

PRST 454: Professional Studies Capstone

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Catalog description

PRST 454 Professional Studies Capstone (3 credits) (Restrictions: Professional Studies majors only)

This seminar offers a platform for Professional Studies majors to reflect on and synthesize previously mastered educational content (courses for the major, general education courses, and coursework prior to Coastal Carolina University). This culminating course requires students to apply previous knowledge and experience to practical cases, projects, and challenges encountered in the professional sphere. Students work on a variety of projects that anticipate real-world issues across various professions. There is heavy emphasis on practical application of knowledge, concepts, and skills gained in the program. The course work includes a final project that draws on and integrates the knowledge, concepts, and skills learned as a Professional Studies major.

Semester(s) Offered: Fall, Spring, Summer

Course objectives

Upon successful completion of this course, students will understand:

- How communication, leadership, decision making, critical thinking, personnel management, and diversity interact for success in professional settings
- How to apply successful communication strategies and practices in a professional setting
- How to apply leadership principles in a professional setting
- How to apply decision-making principles in a professional setting
- How to use research and critical thinking in a professional setting
- How to apply personnel management principles in a professional setting
- How to apply principles of diversity in a professional setting

Learning outcomes

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

- Present their ideas clearly and effectively in a professional setting
- Apply leadership and project management principles in a professional setting to enhance their role in teams
- Apply personnel management principles in a professional setting to enhance teams and offices
- Make complex, strategic decisions informed by data and research in a professional setting
- Apply principles of diversity at work to make workplaces more equitable

Text

- Readings available on Moodle

Evaluation/Grading

- A portfolio that consists of students' *curriculum vitae*, multiple resumes for various roles, and cover letters for positions will count for 10% of the final grade.
- 2 group projects will each count as 7.5% of the grade.
- 3 individual projects will each count for 15% of the grade.
- Your final capstone presentation will count for 30% of the grade.

Grading scale

A	90-100
B+	89-85
B	84-80
C+	79-75
C	74-70
D+	69-65
D	64-60
F	59 or below

Netiquette standards

Students are expected to treat one another with respect and basic common courtesies in our online classroom. All students should expect a safe learning environment. This environment should be free of derogatory, offensive, harassing or inappropriate remarks or materials including but not limited to race, ethnicity, gender, sexual orientation, religion, and age. Flaming and spamming will not be tolerated. Comments of this nature will not be tolerated and will result in appropriate action by the instructor. In this course, we will employ the following guidelines:

- Fully participate in our learning community. Honor the background and experiences others bring to the discussion
- Respectfully agree or disagree your classmates. Do this by trying to provide reasons for your own views and reasons against the views of others. Make it about the arguments and not the person making them.
- Respect your classmates' privacy.
- Share what you know with your classmates. Be helpful.
- Avoid typing in all capital letters as it can be seen as yelling.
- Avoid the overuse of textspeak (ROFL, LOL, IMHO, etc.) and slang.
- Read and review your posts for clarity and accuracy. Run spellcheck.
- Use language appropriate to an academic environment this includes grammar and punctuation.
- Be sure to appropriately cite the work of others.

Attendance policy

Per university policy (STUD-332), "Students are expected to attend all of their scheduled classes as work at the university level requires regular attendance and participation." Each week your attendance will be judged based on your participation in scheduled activities and weekly work in the course. If you do not complete scheduled assignments in a week, then you will be counted as absent for that week. Please notify the professor of any planned absences or absences due to

illness, family emergency, or other such matter. Deadlines for assignments can be adjusted in light of such events.

Course guidelines

Stay on target: One of the keys to doing well in the course is staying on target and doing a bit of work every day or two. Don't try to complete all the work for a week all at once. For successful completion of a project, for instance, you will need to allow yourself time to revise your work. You should prepare for all projects and assignments as if they were on-ground.

Ask questions as they appear: Please don't hesitate to ask questions about anything. There are often many questions in on-ground classes, so I expect many questions for this online course. You can reach me by email or through my office hours.

Respect the ideas of others and be constructive: In a professional setting, ideas need to be challenged and modified in a respectful way through team feedback. Successful teams and organizations have transparency, a flowing of ideas, and also strong feedback mechanisms to ensure that ideas are put to the test before they go live. We need to model this environment in the classroom. Respecting someone's opinion doesn't mean that you must agree with it. Engaging critically and respectfully with the ideas of others and questioning their reasoning or conclusions is really a sign of respect because you are showing that their ideas are worth caring about.

Plagiarism and Academic Integrity

Plagiarism is a very serious violation of academic honesty. Plagiarism occurs when an individual misleadingly represents the work of another as the work of that individual. The penalties for plagiarism in the course are as follows. You should view the video on plagiarism in the "Getting Started" section of the Moodle page. Here is a link to the Academic Integrity Office:

<https://www.coastal.edu/academicintegrity/>

1st offense: 0 for plagiarized work and official warning through the Academic Integrity Office.

2nd offense: FX in the course. This means that you get an F in the course and that you cannot use grade forgiveness to retake it.

Remember the standards to which you have committed yourselves. The Coastal Statement of Community Standards reads as follows.

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust.

On my honor, I pledge:

- That I will take responsibility for my personal behavior; and*
- That I will actively oppose every instance of academic dishonesty as defined in the Code of Student Conduct.*

From this day forward, my signature on any University document, including tests, papers and other work submitted for a grade, is a confirmation of this honor pledge.

You have pledged to abide by this code and to commit yourself to academic honesty and integrity. I expect everyone to remain committed to these standards throughout the semester.

Accessibility and Disability Services

Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact Accessibility & Disability Services (843-349-2503 or <https://www.coastal.edu/disabilityservices/>).

Course Schedule

Course schedule with interactive materials, assignments, and all due dates is on Moodle.