HRD 4372: Capstone Experience
Fall 2024

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Mondays: 9am-Noon *Email for appointment   Classroom: SCOB: #214

-See Tentative Course Outline for Course Meetings and Assignments-

Course Description:
An integrated perspective of the problems in Human Resource Development. This course offers the students the opportunity to integrate their knowledge of the undergraduate HRD principles and interventions for organizations through practical applications of their coursework as final preparation for entering the workforce. This course culminates in a mock team interview experience and a final capstone project.

Student Learning Outcomes:
- Prepare a well-written resume, cover letter, and references list
- Demonstrate dressing appropriately for an interview for a professional position.
- Develop networking and job searching skills.
- Clearly communicate professional brand to an employer at a mock team interview (MTI) experience and through a LinkedIn account.
- Integrate knowledge of the undergraduate HRD principles and interventions for organizations with learning acquired in the course and major field of study through a final Capstone project.

Required Textbook/Materials:

1. Johnson, G., & Gerwig, K. (Jan. 2023 ed.). ***Your Standout Brand Workbook – Build and Grow a Success-Ready Career***©. Solving
2. Business Problems Creatively, LLC, 1st edition. Lulu.com
   - Note: *You will need the workbook by Monday, August 28th*

3. Johnson, G., & Gerwig, K. (2018). !WONTUOTEG© - third edition (2018). Lulu.com. ISBN: 978-1-387-72786-5. **Also available as an e-book through the publisher at** lulu.com. ISBN: 978-0-359-20513-4

4. American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC. OR Access the Purdue Website.

5. Various Readings and Videos provided by Instructor

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Grading Policy for HRD 4372:
    Professional Brand Profile including STAR Examples              10%
    Final Written Portfolio (with Resume, Cover Letter, Reference List/folder)   15%
    Mock Interviews (1 Small Group=5%, 1 Final=20%)                25%
    Earning an industry-related certificate                        10%
    Participation: (Attendance for in-class and remote participation activities)  10%
    Final Exam and !WONTUOTEG essay.                              10%
    End of Program Capstone Project                               20%
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Grading Scale:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59			

1. **The A New Brand You© Professional Brand Profile**: This profile assignment includes professional Brand Profile list of Value Statements and then you will create examples to support your values using, the S.T.A.R. method. You will be given numerous opportunities to practice your interviewing skills with your peer coach (a chosen classmate) and your group (classmates).

2. **Final Written Portfolio**: This UT Tyler or similar 2-pocket folder will contain 5 copies of your 1-page Resume and must be approved by Instructor and then will be printed by student on resume paper. Students may add their business card (Note: business card is optional).

3. **Mock Team Interviews**: There will be 2 opportunities to practice interviewing skills in front of instructor and peers: one in your small group and one in a larger group. Then, you will be assigned a mock interview with business professional(s) from the community at the Mock Team Interview (MTI) event on: **FRIDAY, NOVEMBER 1st**.   **Note: the MTI is mandatory for passing this course**.

4. **Final Written Portfolio**: A UT-Tyler branded or new 2 pocket folder will contain 5 copies of your 1-page Resume and MUST BE APPROVED by Instructor and then will be printed by student on resume paper. Students may add business cards.

5. **Attendance and In-Class Participation**. Students are expected to come to class prepared, bring their textbook, and laptop to facilitate in-class workshop activities and participate in learning activities on days designated. Not doing so will reduce participation grade. Group work outside of classroom is also required and can be done through Zoom as assigned. Group work will be handled on most Fridays as instructor directs.

6. **End of Program Capstone Project** – each student will create an attractive **LinkedIn account** including completing each designated section, invite others to connect with them, ask for recommendations, highlight specific learning artifacts they have created over the course of their program, as shown in grading rubric. Some larger projects and learning artifacts can be built into an ePortfolio with the URL then embedded into their LinkedIn account for viewing.

7. **Earning an Industry-Level Certificate –** students will be provided opportunities to earn a certificate that demonstrates their knowledge/skills conducive to an area of business they are pursuing. https://coursera.org/programs/mcwhorter-hrd-4372-capstone-05kcp

8. **Make-Up Work and Late Work -** Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Email instructor ahead of time if you will not meet the deadline. Also, email for special cases (such as military duty/training, health, or family emergencies; Dr. McWhorter will ask for documentation for these situations).

9. Writing Expectations

This is a university course with numerous written assignments that should be free of spelling and grammatical errors and should include appropriate organizational structure, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan well in advance for them to look over your paper and offer advice. If you need further tutoring, **CLICK HERE** for the webpage for the Writing Center, phone: (903) 565-5995, or email them: writingcenter@uttyler.edu

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Important Dates:
Census Date = **September 9, 2024**
Last Day to Withdraw from Classes = **November 4, 2024**
Mandatory Mock Team Interview = **November 1, 2024**

Plagiarism Detection
Student's assignments are subject to faculty's use of TurnitIn to detect plagiarism. This tool has an AI Detection tool as part of its plagiarism framework.

Use of Artificial Intelligence
UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required. Note: You have permission (but not required) to utilize an AI tool for this one assignment: **Final Written Portfolio**.

Important Dates: **Sept. 9th** Census Date   **Nov. 4th** Last day to withdraw from this course

—See UT Tyler Syllabus Module in the Canvas Course for University Policies and Information—

*Note: Tentative Course Outline is presented on the next page

*Instructor reserves the right to adjust this tentative schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in Canvas and/or Class meetings.

