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**HRD 4372: Capstone in HRD**  
**Spring 2025**

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Dr. Rochell McWhorter

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\*Office Hours (in-person or online)

Mondays: 8-11am

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**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 Business Problems Creatively, LLC, 1<sup>st</sup> edition. LuLu.com
2. Gerwig, K. & Johnson, G. (2018). **!Wontuoteg, 3<sup>rd</sup> edition** (available in both electronic and paperback). See: <http://bit.ly/3ZYhG38>
3. *APA 7 Publication Manual* (or [Purdue Owl Website](#) for APA 7 formatted examples)
4. Other learning materials will be provided by instructor in Canvas.

**Course Learning Objectives:**

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

- Prepare a well-written resume, cover letter, and references list.
- Develop networking and job searching.
- Clearly communicate their professional brand to their classmates and instructors.
- Communicating their professional brand through their LinkedIn account.
- Integrate knowledge of HRD principles and interventions for organizations with learning acquired in the course and major field of study through a final Capstone project.

## Grading Scale Breakdown

A=90-100%

C=70-79.9%

F=BELOW 60%

B=80-89.9%

D=60-69.9%

## Grading:

Professional Brand Profile (including START Examples)	10%
Final Written Portfolio (with Cover Letter, Resume, Reference List)	15%
Mock Interviews Practice (1 small group = 5%, 1 with GTA=10%, and Instructor=10%)	25%
Earning an Industry-Related Certificate	10%
Discussions	10%
Quizzes	10%
End of Program Capstone Project (LinkedIn)	20%
<b>Total</b>	<b>100%</b>

## VERY IMPORTANT REMINDERS:

**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. Also, email for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these special circumstances).

**Writing Expectations** – This course has numerous written assignments and should be free of spelling and grammatical errors, include sufficient organization, demonstrate critical thinking, and proper citing of sources and references according to **APA 7 guidelines**. If you seek assistance from the UT Tyler Writing Center, plan well in advance for them to look over your paper and offer advice. You can plan for at least two hour-long tutorials per assignment. Contact info: UT Tyler Writing Center, (903) 565-5995, email: [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu) or website: <https://www.uttyler.edu/academics/success-services/writing-center/contact/>

### **Important Dates:**

Census Date = **January 27, 2025**

Last Day to Withdraw from Classes = **March 31, 2025**

## **Description of Student Learning Outcomes:**

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:** Students will submit an electronic version of their final Resume, Cover Letter, and Reference List
3. **Mock Interviews** will be practiced within students' Group, with Graduate Teaching Assistant (GTA), and Dr. McWhorter for answering behavior-based interview questions (BBIQs).

4. **Earning an Industry-Related Certificate.** – students will earn an industry-related certificate that demonstrates their knowledge/skills conducive to an area of business they are pursuing. <https://coursera.org/programs/mcwhorter-hrd-4372-capstone-05kcp>
5. **Discussions** will be utilized to collaborate with other students on various business topics. Students are responsible for responding to the topic in a clear and thoughtful way.
6. **Quizzes** will be utilized to check for students' understanding of business articles and other readings.
7. **End of Program Capstone Project** involves each student creating (or updating) 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 the grading rubric that will be posted in Canvas. Larger projects and learning artifacts from current and prior courses can be built into an ePortfolio with the URL then embedded into a LinkedIn account for viewing.

### **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 by Dr. McWhorter to utilize an AI tool for your "End of Program Capstone Project" that is due in the last module.**

--See University Modules in the Canvas Course for University Policies--



**HRD 4372 Capstone Experience**  
**Tentative Course Outline**

<b><u>Module</u></b>	<b><u>Date</u></b>	<b><u>Topic/Description</u></b>	<b><u>Textbook Chapters</u></b>	<b><u>Deliverables Due</u></b>
1	1/13-1/23 (Thu)	<ul style="list-style-type: none"> <li>Review Syllabus</li> <li>Review <a href="#">Business Article #1</a> For Discussion Posting</li> <li>Obtain Textbooks</li> </ul>	Obtain 2 Textbooks for Mod 2	<b><u>1.1</u></b> Introduction & Business Article #1 Discussion <b><u>1.2</u></b> Syllabus Quiz
2	1/24-2/1	<ul style="list-style-type: none"> <li>Form Groups</li> <li>Read: Business Article #2</li> <li>Choose a Certificate, then Work on Chosen Certificate</li> </ul>	-None-	<b><u>2.1</u></b> Get to Know Your Group: Discussion <b><u>2.2</u></b> Business Article #2 <b><u>2.3</u></b> Update on your progress on Certificate
3	2/3-2/17 (Mon)	<ul style="list-style-type: none"> <li>Complete: <b>YSB Exercises 1, 2, and 3</b></li> </ul>	TBA	<b><u>3.1</u></b> Submit YSB Exercises: 1, 2, and 3
4	2/18-3/1	<ul style="list-style-type: none"> <li>Complete: <b>Exercise 4: Uncovering More Value</b></li> </ul>	pp. 4-17	<b><u>4.1</u></b> Complete Ex. 4 <b><u>4.2</u></b> Create or update LinkedIn Account
5	3/3-3/15	<ul style="list-style-type: none"> <li>Introduce Yourself (Elevator Pitch)</li> <li>YSB-related reading</li> </ul>	pp. 22-23	<b><u>5.1</u></b> Upload your Elevator Pitch (in writing) <b><u>5.2</u></b> Discussion over YSB-related reading
<b>SPRING Break (March 17-22)</b>				
6	3/24-3/29	<ul style="list-style-type: none"> <li>Write &amp; Practice Your Elevator Pitch; then upload your recording file</li> <li>Work on Certificate</li> </ul>	None	<b><u>6.1</u></b> Upload your Elevator Pitch Recording file <b><u>6.2</u></b> Update on your progress on Certificate
7	3/31-4/12	<ul style="list-style-type: none"> <li><b><u>3-Mock Interview Practices:</u></b> <ul style="list-style-type: none"> <li>Small group</li> <li>With GTA</li> <li>With Dr. McWhorter</li> <li><u>Then</u>, work on your LinkedIn Account; &amp; Finish Certificate</li> </ul> </li> </ul>	None	<b><u>7.1</u></b> Reflection (1 page) of your 3 practices <b><u>7.2</u></b> Update LinkedIn Account <b><u>7.3</u></b> Finish Certificate
8	4/14-5/3	<ul style="list-style-type: none"> <li>End of Program (Capstone Project)</li> <li>Take Final Exam</li> </ul>	None	<b><u>8.1</u></b> Final Written Portfolio (LinkedIn) <b><u>8.2</u></b> Final Exam

\*This is a tentative course outline. Instructor reserves the right to adjust this schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in the Canvas course.