



**The University of Texas at Tyler**  
*Soules College of Business*  
**Department of Technology**

**TECH 4372 Capstone Experience**  
**Course Syllabus**

Instructor: Mrs. RaeJean Griffin, MS  
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Office: COB 225.07  
Office Hours: By Appointment  
Class Date & Time: Online

**Course Description**

An end-of-program review of technical and managerial concepts.

**Textbook (Required):**

ISBN 9781645647478 Connect to Your Career 3<sup>rd</sup> :Author(s) Suzann Connell, Julie Jaehne: Published 2020 Publisher: Goodheart-Willcox Edition 3rd, Third, 3e

**Course Objectives**

At the end of this course, participants will be able to:

1. Develop skills to look for appropriate job opportunities based on the student's educational background and experience.
2. Develop appropriate documents necessary for employment at an organization.
3. Participants will be able to properly dress and communicate effectively during an interview.

**Student Learning Outcomes**

At the end of this course, students will be able to:

1. Develop a Professional Brand values statement to be competitive in the job market by earning a 70% or higher on the submitted document in Canvas.
2. Prepare a well-written professional cover letter, resume and separate references by earning a 70% or higher on the submitted documents in Canvas.
3. Develop a successful elevator pitch by earning a 70% or higher on the submission in Canvas.
4. Successfully develop and answer behavioral based interview questions with peers, instructor and using video technology by earning a 70% or higher from the video submission in Canvas.
5. Demonstrate knowledge learned in the course through a professionalism by earning a 70% or higher mastery from the quiz.

6. Successfully use knowledge learned to successfully complete written assignments using real-world situations by earning a 70% or higher from submitting the answers in a Microsoft Word document.
7. Successfully using Social Media (i.e. LinkedIn.com) to deliver their professional capabilities by earning a 70% or higher based on instructor evaluation of your LinkedIn profile.

### **Core Competencies**

1. Computer-Based Skills – the student will complete written assignments using the word processor.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned group projects.
3. Interpersonal Skills – the student will interact in class discussion regarding professional branding, digital portfolios, social-media and mock team interviews.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations regarding the use of Brand values statements, behavioral-based interview questions, and a mock team interview.
5. Personal Accountability for Achievement – the student will complete the assignments and project at the time designated by the instructor.
6. Competence in Technology Principles
  - a. Competence in major field and grounding in other major human resource development/technology major core areas – the student will gain knowledge and skills related to professional branding.
  - b. Exposure to and appreciation for professional experiences such as Interviewing. The student will attend a mock team interview.

## **Course Requirements:**

\*Assignments

\*Quizzes

Exams

Attendance/Participation/Other

Total Number of Points=

\*Note: This is NOT set in stone, pending the number of quizzes, assignments given, etc.

\*\*= Event required for course credit.

## **Grade Scale Breakdown:**

A=90 - 100%

B=80 - 89%

C=70 - 79%

D=60 - 69%

F=BELOW 60%

*\*Instructor reserves the right to deduct points for behavior that is not exhibit collegiality unkind toward a classmate which includes non-participation in peer coaching and team activities. Additionally, points will be deducted for tardiness.*

## **Contacting the Instructor:**

The best way to contact me is via your Patriots email. My email address is: [rgriffin@uttyler.edu](mailto:rgriffin@uttyler.edu). Please use TECH 4372 and your name in the subject line. Please expect a 24-hour response if the email is sent Monday-Thursday by 5pm, and Fridays by 12pm (otherwise please expect a response by the following Monday).

## **Course Policies:**

1. **E-Portfolio**: Students will create an electronic portfolio demonstrating the knowledge they have learned in their discipline.
2. **ATMAE CMS Certification Exam**: **Technology majors** will be **required** to take the certification exam in person on the specified date listed in Canvas

## **Important Dates:**

**Census Date:** Sept. 1st

**September 4<sup>th</sup>** – Labor Day

**October 30<sup>th</sup>**- Last Day to Withdraw

**November 20<sup>th</sup> – 24<sup>th</sup>** Thanksgiving Holiday

**Final Exam Week is December 4<sup>th</sup> – 9<sup>th</sup>**

**Attendance: For Face-To-Face Sections**

Attendance is mandatory and will be taken at every scheduled class. Make-ups will not be allowed unless an:

1. Organized university trip.
2. Illness or death in **immediate** family (mother, father, brother and/or sister).
3. Illness of student.

Each one of these will require either a **doctor's statement** or a **signed** statement from the individual in charge of the trip.

**Late Work:**

Make-Up work will be allowed with a doctor/official university business excuse without proper documentation. Otherwise, there will be a **30% per calendar day penalty** (includes weekends) for all late work not otherwise authorized. Please email the instructor ahead of time if you have extenuating circumstances.

**Writing Expectations:**

This is a senior-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 are available. Their website is:

<https://www.uttyler.edu/writingcenter/>. There office is CAS 202,  
Phone number: 903-565-5995 Email: [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu).

**Cell Phones:**

Cell phones are to be seen and not heard. Make sure you turn off your cell phone during class or turn it to the vibrator mode. A ringing cell phone is a distraction and is inappropriate for the classroom. Allowing your cell phone to ring and then answering it is very rude. It is not fair to your fellow classmates who have paid for this course.

**Please be considerate and make sure your cell phone is turned off during any of your classes. Students will be asked to leave for the day if this behavior continues.**

**Discrimination:**

The policy of this department is to make your college experience as pleasant as possible. However, if at any time you feel that you are being discriminated against, belittled, or not treated appropriately, please notify the instructor either anonymously or in-person **immediately** after class. It is not the intention of any of the faculty in this department to make your college experience an unpleasant one. Remember, the first step in the process is to inform the instructor so s/he can be made aware of the problem

and take corrective action. If the problem continues to persist, please inform the chair of the department. The dean can then be notified if the problem continues to exist after a few days. A grievance can then be filed in the Office of Student Services if there has still been no change in the instructor's behavior. **It should be noted that filing a grievance is a serious act and should NOT be done so just because you received a bad grade on an exam or in the course. Communication is an effective tool to solve problems and is rarely used enough. Most people are not deliberately trying to upset you, they are just not aware of your vantage point.**

### **Talking:**

While the instructor is talking, it is understood that no one should be talking. Students talking in class prevent other students from hearing the instructor and learning the material that is required to pass the course. If you are caught talking, then you will **earn a zero on your daily quiz** grade. On the second offense, **you will be asked to leave.** This behavior is rude and disruptive and most students who talk in class typically earn lower grades. It should be noted, that students who have been granted permission to talk by the instructor should not be interrupted as well.

### **Offensive Language:**

Any type of offensive language will not be tolerated in the classroom or laboratory. How you speak to your friends outside the classroom is your business however, when you are in the classroom you must follow the University of Texas rules of conduct. **You will be asked to leave if your language or conduct is offensive.**

### **Required Activities Scheduled Outside of Regularly Scheduled Class time (fees, tickets, procedures and/or forms required):**

Read textbook, review notes, and complete assignments.

**Department Website:** <http://www.uttyler.edu/cbt/hrd/tech/>

**Commencement:** To be determined.

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **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:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over 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>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **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. (For Spring, the Census Date is Sept 9<sup>th</sup>). 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 (Sept 9<sup>th</sup>) is the deadline for many forms and enrollment actions of which students need to be aware. 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/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **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. Revised 09/16

### **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.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and



- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

### **COVID Guidance**

- *Information for Classrooms and Laboratories:* It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don’t feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.

### **Recording of Class Sessions**

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are

reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.