UNIVERSITY COURSE DESCRIPTION
Students will complete a final project that addresses an issue within Family, Youth and Community Sciences. Students will prepare an e-portfolio of academic and professional accomplishments and deliver a professional presentation. The course assignments will satisfy the graduate school requirement for a comprehensive examination for a master’s degree without thesis.

OVERALL COURSE GOAL
The goal of this course is to develop and implement an original project that demonstrates your ability to apply the knowledge and skills gained in the program.

COURSE OBJECTIVES
1. Design a capstone project that enables the student to
   a. Apply academic and professional skills developed in their graduate program, and
   b. Develop advanced skills to achieve the student’s career goals
2. Prepare and present a professional presentation detailing your capstone project
3. Develop an E-portofolio to document student learning and self-reflection, identify and clarify educational and career goals, and highlight achievement to potential employers.
RECOMMENDED READINGS (available via UF Library, UF Bookstore, and commercially)

- Readings related to the FYCS Capstone Project, all of which are available via Canvas.

COURSE ASSIGNMENTS
Students are expected to complete the following assignments:

Capstone project
The capstone project is the student’s opportunity to demonstrate and apply the theories and knowledge they’ve learned to address real-world issues. The project must have a practical application and may be designed in collaboration with the student’s current employer, a human services or nonprofit organization, or other community-based initiative. In the first few weeks of class students will work to define a project goal, create a project outline, describe a problem or issue, and conduct a brief literature review. Throughout the semester, the student will work toward completion of the capstone project and present the project as if they were giving a professional presentation to an engaged audience. Rubric provided at end of document.

E-portfolio
Students will create an e-portfolio demonstrating the breadth and depth of the knowledge they have gained in the FYCS MS program. The e-portfolio is a way for students to consider their professional development in an active and engaged manner culminating in a useable product applicable to their career goals. Students are expected to demonstrate what they have done in the FYCS program including products from previous courses (ex., a fundraising plan or evaluation plan). Students should use past course syllabi, projects, and other products completed in the program to help identify items for use in the portfolio. Additionally, students will discuss how they have changed as a result of their participation in the program and articulate their goals and the importance of continued professional development. Rubric provided at end of document.

Professional presentation
The capstone course provides students with an understanding of the importance of professional development and effective presentation techniques. Students will be asked to turn their capstone project into a professional presentation. In preparation, students will define their potential audience, analyze that audience, then craft a relevant and focused presentation. Students are expected to demonstrate their mastery of their project content and incorporate presentation skills that help the audience internalize the concepts discussed. Rubric provided at end of document.
## GRADING

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone Project</td>
<td>250</td>
<td>50%</td>
</tr>
<tr>
<td>E-portfolio</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>• Your E-portfolio (90 points)</td>
<td></td>
<td></td>
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<tr>
<td>• Peer Review (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Presentation</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation and Progression</td>
<td>50</td>
<td>10%</td>
</tr>
<tr>
<td>• Weekly Check Ins (11 @ 2 pts each = 22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Timeline &amp; Expanded Project Outline (28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>500</td>
<td>100%</td>
</tr>
</tbody>
</table>

## GRADING SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Points Earned</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0 - 100%</td>
<td>465 points-500 points</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 – 92.9%</td>
<td>450 points-464 points</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87.0 – 89.9%</td>
<td>435 points-449 points</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83.0 – 86.9%</td>
<td>415 points-434 points</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 – 82.9%</td>
<td>400 points-414 points</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77.0 – 79.9%</td>
<td>385 points-399 points</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73.0 – 76.9%</td>
<td>365 points-384 points</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70.0 – 72.9%</td>
<td>350 points-364 points</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67.0 – 69.9%</td>
<td>335 points-349 points</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>60.0 – 66.9%</td>
<td>300 points-334 points</td>
<td>1</td>
</tr>
<tr>
<td>E</td>
<td>59.0% and below</td>
<td>0 points-299 points</td>
<td>0</td>
</tr>
</tbody>
</table>

Course grading policies are consistent with UF Grading policies and can be found at: [UF Grades and Grading Policies](https://catalog.ufl.edu/UGRD/dates-deadlines/2023-2024/#fall23text)

## SPECIAL MODULES
A number of special modules have been created for students to access depending on the type of project they are completing. These modules include: program design and evaluation, curriculum design, etc.

## CRITICAL DATES
All due dates are listed in Canvas in the Syllabus Tab.
Other critical dates to keep in mind throughout the semester include: [https://catalog.ufl.edu/UGRD/dates-deadlines/2023-2024/#fall23text](https://catalog.ufl.edu/UGRD/dates-deadlines/2023-2024/#fall23text)
COURSE AND UNIVERSITY POLICIES

Academic Honesty
As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/scgr/process/student-conduct-honor-code

Class Attendance, Make-Up Work
Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Communication
E-mail: Please use CANVAS to communicate with your instructor. It will be checked daily but plan for a 24-48 hour response time.

Accommodations for Students with Disabilities
Students with disabilities requesting accommodations should first register with the Disability Resource Center (0001 Reid Hall, 352-392-8565, https://disability.ufl.edu/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluations
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course
menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/

**Software Use**
All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

**Technical Problems**
For resolving technical issues please contact the UF Help Desk: helpdesk.ufl.edu, 352-392-4357

**CAMPUS RESOURCES**

- U Matter, We Care: [http://www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)
- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu](http://www.counseling.ufl.edu)
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Wellness Coaching
- Career Connections Center, First Floor JWRU, 392-1601, [https://career.ufl.edu/](https://career.ufl.edu/)
- Student Success Initiative, [http://studentsuccess.ufl.edu](http://studentsuccess.ufl.edu)

Student Complaints:

- Residential Course: [https://scer.dso.ufl.edu/policies/student-honor-code-studentconduct-code/](https://scer.dso.ufl.edu/policies/student-honor-code-studentconduct-code/)
- Online Course: [https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint](https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint)

*Note that the instructor reserves the right to adjust the syllabus as needed.*