

<b>Instructor:</b>	Emily R. Johnson, Ph.D., CHES Instructional Assistant Professor Department of Family, Youth and Community Sciences (FYCS)
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<b>Office Hours:</b>	As requested via Zoom. Email to request meeting.

*Note: The instructor reserves the right to change any aspect of this syllabus and to make appropriate updates. Changes to the syllabus, including the course calendar, will be communicated to students in a timely manner.*

#### **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 COURE 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
  - b. Develop advanced skills to achieve student's career goals
2. Prepare and present a professional presentation detailing capstone project
3. Develop an ePortfolio to document student learning and self-reflection, identify and clarify educational and career goals, and highlight achievement and strengths to potential employers.

## **COURSE ASSIGNMENTS**

Students are expected to complete the following primary assessments. Assessment details, expectations, and rubrics can be found on Canvas.

### 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.

### E-portfolio (EP)

Students will create an e-portfolio (EP) demonstrating the breadth and depth of the knowledge gained in the FYCS MS program. The EP 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 because of their participation in the program and articulate their goals and the importance of continued professional development.

### 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 provide an overview of their project from start to finish. Students are expected to demonstrate their mastery of their project content and incorporate presentation skills.

**GRADING**

<b>Assessment</b>	<b>Points</b>	<b>Percentage</b>
Capstone Project	250	50%
E-portfolio	100	20%
Professional Presentation	100	20%
Participation and Progression <ul style="list-style-type: none"> <li>• Check-ins (4 @ 7.5 points each)</li> <li>• Timeline &amp; Expanded Project Outline (2 @ 10 points each)</li> </ul>	50	10%
<b>Total Points</b>	<b>500</b>	<b>100%</b>

**GRADING SCALE**

<b>Letter Grade</b>	<b>Percentage</b>	<b>Points Earned</b>
<b>A</b>	93.0 - 100%	465 points-500 points
<b>A-</b>	90.0 – 92.99%	450 points-464 points
<b>B+</b>	87.0 – 89.99%	435 points-449 points
<b>B</b>	83.0 – 86.99%	415 points-434 points
<b>B-</b>	80.0 – 82.99%	400 points-414 points
<b>C+</b>	77.0 – 79.99%	385 points-399 points
<b>C</b>	73.0 – 76.99%	365 points-384 points
<b>C-</b>	70.0 – 72.99%	350 points-364 points
<b>D+</b>	67.0 – 69.99%	335 points-349 points
<b>D</b>	60.0 – 66.99%	300 points-334 points
<b>E</b>	59.0% and below	0 points-299 points

Course grading policies are consistent with UF Grading policies and can be found at: [UF Grades and Grading Policies](#)

**COURSE CALENDAR**

Fall 2025 Semester is from Thursday, August 21 – Wednesday, December 3  
(14 weeks + 1 week holiday break)

<b>Week</b>	<b>Assessment</b>	<b>Due (@5:00 p.m. EST)</b>
1 (8/21-8/29)	Timeline and Expanded Outline 1	Friday, 8/29
2 (9/2-9/5)		
3 (9/8-9/12)	Check-in #1	Friday, 9/12
4 (9/15-9/19)		
5 (9/22-9/26)	Check-in #2	Friday, 9/26
6 (9/29-10/3)		
7 (10/6-10/10)	E-portfolio	Friday, 10/10
8 (10/13-10/16) <i>*Note holiday on 10/17</i>	Timeline and Expanded Outline 2	Thursday, 10/16 <i>(Can submit through 5pm Friday, 10/17, without penalty)</i>
9 (10/20-10/24)		
10 (10/27-10/31)	Check-in #3	Friday, 10/31
11 (11/3-11/7)		
12 (11/10-11/14) <i>*Note holiday on 11/11</i>	Check-in #4	Friday, 11/14
13 (11/17-11/21)		
HOLIDAY (11/24-11/28)		
14 (12/1-12/3)	Final Project Final Presentation	Wednesday, 12/3 (Last day of classes)

## **COURSE POLICIES & EXPECTATIONS**

**1. Special Accommodations:** Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning and participation. FYCS is committed to providing reasonable accommodations to assist students in their coursework. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [See the “Get Started With the DRC” webpage on the Disability Resource Center site](#). Once registered, students will meet with a DRC representative where reasonable accommodations will be discussed. Students should follow this procedure as early as possible in the semester.

**2. Grading:** Grades are a direct result of the effort put into this course. Each assessment has been assigned a possible point value. Points are earned when assessments are completed and accumulate to create a final score. Assessments will be graded on the quality and content of the writing. Students should spell check, grammar check, and proofread work before submitting. Expectations are high for this capstone, experienced-based course. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette. [See University grades and grading policies](#).

