

SENIOR CAPSTONE PROJECT – TRACK 1

FCHD 4830 | FALL 2016



UtahStateUniversity

Family, Consumer, and Human Development

2905 Old Main Hill, Logan UT 84322-2905

<http://www.usu.edu/fchd>

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COURSE OBJECTIVES:

1. Gain practical experience in the field of Family Life Studies
2. Review information pertinent to working in the helping industry
3. Connect information from degree coursework with experience in the field

COURSE REQUIREMENTS:

120 Hours of Fieldwork

Please be sure to keep track of your hours for the duration of the semester (check out the Time Log assignment for a few options for recording your hours). I will also verify your hours at the end of the semester with your supervisor.

30 Hours of Coursework

For some of you, the reading and writing portions of coursework will not take you a full 30 hours. If this is the case, plan extra hours of work with your organization to reach the full 150 hour requirement.

Assignments

All assignments must be submitted through Canvas in a Microsoft Word, PDF, or rich text format. Assignments are due at 11:59 PM Mountain Standard Time on the due date. All assignments should be double-spaced, have 1 inch margins, be college quality writing, and use a font of Times New Roman (or similar) 11-12 point size. You are allowed to work ahead, but it is suggested you make yourself familiar with all due dates at this point in time. **NO LATE WORK IS ACCEPTED IN THIS COURSE.** All assignments must be completed using APA formatting, including an APA formatted title page. If you do not have the most recent manual, please refer to the Coursework page on Canvas for tips and suggestions.

There is a template available on Canvas that is formatted in APA format, and there is a tutorial video available. If you use the template, please change the information in the headers on both the title page and page 2, and remove any instructions in order to receive full points. Two points will be removed if you use the template and do not update the information.

Assignment 1 (5 points)

This is an opportunity to have the information about your capstone in one spot so we are both in agreement on what you are doing. This is also where you should turn in your agreement form if you have not already done so. Please turn in the following information:

- Where are you completing your service hours?
- What are your potential responsibilities with the organization?
- What are your goals for your capstone project?
- What do you hope to gain from this experience?

This does not need to be a formally written paper. If you turned in your capstone agreement before the course began you do not need to upload it. If you did not, then you need to upload it with this assignment.

Reading Reflections (80 points—20 points each)

Each chapter is available on Canvas. You will write a 2-3 page, double-spaced paper, in APA format (complete with title page) answering three of the 10 focus questions. For some of you, answering three questions will not take you to the complete 2-3 page requirement. Please answer additional focus questions to get to the full 2-3 page requirement. Please see the assignment descriptions on Canvas for help with APA formatting, including in-text citations.

Grading Criteria:

APA formatted title page	2 pts.
APA headings and in-text citations	2 pts.
Three questions addressed (minimum)	12 pts.
Grammar/spelling/word choice	4 pts.

Field Report 1 (25 points)

This should be completed after you complete 40 hours with your organization. Provide a two-page summary of your experience working with your organization so far. Describe your experience so far. Do not provide any information about individuals that would potentially be harmful, but provide information about your work. What have you learned? How has your coursework (this course, all other courses you have taken towards your degree) helped you in your work? Have you learned anything about a potential career? Please be sure the first page is an APA formatted title page, and don't forget to connect with coursework in your writing.

Grading Criteria:

APA formatted title page	2 pts.
Coverage of experience	10 pts.
Connection with coursework (this or other past coursework)	8 pts.
Grammar/spelling/word choice	5 pts.

Field Report 2 (25 points)

This should be completed after you complete 80 hours with your organization. Provide a two-page summary of your experience working with your organization so far. Describe your experience so far. Do not provide any information about individuals that would potentially be harmful, but provide information about your work. What have you learned? How has your coursework (this course, all other courses you have taken towards your degree) helped you in your work? Have you learned anything about a potential career? Please be sure the first page is an APA formatted title page.

Grading Criteria:

APA formatted title page	2 pts.
Coverage of experience	10 pts.
Connection with coursework (this or other past coursework)	8 pts.
Grammar/spelling/word choice	5 pts.

Final Field Report (90 points)

You will write a 5-7 page summary of your entire experience working with your organization.

