TAS 4510—Technical and Applied Studies Capstone Seminar
Three Semester Hours

PREREQUISITES:
University Requisite: TAS 3210 and seniors only

COURSE OVERVIEW:
Capstone for the BTAS degree, requires integration and application of professional knowledge, skills, and technologies in order to complete a professional project for a business, industry, or community organization. Each student interviews the leader of a business, industry or community organization and integrates the leadership lessons learned from the interview to refine the self-assessment paper prepared in the TAS 3010 course.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

NUMBER OF LESSONS:
The course has seven lessons. These lessons include:
- Lesson 1: Etiquette Paper
- Lesson 2: Resume
- Lesson 3: Cover Letter
- Lesson 4: Book Review
- Lesson 5: Reflection Paper on Professionalism
- Lesson 6: Project Proposal
- Lesson 7: Poster
TYPES OF WRITING ASSIGNMENTS:

To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, etc.

Handwritten assignments are acceptable for some assignments, but the preferred method is a typed assignment, double-spaced using 12-point font and one-inch margins. As with all assignments, good grammar and standard written English are paramount.

GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted assignments as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Etiquette Paper</td>
<td>100</td>
</tr>
<tr>
<td>Resume</td>
<td>100</td>
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<tr>
<td>Cover Letter</td>
<td>100</td>
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<td>Book Review</td>
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<tr>
<td>Book Review</td>
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<tr>
<td>Reflection Paper on Professionalism</td>
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<tr>
<td>Poster</td>
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<tr>
<td>Project Proposal</td>
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