

University of North Texas at Dallas
FALL 2013
SYLLABUS

HSML 4750.090
Capstone

Department of:		Counseling and Education	Division of Education & Human Services
Instructor Name:		Constance Lacy, Ph.D., LCSW	
Office Location:		Bldg 2, 329	
Office Phone:		(972) 338-1381	
Email Address:		Constance.lacy@unt.edu	
Office Hours:		Mon. 11:00 to 3:00; Wed. 1-3.; Thru. By Appt.	
Classroom Location:		Bldg. Founders Hall ; Rm 339	
Class Meeting Days & Times:		Class will meet for face-to-face sessions on Mondays from 4:00 to 5:30pm	
Course Catalog Description:	Designed to crystallize the competencies covered in the HSML degree program and promote critical thinking and effective writing on those topics. Format includes exchange between students and nonprofit professionals on leadership and management issues to expand individual competencies build leadership confidence and affirm learning acquired during program. Serves as a final preparation for internship/employment in a nonprofit agency. Satisfies one of the course requirements for students pursuing American Humanics certification.		
Course Goal	This course promotes critical thinking and effective writing on those topics. The format will provide a forum for exchange between students and nonprofit professionals on various leadership and management issues in order to: clarify understanding of individual competencies, build student confidence by affirming learning acquired during program; and to prepare students for internship/employment within a non-profit agency. The goal is to provide students a framework to address competencies through the topic-specific readings, writing and critical thinking assignments. These requirements relate to achieving specific competencies considered important for success within the human service career field and include developing a portfolio of curricular and co-curricular achievements. Requirements for capstone encompass the prescribed national human service standards.		
Prerequisites:	Students must have completed 45 credit hours and be in good standing with the University. Additionally, positions are not guaranteed. In order to provide students with the best learning experience and agencies with the best service, students are asked to interview with the agency personnel. Both parties should look for a good fit and neither should feel an obligation.		
Co-requisites:	N/A		
Required Text:	Textbooks: Seminar Style Format 1) Crutchfield, Leslie and Heather McLeod Grant. (2007), (2012). Forces for		

	<p>Good: The Six Practices of High Impact Nonprofits. San Francisco, CA: Jossey-Bass (Available in electronic version).</p> <p>2) Kiser, P. M. (2012). <i>The human services internship: Getting the most from your experience</i>. 3rd.ed. Belmont, CA: Brooks-Cole, Cengage Learning. ISBN#: 978-1-111-77200-0</p>
Recommended Text and References:	<p>Collins, Jim. (2005). <i>Good to Great and the Social Sectors: A Monograph to Accompany Good to Great</i>. New York, NY: HarperCollins</p> <p>Greenleaf, R.K. (2003). <i>The servant-leader within: a transformative path</i>. Mahwah, NJ: Paulist Press</p>
Suggested Readings:	<p>Ott, J. Steven (Editor). (2001). <i>The Nature of the Nonprofit Sector</i>. Boulder, CO: Westview Press</p> <p>Ott, J. Steven (Editor). (2001). <i>Understanding Nonprofit Organizations: Governance, Leadership and Management</i>. Boulder, CO: Westview Press</p> <p>Tropman, John E. (1997). <i>Successful Community Leadership: A Skills Guide for Volunteers and Professionals</i>. Washington, DC: NASW Press</p> <p>Wood, John. (2006). <i>Leaving Microsoft to Change the World: An Entrepreneur's Odyssey to Educate the World's Children</i>. New York, NY: HarperCollins</p>
Access to Learning Resources:	<p>UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm</p> <p>UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com</p>
Learning Objectives/Outcomes: At the end of this course, the student will:	
1.	Make connections between different areas of knowledge in human services and different ways of knowing human services issues
2.	Critique decision making strategies using an ethical analysis
3.	Compare leadership strategies that promote the common good between different types of nonprofit organizations.
4.	Evaluate social entrepreneurship strategies between leading nonprofit organizations and explain how to create a professional network base
5.	Improve written communication skills through reflective essays, professional writing, and critical analysis
6.	Connect internship and service learning opportunities to on-the-job realities and future career goals.

COURSE EVALUATION METHODS

This course will utilize class instruction, short lectures, case studies, discussions, assignments, projects, and class participation to determine student grades and proficiency of the learning outcomes for the course.

GRADING SCALE

The calculation of students overall course grade includes total points earned from evaluation of all portfolio items. Students must demonstrate ability to:

- a. Integrate outside reading and classroom material into papers/projects
- b. Provide succinct, clear and logical formulations of arguments
- c. Present independent and critical thinking skills in class participation, written assignments and projects.