*Tentative Course Outline for HRD 4372
Capstone in HRD, Fall 2024

Due Dates on Saturday unless otherwise specified   **Class Meeting Times:** 12:20-1:15pm on assigned days

Date		H	Topics/Activities	**ASSIGNMENTS
Aug	26		• About our Class & What is Branding? • Read Business Article #1 (Gialelli, 2024)	1.1 "Introduce Yourself" Discussion Post 1.2 Class Discussion Posting -Article #1
	28		• Form Discussion Groups, Read Business Article #2 • Introduce Industry Certificates	1.3 Get to Know Your Group 1.4 Group Discussion over Article #2
	30	H	• Hybrid Day: Explore Industry Certificates • Take 10-item quiz over Week 1 materials	1.5 Write a 2-sentence update on certificate you chose 1.6 Online Quiz over Week 1 materials
Sep	2		**NO CLASS – LABOR DAY**	
	4		• Read pp. 4-17 in the YSOB Workbook • Go to: Jung Typology Test in Class & "Take the Test"	2.1 Group Discussion posting after taking Jung Typology Test 2.2 Complete Exercise 1 (p. 21 in textbook)
	6	H	• Hybrid Day: Work on an Industry Certificate	2.3 Post an update on earning a Certificate
	9		• Discuss **Exercise One** in YSOB Book	3.1 Complete **Exercise One** from YSOB Workbook
	11		• About Elevator Pitch (Exercise 7): "Tell Me about Yourself Response"	3.2 Elevator Pitch: Upload recording
	13	H	• Hybrid Day: Work on an Industry Certificate	3.3 Post an update on earning a Certificate
	16		• Work on Resume in-class	4.1 Turn in First Draft of your Resume
	18		• Work on or Create a LinkedIn account	4.2 Invite Dr. McWhorter to your LinkedIn Account
	20	H	• Hybrid Day: Work on an Industry Certificate	4.3 Post an update on earning a Certificate
	23		• YSOB Activity	5.1 YSOB Activity – Work on LinkedIn Account
	25		• YSOB Activity	5.2 YSOB Activity – Work on LinkedIn Account
	27	H	• Hybrid Day: Work on an Industry Certificate	5.3 Post an update on earning a Certificate
	30		• YSOB Activity	6.1 YSOB Activity – Work on Portfolio for MTI
Oct	2		• YSOB Activity	6.2 YSOB Activity – Work on MTI Portfolio
	4	H	• Hybrid Day: Work on an Industry Certificate	6.3 Post an update on earning a Certificate
	7		• YSOB Activity	7.1 YSOB Activity – Work on Portfolio for MTI

	9		• YSOB Activity	7.2 YSOB Activity – Work on Portfolio for MTI
	11	H	• Hybrid Day: Work on an Industry Certificate	7.3 Post an update on earning a Certificate
	14		Work in Virtual Teams and practice responses for MTI	8.1 Team posts a 1-page summary of the MTI practice
	16		**Dr. McWhorter works with Team #1**	8.2 Reflection on MTI Practice w/ Dr. McWhorter #1 (Team #1)
	18	H	Work in Virtual Teams and practice responses for MTI	8.3 Teams post a 1-page summary of the MTI practice
	21		**Dr. McWhorter works with Team #2**	9.1 Reflection on MTI Practice w/ Dr. McWhorter #1 (Team #2)
	23		**Dr. McWhorter works with Team #1 (business suit)**	9.2 Reflection on MTI Practice w/ Dr. McWhorter #2 (Team #1)
	25	H	Work in Virtual Team and practice for MTI	9.3 Each Team posts a 1-page summary of the MTI practice
	28		**Dr. McWhorter works with Team #2 (business suit)**	10.1 Reflection on MTI Practice w/ Dr. McWhorter #2 (Team #2)
	30		Work in Class for last preparation for MTI	10.2 Write your current reflection on your thoughts for MTI event
Nov	1		**-MOCK TEAM INTERVIEW EVENT-**	10.3 Bring your YSOB portfolio with resumes 10.4 Actively Engage with Business Leaders at the "meet and greet" portion as well as those at your Interview Table
	4		Debrief MTI Event	11.1 Post-Reflection on MTI
	6		Discussion about Reflection Paper	No assignment due
	8	H	Work on Reflection Paper	No assignment due
	11		Work on Reflection (in class)	No assignment due
	13		Invited Guest	12.1 Reflection on Invited Guest
	15		In-Class Discussion of Invited Guest & Certificate(s)	No assignment due
	18	H	Work on earning a certificate (or 2nd certificate)	12.2 Discussions update on certificate(s)
	20		Work on Reflection Paper or LinkedIn during class	13.1 Reflection on your work during class
	22		Work on Reflection Paper	No Class; No assignment until Finals
Nov 25-Nov 29--Thanksgiving Holidays (No Class)				
Dec	2		Work on Reflection Paper	Release time
	4		Review for Final Exam	No assignment due
	6		Finalize LinkedIn Account for Grading	Post LinkedIn URL to Canvas
--FINAL EXAM WEEK				
Dec	11		Wed., FINAL EXAM TIME: 12:30 – 2:30 pm	Write and Submit Exam over the Major Learnings in the Course and !WONTUOTEG essay.

H = Hybrid days where instruction, quizzes, or other activity will be presented online. **Sept. 9th** Census Day   **Nov. 4th** Last day to withdraw from this course