**COMM 4381: Senior Capstone**

**COURSE DESCRIPTION**

In this course students will demonstrate their personal synthesis and extension of knowledge in communication studies, and integrate their prior learning as they position themselves to move on from the university as individuals, students, citizens, and professionals. Students will create a portfolio representing past course projects as well as carry out a capstone research project. (Adapted from the University of Memphis course catalog)

**COURSE LEARNING OBJECTIVES**

* Students will synthesize and articulate their knowledge of communication studies within their chosen area of focus (Portfolio assignment).
* Students will be able to communicate their knowledge and skills in communication to both academic and professional audiences (Portfolio assignment/Job application).
* Students will demonstrate an ability to develop important questions in communication studies (Capstone research project).
* Students will demonstrate an ability to collect and analyze communication data and/or texts (Capstone research project).
* Students will be able to communicate the results of their research in both written and oral formats (Capstone research project/Capstone Presentation).

**ATTENDANCE AND HEALTH PROTOCOL**

We are living through some very difficult times, and our intention to complete work in a timely manner may be disrupted by illness, loss and grief. I expect you to attend class when you are able to do so, and to communicate with me when you are not able to do so. **Do NOT attend class if you are feeling ill, and be in touch if you have need to quarantine for your safety or that of your family.**

We will be meeting in a variety of formats, both remotely and face to face: some small group meetings, some synchronous meetings, and some independent work. Regardless of format or circumstances it is important that your work is done in a timely manner, and that you do your best to fulfill your responsibility to meet with your classmates and me when necessary. I'll be following university guidelines regarding health and safety measures, and expect you to do the same.

**You must wear a mask to attend face to face class meetings.** This is non-negotiable and not subject to debate. Anyone who doesn't comply with this requirement will be dismissed, with the possibility that the entire class will be dismissed. Be respectful of everyone's health, and follow every possible safety measure.

**ASSIGNMENTS & GRADING**

* **Reflective Portfolio of Academic Work** (100 points/15% of final grade)
	+ This portfolio will consist of a minimum of five projects you have completed throughout your academic career that you feel reflect your interests and talents to a perspective employee or colleague well. These could be papers, video creations, or other assignments that you completed successfully and reflect your academic experience as a communication scholar.
	+ You'll also write up a summary of your experience, articulating what you learned from each project, and what skills you have developed by completing the work.
* **Job Application Package** (100 points/20% of final grade)
	+ This package will consist of a resume and a cover letter that you develop in response to a particular job that you might want to apply for.
	+ A draft will be submitted and your final version will be graded.
* **Capstone Project** (100 points/40% of final grade)
	+ This is your completed research paper. A draft of the paper will be submitted and your final version will be graded.
* **Capstone Project Presentation** (50 points/25% of final grade)
	+ You will present the research you have conducted and the results of your project in a presentation to fellow students and faculty.

***Final grades will be assigned as follows:***

A+ = 97.5-100%; A = 92.5-97.4%; A- = 89.5-92.4%; B+ = 87.5-89.4%; B = 82.5-87.4%; B- = 79.5-82.4%; C+ = 77.5-79.4%; C = 72.5-77.4%; C- = 69.5-72.4%; D+ = 67.5-69.4%; D = 59.5-67.4%; F < 59.4%

**REQUIRED TEXT**

Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgerald, W. T. (2016). *The craft of research, 4th ed*. Chicago: U of Chicago Press.

**COURSE POLICIES**

*Submitting Assignments.*All assignments will be submitted to the digital drop box in this course eCourseware system.

* Documents must be submitted in Microsoft Word format (i.e., must be a .doc or .docx file). ***Other formats will not be accepted.***
* Documents will not be accepted as email attachments or any other delivery method besides the eCourseware drop box.
* It is your responsibility to ensure that you receive a submission confirmation from eCourseware and that your correct document was successfully uploaded.
* **Assignments are due by 5 p.m. on the due date**, unless otherwise noted. Documents may be submitted anytime before the due date.
* **Late submissions of final versions of major projects will not be accepted without extenuating circumstances and prior permission from the instructor.**
* **Late drafts will be penalized 10% for each day that they are late.**
* If you claim any sort of technical difficulty preventing your timely submission of any coursework, I must have a HELP Desk ticket to substantiate your claim. The HELP Desk number is 678-8888. They have never been less than friendly and helpful with me, so don't hesitate to call them when you need technical assistance of any kind.

**ACADEMIC HONESTY**

I expect that all work turned in under your name is yours and yours alone. Please cite all external works in papers and do your own work on exams. In accordance with University of Memphis policy, plagiarism and cheating (which includes submitting the same paper for more than one class) are serious offenses and may result in a failing grade for the course and will be reported to the Office of Student Conduct. For additional information, please see: <http://www.memphis.edu/studentconduct/index.htm>

“Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all.” (Office of Legal Counsel, October 17, 2005)

*Students with disabilities:*Reasonable accommodations will be made for students with documented disabilities. For additional information, please see: <http://www.memphis.edu/drs/>

*Other campus resources:*

* Center for Writing & Communication: <http://www.memphis.edu/cwc/>
* Counseling Center: <http://www.memphis.edu/counseling/>
* Career Services: <http://www.memphis.edu/careerservices/>