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

PREREQUISITES:
University Requisite: TAS 3210 and seniors only

COURSE OVERVIEW:
A capstone experience for the BTAS degree, this course requires integration and
application of professional knowledge, critical thinking and analysis skills, and
technologies in order to demonstrate understanding of the twenty-first century
workforce culture.

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:
Rath, T. and D. Clifton. *How Full Is Your Bucket: Positive Strategies for Work and

NUMBER OF LESSONS:
The course has seven lessons. These lessons include:

- Lesson 1: Book Review
- Lesson 2: Survey
- Lesson 3: Resume/Cover Letter
- Lesson 4: Reflection Video on Professionalism
- Lesson 5: Project Proposal
- Lesson 6: Research Graphic

TYPES OF WRITING ASSIGNMENTS:
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>Lesson</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Lesson 1: Book Review</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 2: Survey</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 3: Resume/Cover Letter</td>
<td>200</td>
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<tr>
<td>Lesson 4: Reflection Video</td>
<td>200</td>
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<tr>
<td>Lesson 5: Project Proposal</td>
<td>200</td>
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<tr>
<td>Lesson 6: Research Graphic</td>
<td>200</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,000</strong></td>
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