ATTENDANCE AND PARTICIPATION.....10 pts

PORTFOLIO ITEMS

EXECUTIVE SUMMARY (Introduction/Integrative Reflective Paper).....	100 pts
*See Portfolio Manual for directions.	
COMPETENCY STATEMENTS (17 Core Competencies).....	100 pts
• Assignment Examples Included	
COMPLETE INTERNSHIP PAPERWORK.....	100 pts*
• Internship Agency Agreement Form	
• Release of Liability Form	
• Educational Contract with a Job Description	
• All Internship Evaluation Forms	
• All Weekly Report Logs and Time and Activity Logs	
• Copy of Internship Final Reflection Paper	
PROFESSIONAL RESUME.....	10 pts
JOB APPLICATION COVER LETTER.....	10 pts
Work Experience Form (if applicable)	
CONFERENCE EXPERIENCE/TRAINING	100 pts
• Reflective Paper	
3 REFLECTIVE PAPERS (100 pts each)	300 pts
• Interview a Board Member	
• Motivational Skills	
• Book Review/Analysis - 5-page paper	
OFFICIAL DOCUMENTS (10 pts each).....	20 pts
• One Business Memo	
• One Business Letter	
OVERALL PORTFOLIO ORGANIZATION.....	100 pts
• *With Introduction	
TOTAL	850pts*
*Points will be subtracted for each missing item.	
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F=59-below:	

NOTE: The instructor has the discretion to determine the appropriate grade earned by any student based on attendance, behavior/participation, the quality of submitted work, etc. This grading scale does not guarantee any particular grade to any student based on numerical values alone.

Late Assignments: Late assignments will be accepted as follows: **All assignments are due on Tuesday by 11:59pm.** After this, assignments will be deducted 10pts every day the assignment is late. Assignments that are **3 days** late will not be accepted and will result in a grade of zero. Assignments sent via email attachment **will not** be accepted.

COURSE SCHEDULE:

*This schedule is subject to change. In the event there is a change the instructor will notify students of changes made to the syllabus.

CLASS	WEEK of	TOPIC	ASSIGNMENTS, & ACTIVITIES
1	9/2	LABOR DAY No Class Today	<ul style="list-style-type: none"> ➤ Complete online Introductions ➤ Discuss your expectations and concerns about the class
2	9/9	Introductions & Overview of Syllabus ➤ Guest Speaker: World Vision Representative, Community Engagement Day	<ul style="list-style-type: none"> ➤ <i>Sign up for ORG SYNC</i> ➤ <i>Complete Initial Profile in Org Sync.</i>
3	9/16	Planning Your Career in the Nonprofit Sector <ul style="list-style-type: none"> ➤ Cover letter and Resume workshop ➤ Review what should be on the flash drive No Face To Face Class	<ul style="list-style-type: none"> ➤ ➤ KISER, CHAPTER 9 ➤ Send me your E-Portfolio URL address
4	9/23	Stress Activity/Taking Care of Yourself Coping with Stress	<ul style="list-style-type: none"> ➤ Confirm CONFERENCE PARTICIPATION ➤ Book Analysis – Send Title of Second Book in Analysis
5	9/30	No Face To Face Class <ul style="list-style-type: none"> ➤ Journal 1: Interview an NPO Active Board Member or Program Coordinator ➤ Discuss roles and responsibilities 	<ul style="list-style-type: none"> ➤ SUBMIT RESUME/CV in Blackboard Learn and ➤ Place Items in E-Portfolio (Org-Sync) and on Flash Drive
6	10/7	<ul style="list-style-type: none"> ➤ Work on Appendix A Folder – Internship ➤ Work on Book Analysis 	Crutchfield Book Discussion
7	10/14	<ul style="list-style-type: none"> ➤ COMPLETE APPENDIX A No Face To Face Class	<ul style="list-style-type: none"> ➤ Post Journal Entry 1 ➤ Post Appendix A in E-Portfolio and on Flash Drive
8	10/21	Evaluating Motivational Skills: <ul style="list-style-type: none"> ➤ Discuss your professional strengths and weaknesses 	<ul style="list-style-type: none"> ➤
9	10/28	Ethics and Values, Diversity and Special Populations, Kiser Text, Chapter 7 GUEST SPEAKER: _____	<ul style="list-style-type: none"> ➤ Post Journal Entry 2: Motivational Paper (#2) due ONLINE
10	11/4	No Face to Face Class NOTE: Work on Community Engagement Day Paper (Event Date: 11/2/13)	<ul style="list-style-type: none"> ➤ Post EXECUTIVE SUMMARY in E-Portfolio
11	11/11	Community Outreach & Marketing No Face To Face Class	<ul style="list-style-type: none"> ➤ Submit Your Conference Paper
12	11/18	Strategic Planning (Job Seeking Skills) <ul style="list-style-type: none"> ➤ Optimal Resume/Interviewing GUEST SPEAKER: _____	<ul style="list-style-type: none"> ➤ Kiser, Chap.11
13	11/25	Individual Session with Instructor No Face To Face Class	<ul style="list-style-type: none"> ➤ Review your Portfolio Draft

CLASS	WEEK of	TOPIC	ASSIGNMENTS, & ACTIVITIES
14	12/2	Taking Care of Yourself – Coping with Stress - ➤ Post Assessment	➤ Kiser, Chap. 9 <i>Post JOURNAL 3: BOOK ANALYSIS</i>
15	12/9	Exit Interviews with Instructor by Appointment THIS WEEK COMPLETED PORTFOLIOS MUST BE TURNED IN TODAY! LATE WORK WILL NOT BE ACCEPTED!	➤ <i>Submit</i> Completed Portfolio

***This instructor reserves the right to change this course syllabus at any point in the semester as deemed necessary. The instructor will inform the class of any changes.**

University and Classroom Policies and Procedures

Important Note to All Students: Please note that students will be dropped for nonattendance in this class. Nonattendance means that a student has not posted any assignments by the **12th day** audit roll or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch stay abreast of the University official drop dates. A notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem by the University each semester. Please note that I am not required to review your assignments if you submit them early.

