

TAS 451, CAPSTONE SEMINAR

Online

Instructor **Dr. Kuruvilla Zachariah**

Course Description from *Ohio University Catalog*

This course requires integration and application of professional knowledge, skills, and technologies in order to complete a professional project for a business, industry or community organization.

Additional Description

For many of you, a shift from a technical professional to a career in management requires a shift in perception. The main purpose of this capstone course is to integrate learning from all the courses that you have taken in the bachelor of technical and applied studies program with the rest of your academic and work experience. It is an opportunity for you to demonstrate accomplishment of the full spectrum of that learning. .

This course has two major components. First, the performance component requires the application of professional skills learned in this program by working on a service learning project for a community organization. Second, you will practice your interpersonal skills by interviewing a person whom you respect as a leader to learn from his/her experience. You will then use that learning combined with your personal experience and reflections to write a paper which will help you to assess your purpose in life and in the career path that you will be pursuing. You will focus on three important aspects of modern business: ethics, globalization and diversity.

Objectives

Students are expected to:

- demonstrate leadership and management skills by carrying out a service learning project.
- examine case studies and apply leadership skills to address issues and dilemmas such as ethics, globalization and diversity in the workplace that businesses face today.
- conduct an interview with a respected leader and learn from the experiences of this person.
- use the discussion forum to share personal experiences and to analyze contemporary issues.
- integrate communication technologies in reports and presentations.

Course Materials

All course materials including supplemental readings, external links, and assignment are provided online. Additional research is expected on the part of the student.

Technology and the Blackboard Course Management System

This class heavily depends on technology in the delivery of the course. The course website on Blackboard is used for submission of written work and for interactive discussions. Please refer to the handout on technology requirements for further information.

Course Delivery Format & Organization

This course is being offered entirely over the Internet and therefore, students are not bound by time and distance. Course materials are available anytime, any place. The materials are organized in different folders under Course Documents on the Blackboard website. A number of external links are provided to assist you with your research. The Assignments section contains the course modules and each course module has a number of resources such as references to reading materials, Internet sites and links to submit written assignments. All modules are available to you from the beginning of the course. You are advised to complete each module before proceeding to subsequent ones. Once the assignments have been submitted, they will be graded and the grades posted to the grade book. It is the student's responsibility to verify the grades for accuracy and inform the instructor of any problems.

My role as instructor is to facilitate your learning. In this course, the focus is on your learning instead of my teaching. Learning is to occur through facilitated discussions between students in the online setting in the form of asynchronous discussion threads, service learning project, individual assignments, research, and reading.

Course Evaluation and Grading

Items	Points	%
Service Learning Project	120	40%
Interview of a leader, transcript, and paper	90	30%
Discussion Board Postings	45	15%
Case Studies	45	15%
Total possible	300	100%

Grading Scale

Thee following grading scale will be used to determine the final letter grade for the course.

Grade	%	Grade	%	Grade	%	Grade	%
A	94-100	A-	90-93	B+	87-89	B	84-87
B-	80-83	C+	77-79	C	74-76	C-	74-76
D+	67-69	D	64-66	D-	60-63	F	<60

*Please also see the complete grade distribution by module at the end of this syllabus (Appendix 1).

Course Assignments

1. Service Learning Project with a Local Community or Service Organization

You may identify a local non-profit organization other than a religious congregation and in consultation with the leadership of the organization and the instructor, develop a service project that meets the mission of the organization. You are expected to participate in all aspects of the project by taking a leadership role to manage various aspects of the project. This is the most preferred way to fulfill this requirement. *If you can work with at least two other students enrolled in this course, you may carry out this as a group project.*

Breakdown of Items for Service Learning Project	Points
Name of Project	5
Proposal	15
Preliminary Report	15
Interim Progress Report	15
Final Report with Executive Summary	50
Presentation	20
Total possible	120

Links to internationally renowned service organizations such as the Rotary Club, the Lions Club, Key Club and Habitat for Humanity are provided on the website for the course. Other resources include how to prepare a SWOT analysis, write an executive summary and a business plan. Once a project has been identified, students are expected to submit a short proposal outlining the aim of the project, the organization that sponsors it, who will benefit from the project, and a brief outlay of the economic benefits that will result from the project. Students are expected to provide a preliminary report after a few weeks into the launching of the project and then an interim progress report. At the end of the quarter, a final project report which includes an executive summary and a short presentation are expected.

The final report including the executive summary should be about eight to ten pages in length typed in 1.5 space. It should be fashioned like a business plan. Detailed guidelines are provided in appendix 2 of the syllabus. The paper should follow the guidelines for written work provided elsewhere in the syllabus. Any additional reference including the URL of websites may be cited as footnotes. (In MS Word, you can insert footnotes as follows: On the Insert menu, point to Reference, and then click Footnote.). The PowerPoint presentation should contain approximately fifteen slides and must include speaker notes.

2. Interview of a Leader and Paper

The purpose of the interview and the paper is to help you clarify your purpose or mission in life and to create your personal leadership charter based on the life story of a person whom you admire as a leader. You conduct an interview either in person or by phone to learn from this person's experience. This person should be someone outside your immediate family. Your goal should be to learn everything you can about this person's perspective on leadership. You have to develop a set of questions in consultation with the instructor before you proceed with the interview. I recommend that you tape record the interview (of course with the permission of the interviewee) so you can refer to and extract exact quotes from it. Please attach a transcript of the interview to the paper.

Here are a few suggested questions:

1. How and where did you get a start in your career?
2. How did you get to your current position?
3. What's your definition of leadership?
4. What elements are essential in good leadership?
5. What should a leader NOT do?
6. Can you provide specific cases where you had to deal with issues related to ethics, globalization and diversity.
7. What advice would you give to young people beginning their careers with regard to developing good leadership skills?