**3. Grade adjustments:** It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. No extra credit opportunities are offered in this course. Please note that students have 1 week to review assessment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assessment scores within one week of release of grades may not request retroactive adjustments on scores.

**4. Late Assessments:** Assessments are submitted through Canvas and are due by 5:00 p.m. EST on the date indicated on the course calendar. There is a 7-hour grace period (until 11:59 p.m. EST on the due date) for online (Canvas) submissions. Late points will not be deducted during this time.

- *A grace period is intended to accommodate for any technical difficulties while trying to submit your assessment. If you wait until close to 11:59 p.m. before attempting to submit your assessment for the first time and experience technical difficulties, you will not be granted additional time as a result. My advice is to attempt to submit by the scheduled due date (5:00 p.m.) and use the grace period to resolve technical issues that may arise, if any. Do not wait until 11:59 p.m. to submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.*
- *Assessments will not be accepted after the grace period ends without written instructor approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by 5:00 p.m. the day before an assessment is due.*

You are expected to complete all assessments within the course by the specified dates. Late assessments will not be accepted. Requirements for class assessments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>. Please see university policy regarding university and medically-excused absences. In the event of an unforeseen emergency (death in the immediate family, sudden illness, etc.), please contact your instructor as soon as possible. Be proactive and forthcoming. Failure to communicate with your instructor may result in a zero (0) grade.

*The Canvas app is a great tool for checking your mail, announcements, and viewing your grades. It is not a great tool for submitting assessments as the uploading procedure is unreliable. In addition, I am unable to see you attempted to submit something using the app (I can view your activity in Canvas when using an internet browser). To protect yourself in the event of any technical glitch, do not use the mobile app for submitting assessments. Additionally, you should take and save screenshots of all Canvas submission confirmations. Failure to document your submission will result in a zero (0) grade should there be a system error. Do not contact your instructor without proper documentation to support your claims, which includes screenshots of submissions and a ticket number from the Help Desk.*

**6. Contacting your instructor:** Please contact Dr. Johnson through UFL email. Keep in mind that email exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people, and they are NOT confidential. Be sure your emails are polite, professional, and well prepared before hitting send (i.e., follow professional 'netiquette'). Although most faculty try to answer emails promptly, you should allow 2 business days before expecting a response. To respect work-life balance, you should not expect a response outside business hours.

**7. Email, web, and technology access requirement:** All students are required to have a UF email account and must be able to access Canvas. You are responsible for regularly checking the Canvas site for the course calendar, announcements, and other course resources/materials. If you are experiencing issues with Canvas call 352-392-HELP or connect via email ([helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)). Phone and email support are available 24/7. *Do not contact your instructor without a ticket number from the help desk.*

### **ACADEMIC HONESTY AND INTEGRITY**

Any assessment you submit, including your capstone proposal, must be original works authored by you as an individual in the course unless your instructors provide explicit permission for collaboration. Your thoughts are unique and valuable, and assessments and examinations provide you with an opportunity to share your insights with your instructor.

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism. Ethics still matter and plagiarism is a serious University of Florida offense.

Academic Misconduct includes (but is not necessarily limited to) using ideas, words, images, or content in any other media that you did not create and presenting that content as if you were the creator. Copying content that other people created—either directly or in a modified form—without properly acknowledging the creator qualifies as academic misconduct, as does utilizing unauthorized digital tools such as artificial intelligence to create content.

- Review [this webpage](#), [this website](#), and watch this [short video](#) about plagiarism and/or academic misconduct.
- Be mindful that as a result of the registration process at the University of Florida, any enrolled student is committed 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 by abiding by the Honor Code."*

- 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."* [See the UF Conduct Code website for more information](#)
- It is assumed that you will complete all work independently unless the instructor provides explicit permission for you to collaborate on course tasks. 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.
- Students agree that by taking this course all required assessments may be subject to submission for textual similarity review to Turnitin.com or other plagiarism detection services (directly or via Canvas) for the detection of plagiarism. All submitted assessment will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.
- An assignment that is found to have been plagiarized or to have used unauthorized tools will automatically receive a zero and you will not be given an opportunity to repeat the assignment for a passing grade. Depending on the severity of the case, academic misconduct may result in a failing grade in the course. 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.

### **FYCS COMMITMENT**

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of the community. Intentional effort is made to providing access to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.

### **ONLINE COURSE EVALUATIONS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Guidance on how to provide constructive feedback is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## **SOFTWARE USE AND COMPUTING REQUIREMENTS**

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.