Student Expectation:

Students' professionalism in class attendance and in students' Service Learning (volunteer agency) is a must! You will receive a grade based on your class participation and service learning participation, so be prepared and ready to discuss for each class meeting. Points will be deducted for negative participation or reporting. **Optional:** In-class assignments may be given. These **cannot** be made up during a later class meeting.

- **Use of Blackboard/Blackboard:** All assignments assigned to Blackboard must be submitted no later than seven days of its due date. Any assignments assigned to Blackboard will not be accepted via instructors' email or hand delivered. (No exceptions). All assignments will be deducted by 3 points per day, after first 24 hours.
- **Use of Cell Phones & other Electronic Gadgets in the Classroom:** Use of cell phones or texting, etc., is not permitted in this classroom. You will be warned one time. Violations will affect your participation grade.
- **Food & Drink in the Classroom:** Refreshments will be permitted, unless this becomes bothersome, distracting or unsanitary.
- **Use of Laptops:** Laptops are allowed as long as students use the instrument for the sole purpose of coursework pertaining to this course. Students will be asked to shut down their computer, if this policy is violated. Student cannot use laptop in this class afterwards.

Professionalism:

Though we are in a traditional classroom setting which is informal in nature, students should treat each guest speaker as a potential professional contact. The impressions left by a class as well as individuals can open doors to careers and provide a boost to students who are truly interested in exploring their chosen career field. This unique learning opportunity, however, can be hindered when a few students choose to behave unprofessionally.

Please consider these thoughts when determining your behavior:

1. **You are responsible for your own learning:** Asking thoughtful questions and listening intently can prove invaluable.

2. **Impressions count:** The impression you make on a professional today may seem insignificant until you want/need a job from that person. This includes interaction with your peers. Remember, they will be working for the same organizations that interest you and may actually be responsible for hiring down the road.

Reading Assignments: All assigned material must be read prior to each class meeting. The text is selected to provoke and challenge you. A portion of each class period will be used to discuss and critically assess the content in the readings. You are encouraged to openly discuss opinions, feelings, and reactions to course topics. You should consider the applicability of these readings to other issues and policies affecting practice in helping professions. Your participation in this process will ensure that learning is successful in your preparation as a professional.

Leaving Class Prior to Dismissal: Students who need to leave class prior to dismissal or break are requested to advise their faculty member before class, and to sit as close as possible to the door. This will avoid unnecessary classroom disruption or distraction.

Pagers and Cell Phones: Students should either turn pagers and cell phones off during class time. The ringing of either is very disruptive to instruction.

Side Conversations: Side conversations are distracting to all. Please refrain from engaging in them

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Counseling and Human Services is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](#), and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

Instructor Expectations:

A. **Instructor's Response time:** While I will do my best to respond to your emails within 3 business days (M-F), my schedule can be restrictive at times. Therefore, I will certainly make every effort to respond before the next scheduled class meeting date.

B. **Emails:** Please note that emails will NOT be responded to on the weekends or on a holiday.

C. **Notifications:** Any changes to the course schedule will be posted on Blackboard Announcements. I will notify students if I am going out of town, experiencing a family emergency, or for any reason I cannot respond to inquiries within the timeframe indicated above.

D. **Grading:** While I will do my best to have your assignments graded in a timely manner, that will not always be possible. I may take up to 3 weeks to grade any assignments and will post grades within the Grade Center of the course shell.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Plagiarism Policy

The Educational Consortium for Volunteerism does not tolerate plagiarism, cheating, or helping others to cheat. Students suspected of any of these will be provided the opportunity for a hearing; a guilty finding will merit an automatic "F" in the course. In addition, I reserve the right to pursue further disciplinary action within the UNT legal system, which may result in dismissal from the university. Plagiarism is defined as misrepresenting the work of others (whether published or not) as your own. It may be inadvertent or intentional. Any facts, statistics, quotations, or paraphrasing of any information that is not common knowledge, should be cited. For information on the University's policies regarding academic integrity and dishonesty, see the UNT Center for Student Rights and Responsibilities, <http://www.unt.edu/csrr/>.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. **Out of respect to our guests, students who leave early or arrive late will lose the opportunity to complete a reflective essay on the topic presented. (3 reflective papers based on classroom activities and presentations are required).** It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be

tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.