final version of your portfolio. Refer to the PDF F15 Portfolio Contents and Format. In addition to the contents, make sure to add context to the materials. Attach a "Zip" file

**Standards and Criteria:** See the assignment rubric below

Your submissions will be measured against the following criteria:

| Final of Portfolio  |                                  |                                |   |          |
|---|----------------------------------|--------------------------------|---|----------|
| Criteria  | Ratings                          |                                |   | Pts      |
| Organization - folders, sub-folders, titles, correct formatting, etc. | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations/Not included<br>3 pts | 5<br>pts |
| Capstone Project Final Version  | Exceeds                          | Meets                          | Does Not Meet                                       | 5<br>pts |



| Final of Portfolio  |                                  |                                |  |          |
|---|----------------------------------|--------------------------------|--|----------|
| Criteria  | Ratings                          |                                |  | Pts      |
|   | Expectations<br>5 pts            | Expectations<br>4 pts          | Expectations/Not<br>included<br>3 pts                  |          |
| Bi-Weekly Progress<br>Reports                                   | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations/Not<br>included<br>3 pts | 5<br>pts |
| Supporting documents<br><a href="#">view longer description</a> | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations/Not<br>included<br>3 pts | 5<br>pts |

Total Points: 20

## Presentation

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

**Audience:** Broad (peers, instructor, DSU community, professional schools, prospective employers, etc.)

**Main Point and Purpose:** To communicate an interdisciplinary project

**Pattern and Procedures:** All students will present online through the VoiceThread App in Canvas. You may use PowerPoint or another slide presentation for your presentation but you do not have to (using cue cards and speaking freely are absolutely fine). The main thing about your presentation is that you lead us through your project without jargon.

**Standards and Criteria:** See rubric below

Your submissions will be measured against the following criteria:

| Presentation   |                                  |                                |  |          |
|--|----------------------------------|--------------------------------|--|----------|
| Criteria   | Ratings                          |                                |  | Pts      |
| Presentation introduction<br><a href="#">view longer description</a>                     | Exceeds<br>Expectations<br>5 pts | Meets<br>Expectations<br>4 pts | Does Not Meet<br>Expectations<br>3 pts | 5<br>pts |
| Details of project, field<br>work, evaluation<br><a href="#">view longer description</a> | Exceeds<br>Expectations          | Meets<br>Expectations          | Does Not Meet<br>Expectations          | 5<br>pts |

| Criteria                                | Presentation |              |               | Pts      |
|---|--------------|--------------|---------------|----------|
|   | Ratings      |              |               |          |
|   | 5 pts        | 4 pts        | 3 pts         |          |
| Format of presentation                  | Exceeds      | Meets        | Does Not Meet | 5<br>pts |
| <a href="#">view longer description</a> | Expectations | Expectations | Expectations  |          |
|   | 5 pts        | 4 pts        | 3 pts         |          |

Total Points: 15

### **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.

Power outages, computer or drive failures, etc. are not excuses to miss or hand in assignments late. The Roberts-LaForge Library has a computer lab and most public libraries have computers available for patrons.

### **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](mailto: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 networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers.

### **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**

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.

### **Recommended Texts**

A good dictionary, thesaurus, and grammar handbook.

### **Additional Materials**

You need a web camera and headset to participate fully in the online course.

### **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. You also need web camera and headset to participate fully in the online course.