



COURSE OUTLINE

CEES 100
CAPSTONE PROJECT

3 CREDITS

PREPARED BY: Faith Whiting, Instructor
DATE: January 1, 2019

APPROVED BY: Dr. Andrew Richardson, Dean of Applied Arts
DATE: March 20, 2019

APPROVED BY SENATE: March 20, 2019
RENEWED BY SENATE:



This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

CAPSTONE PROJECT

INSTRUCTOR: Faith Whiting
OFFICE LOCATION: Online
E-MAIL: fwhiting@yukonu.ca
TELEPHONE: 867.456.8562

OFFICE HOURS: By appointment
CLASSROOM: Online via Zoom
TIME: Tuesdays, 10am - noon
DATES: January 5th – April 13th, 2020

COURSE DESCRIPTION

The capstone project will allow participants to explore a topic of interest within the field of education and employment support. If the students already hold a position of employment, this is an opportunity to discover more about an area of interest, to implement a project or policy, create a manual, or another job-related project. If the student is not currently working in a related role, this is an opportunity to consider an experience placement or special project to further develop the skills required to perform in these roles. Students will be supported to develop and explore their topic, prepare a learning plan, and gather reliable information to help support their learning. The capstone will culminate with both a written report and a presentation to a larger audience.

PREREQUISITES

Successful completion of or concurrent enrollment in; ACS 100, PRMA 100, PROJ 100, PHIL 121.

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

Students are welcome to consider an experience placement as part of their capstone project. If this is desired, other requirements may be necessary, as per the direction of the employer and Yukon College

EQUIVALENCY OR TRANSFERABILITY

This course is newly developed, and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of Health, Education and Human Services

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Identify and select a topic of interest to explore independently
- Create a plan for conducting a directed study
- Develop criteria for constructive peer review of the learning plan and demonstrate use of this criteria in providing peer feedback
- Select and evaluate reference materials and incorporate these appropriately into the project report to support their perspective
- Identify and meet project milestones
- Reflect on their learning process
- Convey results to a larger audience through a report and presentation

COURSE FORMAT

The capstone is an individualized and self-directed project that is supported by an Instructor/Facilitator, with scheduled guiding workshops embedded. Project milestones are built into the project planning process and participants are required to maintain regular weekly contact with their facilitator to communicate progress and challenges. The planning process ensures participants have access to the proper equipment, time and supports to successfully engage in the project. Time-management skills, support and resiliency will be important factors.

ASSESSMENTS:

Learning Plan

The learning plan will act as a brief outline of the project from start to finish. Participants will have an opportunity to receive feedback early in the process, with a peer-review of their learning plans. Students will contribute to the co-creation of the criteria for peer review and participate in giving and receiving feedback within the group.

Resource Review and Interview

A review of resources will be conducted. Participants will be expected to consult at least five resources and conduct at least one interview as a project resource. This assignment will include an annotated bibliography, a list of interview questions, an audio recording of the interview, and a written reflection of the key learning points of the interview.

Learning Journal

Students will use a learning journal to detail progress and setbacks and to develop project ideas and reflect on key learning.

Midterm evaluation

At the midway point in the project, participants will meet with the Facilitator to

discuss progress on their goals (as set out in the learning plan) and what is needed for the project to carry on to completion.

Project Report and Presentation

The written report will synthesize the learning that took place during the capstone project and any findings/conclusions/further questions the participants may have. The student will create and deliver a presentation, detailing findings from their project and/or their learning journey. Participants may choose to present their findings using the media of their choice and are encouraged to disseminate the information in a way that feels meaningful to them.

Self and Mentor-evaluation

Students will complete a midterm and final self-evaluation. Mentors will also be asked to complete an evaluation of the student at the end of the course.

EVALUATION:

Learning Plan	25%
Resource Review and Interview	20%
Learning Journal	10%
Midterm Evaluation	10%
Project Report and Presentation	20%
Self-evaluation	10%
Mentor-evaluation	5%
Total	100%

Time management is an important skill to exercise during the capstone project. There will be a late penalty assigned to the project outline, the midterm evaluation and the written and presentation stages of the project. All projects must be completed by the end of the term to obtain credit.

REQUIRED TEXTBOOKS AND MATERIAL

No required textbook.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.