

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

DB  
09/17

**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 Life*. Gallup Press: New York, 2005. [ISBN: 9781595620019]

**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:

Lesson 1: Book Review	100 Points
Lesson 2: Survey	100 Points
Lesson 3: Resume/Cover Letter	200 Points
Lesson 4: Reflection Video	200 Points
Lesson 5: Project Proposal	200 Points
Lesson 6: Research Graphic	200 Points
<b>TOTAL</b>	<b>1,000 Points</b>