The University of Florida requires all students to have continuous ongoing access to computer hardware and software appropriate to their degree program. Course work in all degree programs requires the use of a computer and reliable high-speed internet connectivity. Activities related to student life including academic advisement, course registration, official university correspondence, use of library resources, and student financial affairs are predicated on access to a computer with internet connectivity.

It is expected that most students will meet this requirement by owning or leasing a computer appropriate to their degree program. The cost of meeting this requirement may be included in financial aid considerations.

Failure to adhere to the policy is likely to result in a negative impact on academic performance if students choose not to obtain the computing technology necessary to engage in course work appropriately.

## **SOFTWARE SUITES**

The use of Microsoft Word (Office 365) is required to submit assignments in this course. The University of Florida provides Microsoft Office 365 free of charge to all students. Visit this website for more information on accessing collaboration tools: <https://cloud.it.ufl.edu/collaboration-tools/office-365/>

## **E-LEARNING PRIVACY STATEMENT**

The systems and services supported by E-Learning Support (ELS) within the University of Florida Information Technology (UFIT) are provided for the use of the University community. All users of ELS are expected to be aware of and abide by:

- The [UF Privacy Policy](#)
- The [UF Acceptable Use Policy](#)
- The [UF Intellectual Property Policy](#)
- The [UF Copyright information](#)
- The [Instructure Privacy Policy](#)
- Users should also be aware of the requirements of federal and state laws such as FERPA and HIPAA governing the protection of information in ELS. Brief online training in each of these laws is available at the Privacy Office web site.

More information on Supported Services Privacy, Rules for Online Conduct, and Confidentiality can be found here: <https://elearning.ufl.edu/supported-services/>



## **UNIVERSITY RESOURCES- ACADEMIC RESOURCES**

The University of Florida has support services available for all students to help them succeed inside and outside the classroom. If you need additional support, you are encouraged to reach out to your instructor.

**E-learning technical support:** Contact the [UF Computing Help Desk](#) at [352-392-4357](tel:352-392-4357) or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Career assistance and counseling services:** [Career Connections Center](#): Reitz Union Suite 1300, [352-392-1601](tel:352-392-1601).

**Library Support:** Call [866-281-6309](tel:866-281-6309) or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.

**General study skills and tutoring:** [Academic Resources](#): 1317 Turlington Hall, Call [352-392-2010](tel:352-392-2010), or to make a private appointment: [352-392-6420](tel:352-392-6420). Email contact: [teaching-center@ufl.edu](mailto:teaching-center@ufl.edu).

**Help brainstorming, formatting, and writing papers:** [Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, [352-846-1138](tel:352-846-1138) | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339).

**Academic Complaints:** Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#).

**Enrollment Management Complaints (Registrar, Financial Aid, Admissions):** [View the Student Complaint Procedure webpage for more information](#).

**UF Student Success Initiative:** Visit <https://studentsuccess.ufl.edu/> for resources that support your success as a UF student.

## **UNIVERSITY RESOURCES- CAMPUS HEALTH AND WELLNESS RESOURCES**

UF Whole Gator Resources: Visit for resources that are designed to help you thrive physically, mentally, and emotionally at UF. <https://one.uf.edu/whole-gator/discover>. Some services are highlighted below.

**Counseling and Wellness Center:** (<https://counseling.ufl.edu/>). All services are confidential. If a student is having a mental health emergency, they may call 352-392-1575 to speak to a crisis counselor. Additional contact information: 3190 Radio Road, (352) 392-1575, <http://counseling.ufl.edu>

**Victim Services:** <https://police.ufl.edu/about/divisions/office-of-victim-services/>. A victim advocate is available 24/7 to provide support for victims of actual or threatened violence. All services are free and confidential. You can speak to an advocate directly by calling 352-392-5648 during business hours (M-F, 8:00 a.m. – 5:00 p.m.) or 24/7 by calling the University Police Department's Dispatch Center at 352-392-1111.

**GatorWell Health Promotion Services:** (<http://gatorwell.ufsa.ufl.edu/>). Services include HIV testing, Quit Tobacco coaching, Wellness Coaching for Academic Success, Health Huts, sexual health resources (including condoms), and various other outreach/educational events.

**Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the website: <https://shcc.ufl.edu/>

**University Police Department:** Call 352-392-1111 (or 9-1-1 for emergencies) or visit the website: <https://police.ufl.edu/>

**UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road.

**U Matter, We Care:** (<http://www.umatter.ufl.edu/>). If you or a friend is in distress, please submit a care concern here: <https://umatter.ufl.edu/refer-or-report/>