Course Information:

Instructor Name: ________________________________________________

Instructor Email: ________________________________________________

Instructor Phone: ________________________________________________

Instructor Office Location: _________________________________________

Instructor Office Hours: ___________________________________________

Course Description:

Investigation of problems in workforce education and development. Restricted to Workforce Education and Development majors and consent of department. Special approval needed from the instructor.

Course Overview:

WED 498 is the capstone learning experience for you. It provides an opportunity for the practical application of new knowledge, skills, attitudes, concepts, and principles acquired during the coursework phase of this program.

In accordance with your interests and experience, projects must be conducted in businesses, postsecondary educational institutions, military organizations, non-profit organizations, or any other organization WITH PRIOR APPROVAL.

NOTE: This degree program is about Workforce Education and Development. All papers and projects MUST relate to the education, training, or development of adults in the workforce.

The project consists of two parts, but only one lesson. The parts are a Course Overview and a Project Lesson. The Course Overview contains this syllabus and a sample cover page. There are 4 assignments to complete this course.

The Project Lesson contains information on how to obtain/maintain a project, all the forms necessary to set up and complete the project, and how to avoid project mistakes.
The lesson contains additional parts to explain each phase of the project in detail, such as the project proposal, project contract, evaluations, and extensions.

**General Objectives:**

The objectives for this course are that each student:

1. Applies curriculum development, research, and program management concepts and principles.
2. Applies the principles and concepts learned in WED 382 and WED 468.
3. Develops a professional network.
4. Applies the roles, competencies, and Areas of Expertise (AOEs) for various WLP professional areas.
5. Build new experiences and job skills for professional development.

**Textbooks & Resource Materials:**

**Required Manuals and/or Texts:**


WED 498 Supervisor’s Manual (available at SIU Online).

**Course Requirements:**

**Failure to create your Course Profile, submit your biography and view specific course documents, such as the syllabus will prevent you from seeing any other course materials.** You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you see the information necessary to perform at the highest levels. It won’t restrict your progress through the course if you adequately prepare yourself to do the work.

Emails received during normal business hours (Central Time) will be acknowledged by the instructor within 24 hours. E-mails received on weekends or holidays will be acknowledged by close of business on the first business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail systems to complete coursework, to communicate with instructor of record, and keep back-up copies of all written work.
The primary way to submit assignments is via SIU Online (D2L) as MS Word attachments. Alternative formats are PDF or .rtf formats. If this is impossible due to student location or emergency, contact the instructor prior to the due date for an approved alternative method. Use the rubrics included in the course to assist you in preparing your written assignments.

Feedback comments may be included in the actual assignment document or may be submitted back to you via SIU Online. **Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.**

All written assignments must have a cover page, including Assignment #, your name, your contact information, name of instructor, and date of submission. Refer to the sample cover page in the course. **You need to change the blue text in the sample cover page to black text after you have made your editorial changes.**

**Academic Dishonesty:**

Although group collaboration is encouraged for discussion and study purposes to complete the course, all written assignments must be each student’s own work. For SIUC policy on **academic dishonesty**, refer to the SIUC Undergraduate Student Catalog, or contact the instructor/coordinator.

Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. **Copying and pasting from another student’s paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.**

**Follow these general APA guidelines for Assignments:**

- Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
- 1" margins on all four sides of a page (left-right-top-bottom)
- Left-hand, flush margin, alignment
- 5-space indentation for new paragraphs
- 12 point Arial or Times New Roman font
- Correct APA references and in-text citations are required.
- For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the *Publication Manual of the American Psychological Association* (6th ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.
Students will accomplish the project by completing a minimum of *45 clock hours per semester hour* of registered project. This means 3 credit hours of the project time equals 135 clock hours. The project cannot have the same duties as your normal job. It may be in the same location as your current position, but must have completely different duties. The project is designed to build new experiences, not document what you already do.

The online project manuals outline procedures and provide examples for designing a project. Detailed instructions are also provided concerning the project contract, schedule, evaluations, and activities log. **Submit copies of all assignment materials on or before due dates using SIU Online (D2L) drop boxes. Original, signed documents must be mailed in or dropped off at the SIU office.**

**Graded Written Assignments:** Total points: **450**

**Grading Scale:** Based upon total points for all assignments:

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>450-405</td>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>404-360</td>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>359-315</td>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>314-270</td>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>269-0</td>
<td>59-0</td>
<td>F</td>
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</tbody>
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- You must have a C or better for any WED course to graduate.
- **Your instructor may invoke a point penalty of up to 10% per week for late assignments.**

After completing the last assignment, you will be given an opportunity to complete an end-of-course evaluation. It can be found inside D2L, under Surveys. Your feedback is critically important in improving our course content and delivery! Please complete the evaluation.
<table>
<thead>
<tr>
<th>Summary</th>
<th>Readings and Self-Guided Activities</th>
<th>Assignments</th>
<th>Due Dates and Assignment Grade Point Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Overview</td>
<td>Read the unit called Course Overview. Pay special attention to the syllabus.</td>
<td>Post passport-style photo and complete online profile in SIU Online.</td>
<td>First time you sign into course.</td>
</tr>
<tr>
<td>Project Proposal and Student Information Sheet</td>
<td>Read the unit called Project Preparation. Read the Project Supervisor’s manual completely before talking with any organization. Read the unit called Project Proposal.</td>
<td><strong>Assignment 1:</strong> Complete Project Proposal and Student Information Sheet. Submit all documents via SIU Online.</td>
<td>Feb. 3, 2016 55 Points</td>
</tr>
<tr>
<td>Signed Contract and Schedule</td>
<td>Read the unit called Project Agreement.</td>
<td><strong>Assignment 2:</strong> Complete and submit a signed agreement and project schedule. A copy of the agreement and schedule must be submitted via SIU Online.</td>
<td>Feb. 17, 2016 75 Points</td>
</tr>
<tr>
<td>Mid-term Evaluation &amp; Activity Logs</td>
<td>Read the unit called Midterm Evaluation on SIU Online.</td>
<td><strong>Assignment 3:</strong> Complete and submit signed mid-term evaluation and activity logs when project is half complete. Copies of documents must be submitted via SIU Online.</td>
<td>Mar. 16, 2016 75 Points</td>
</tr>
<tr>
<td>Final Evaluation, Activity Logs, Final Report</td>
<td>Read the units called Final Evaluation &amp; Report.</td>
<td><strong>Assignment 4:</strong> Complete and submit signed final evaluation, activity logs and final report when project is done. Copies of documents must be submitted via SIU Online.</td>
<td>Apr. 6, 2016 125 Points</td>
</tr>
<tr>
<td>Professional Portfolio</td>
<td>Read the Professional Portfolio Unit.</td>
<td><strong>Assignment 5:</strong> Complete and submit your professional portfolio. Portfolio must be submitted via SIU Online unless otherwise directed.</td>
<td>Apr. 27, 2016 120 Points</td>
</tr>
</tbody>
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