	Breakdown of Items for Interview & Paper	Points
1	Name of leader to be interviewed	5
2	List of questions	15
3	Paper	50
4	Transcript of interview	20
	Total possible	90

The paper should include the following elements. This outline is offered not to constrain, but to encourage you to consider all of the elements and choose the most appropriate ones.

1. Introduction
2. What you have learned from the interview. Before you write this, you should have formulated your own view about leadership so that the interview will add to your thinking.
3. A list of your core leadership principles and why you believe they are important.
4. In the emerging work place, how will you handle ethics, globalization and diversity.
5. Self assessment: A statement of your life's purpose and how you intend to accomplish the goals in your career path.
6. Conclusion

The paper should be about five to six pages in length typed in 1.5 space. The paper should follow the guidelines for written work provided elsewhere in the syllabus. Any additional reference including the URL of websites may be cited as footnotes.

3. Discussion Board Postings

A very important part of *an online format* is the asynchronous discussion board. To facilitate online interaction, discussion threads based on reading materials relevant to the main elements for this course will be made available via the Discussion Board of the Blackboard. In addition, each student is expected to conduct additional research and post his/her findings as a discussion thread. Each student is expected to read all postings and also comment on other persons' postings as many times as possible.

	Discussion Board Topics	Points
1	Charity Fraud	15
2	What I have Learned so far from the Project	15
3	The leadership qualities you expect in the U. S. President	15
	Total possible	45

4. Case Studies

There are three cases supplied for you to analyze and to write a report on by answering the questions provided. There is often no right or wrong answers. Each case study will address one of the three core issues: ethics, globalization, and diversity in the workplace. You have to submit the written answers through the Blackboard website using the link provided. You may use a bulleted or a numbered format to answer the questions.

	Discussion Board Topics	Points
1	Ethics or Excellence	15
2	Grupo Financiero Inverlat	15
3	Bias Suits Put Spotlight on Workplace Diversity	15
	Total possible	45

Instructions for Written Reports

All written work should be neat, well organized, clearly written, and free from grammatical and/or typographical errors. The papers should meet the length guideline, typed using MS Word, double-spaced in 12-point font. The papers should be presented well with an introduction, a body that is divided into well developed paragraphs and should have a conclusion. There should be a title page that has your name and the title of your paper. Any Internet site should be reliable and current. The papers will be graded based on the grading matrix provided under the Course Information area.

Other Important Points

1. This is a senior level course at Ohio University and the expectations are higher than a lower level course that you might have taken on this campus or elsewhere.
2. It is expected that every student participate fully in making postings on the discussion board. At least one posting is expected of every student on each of the discussion threads. You are also strongly encouraged to post responses to other student's postings.
3. If you use MS Word 2007, all written assignments must be saved as MS Word (1997-2003) documents (*.doc and not *.docx) or in the Rich Text Format and submitted as directed.
4. Any assignment submitted as attachment to an email will not be graded.
5. By this time in the course, you are expected to master the technology needed to take a course online. Please make sure that you read and understand all handouts and instructions provided.

APPENDIX 1

Grade Distribution

<i>TAS 451 ONLINE - GRADE DISTRIBUTION</i>			
Module	Item	Points	Sub-Total
Intro	Read handouts/syllabus	00	
	Checkout tips/online resources	00	
	Discussion #2 - Personal Introductions	00	00
1	Name of project	5	
	Name of person to be interviewed	5	10
2	Project Proposal	15	
	Case Study #1 - Ethics or Excellence	15	
	List of questions for interview	15	45
3	Preliminary report	15	
	Discussion #3 - Charity Fraud	15	30
4	Case Study #2 - Grupo Financiero Inverlat	15	
	Interim Project Report	15	
	Discussion #4 - What I have learned so far from the project	15	45
5	Case Study #3 - Bias Suits Put Spotlight on Workplace Diversity	15	
	Discussion #5 - Leadership qualities you expect in the U. S. President	15	30
6	Project - Report with Executive Summary & Presentation	70	
	Paper based on interview, self assessment & transcript	70	140
		Grand Total	300
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APPENDIX 2

Project Proposal Guidelines

1. **Introduction**
2. **Background**
 - History and background of the organization
 - Any experience with previous projects
3. **Project Description**
 - Dates and Site of project
 - Brief description of the project and major benefits
 - Your role in the project
4. **Budget**
 - Where the money is coming from
 - How the money will be utilized
5. **To Do List**
 - Different phases of the project
 - How each phase will be completed
6. **Economic Benefit to the Community**
 - How the project will benefit the community
 - Environmental benefits

APPENDIX 3

Project Report Guidelines

This report should be compiled similar to a business plan and must contain the elements that are relevant to your project from among the list below:

1. **Table of Contents**
2. **Executive Summary** (must be included)
 - Purpose
 - People/Organizations Involved
 - Brief description of the project and major benefits
 - Impact on people and/or environment
3. **Project Description**
 - History
 - Mission/Vision Statement
 - Objectives
 - Milestones achieved so far
4. **Details of the organization and the people involved**
 - Description of the organization
 - Brief resumes of people involved
5. **Strategic Analysis**
 - Micro Environmental Analysis
 - Customer (beneficiaries) profile
 - SWOT analysis (must be included)
6. **Marketing/Promotion Plan**
 - Marketing objectives
 - Marketing strategies, Promotion/publicity
7. **Organizational Plan (Budget)**
 - Organizational budget divided into quarterly or annual basis
8. **Economic Benefit to the Community**
 - Has the anticipated benefits been achieved
 - Environmental benefits
9. **Conclusion**