Please describe your experience, but do not provide information that is confidential or would be harmful to share about your work. Be sure this is in APA format (complete with title page).

In this paper you need to make connections with the coursework you have completed towards your degree. Choose five new concepts you have not previously addressed in earlier papers from your past coursework (not from this course, but some of the other coursework you have completed over the last few years pertinent to the field) and explain how you were able to apply them in your work. Be very clear with your connections.

Grading Criteria:

APA formatted title page	5 pts.
Description of experience	25 pts.
Connection with 5 concepts from past coursework	50 pts.
Grammar/spelling/word choice	10 pts.

Supervisor Summaries (75 points—25 points each)

After you complete your hours in 40 hour segments, your supervisors will evaluate your performance. I send them an evaluation for them to complete. You need to keep me updated on when you have completed your hours after 40 hours, 80 hours, and 120 hours so that these evaluations can be timely and pertinent to the hours completed. Your supervisors will be evaluating you on a few items: your overall performance, ability to communicate (follow instructions, communicate with others, written and oral communication, etc.), your dependability, your contribution to the organization, and how well you work with the population/community that your organization serves. I will share any written feedback they provide with you.

Time Log (150 points)

You will turn in one final time log at the end of the semester. You can use any of files available on Canvas under the Time Log assignment for logging your hours. Or, if you would like, create something yourself that works best for you. Just keep track of both your hours with your organization and the hours you put in on coursework for the entire semester.

Grading will be based on the following:

- 150 hours -- 150 points
- 135 - 149 hours -- 135 points
- 120 - 135 hours -- 120 points
- 105 - 119 hours -- 105 points
- 90 - 104 hours -- 90 points
- Anything less than 90 hours -- 30 points

COURSE POLICIES:

Contacting Instructor

Please email me at sarah.tulane@usu.edu rather than through Canvas email

Campus Email

Although the majority of communication will take place over Canvas, email is an official means of communication as Utah State University. Emailed announcements and information about class, whether received or not, are considered communicated to students. To ensure that you will receive emails sent to you please take the time to double check your preferred email address with the university through Banner.

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the student code:
<http://studentlife.tsc.usu.edu/stuserv/pdf/student.code.pdf> (Article VII Grievances, pages 25-30).

Late Work

You may complete any course work before deadlines. No late work is accepted in this course.

UNIVERSITY POLICIES

Honor Code

As stated in The Student Code, "Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to re-enforce the higher level of conduct expected and required of all Utah State University students." Upon admission to the university, you agreed to abide by this Honor Code by signing the Honor Pledge, which reads: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." Complete academic honesty is expected in this course. Plagiarism on written assignments will result in a failing grade and may result in further action according to University policy.

Special Needs

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, (435)797-2444 voice, (435)797-0740 TTY, (435)797-2444 VP, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

Grading:

Your grade will be based on the following:

Course Requirements	Points
Assignment 1	5
Reading Reflections	80
Field Report 1 & 2	50
Final Field Report	90
Supervisor Summaries	75
Time Log	150
Total Points	450

Your grade will be calculated using the following scale:

Grade	Percentage Range	Points
A	95 - 100%	428 – 450
A-	90 - 94%	405 – 427
B+	87 - 89%	392 – 404
B	83 - 86%	374 – 391
B-	80 - 82%	360 – 373
C+	77 - 79%	347 – 359
C	73 - 76%	329 – 346
C-	70 - 72%	315 – 328
D+	67 - 69%	302 – 314
D	60 - 66%	270 – 301
F	59% and below	269 or less

****Note.** Percentages in this class are not rounded up. For example, if you have a 94.67%, this is considered a 94%. No extra credit opportunities are available in this course.

Assignment Calendar

Date	Assignment Due
Sept 7	Assignment 1
Sept 17	Reading Reflection 1
Sept 24	Reading Reflection 2
Oct 1	Field Report 1 Supervisor Summary 1
Oct 15	Reading Reflection 3
Oct 29	Reading Reflection 4
Nov 5	Field Report 2 Supervisor Summary 2
Dec 14	Final Field Report Supervisor Summary 3 Time Log