
Wayland Mission Statement

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Contact Information

Course: SOSC 4100 VC01 – Capstone for Behavioral and Social Sciences

Campus: WBUonline

Term/Session: Summer 2025

Instructor: Dr. Peter Bowen

Office Phone Number: 806-291-1179 or cell #: 806-494-2564 (before 10:00 pm, please)

WBU Email Address: pbowen@wbu.edu

Office Hours, Building, and Location: Gates Hall, Room 314, Plainview Campus

- Monday – Friday 9:00 – 4:30

Class Meeting Time and Location: Blackboard

Course Information

Catalog Description: Synthesis of learning and practical preparation for life beyond graduation. Should be taken in the last term before graduation.

There is no prerequisite for this course.

Textbook Information

Required Textbook(s) and/or Required Materials: There is no textbook for this class.

Course Outcome Competencies: Upon completion of this course, students will be able to:

- Create a professional portfolio that demonstrates the student's academic achievements, professional experiences, and practical skillset so that potential employers and colleagues can gain further insights into the proficiency of the student.
- Research job openings and hiring criteria for a position in their field.
- Develop a resume, cover letter, and any required documents for a potential application.
- Engage in mock interviews and evaluations as part of the job preparation process.
- Complete required assessments for program.

Attendance Requirements

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

University Policies

[Link to Statement on Academic Integrity , and reference one of the following in regard to how generative artificial intelligence \(GAI\) such as ChatGPT may or may not be used in this course:](#)

- a. Generative AI tools permitted in specific context and with proper citations.
 - i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
 - ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate to content must be properly referenced and cited.
 - iii. Specific parameters for generative AI usage are provided by the instructor.
 - iv. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded

from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, hammerr@wbu.edu or call (806) 292-9150.

Course Requirements and Grading Criteria

1. CAPSTONE PAPER- 500 POINTS

Assignment Instructions: You are required to assemble a portfolio of your academic experience for this course.

The portfolio must be typed, double-spaced in 12-point font. It must also be well proof-read. A title page with your name on it must be included. This project must adhere to the approved paper format for your discipline (APA or Chicago/Turabian).

This paper will be completed in stages. IF you do the work when it is supposed to be done, the project will not be overwhelming, and you will do well.

Follow deadlines carefully.

Week 2 (June 15)	Capstone Paper, Part I due	150 points
Week 5 (July 6)	Capstone Paper, Part II due	150 points
Week 8 (July 26)	FINAL Capstone paper due	200 points

Capstone Part 1: Overview

- A) The introduction section is an overview of your professional background and career goals as it applies to your plan of study (2 - 3 pages). Your discussion should include the following:
- Why did you originally choose your major?
 - What did you hope to gain through studying in this program?
 - How do you think that your program helped you with your goals? In what ways might it have fallen short of helping you?
 - What new goals or insights have you gained since entering the program?

- B) In the Appendix Section of the portfolio include: TWO major course assignments or projects which best illustrates your performance as a student. Please attach a copy of the work that you submitted. For each assignment, note at least two things that it demonstrates that you learned.

Capstone Part 2: Academic Assessment and Resume

- A) Describe at least five specific courses, topics or experiences that have been most impactful in your college education. These will be things you learned that helped prepare you for your future, helped you understand the social world, changed how you think and/or inspired you. This report should be 3 – 5 pages.

For each of the five that you choose:

- Tell what you learned. Be specific in describing this.
 - Tell how and why this has been important and may continue to be important to you going forward in life.
- B) In the Appendix Section of the portfolio, include a copy of your resume. See assignment below for instructions on the resume.

Final Capstone: Overview

- A) Combine Parts 1 and 2
- B) Then provide a conclusion section that gives an overview of what you learned through assessing your course and professional goals and how this experience shapes your future professional development and goals. (2 -3 pages). Address the following questions as a part of your concluding summary:
- Did a specific theme of professional interests emerge from your portfolio?
 - What surprised you the most about this program?
 - What did you learn about yourself through completing this program?
 - In what ways could the program be improved for future students?
 - Professionally, where do you go from here? What is your plan for moving forward in your career?
 - We would really appreciate it if you would provide long term contact information so that we can follow up with you in the future!
- C) Appendix

The Appendix section of your Capstone Portfolio should include the following documents:

- a) Professional Resume

b) Course Assignments or Projects from Part 1

2. RESUME ASSIGNMENT- 150 POINTS

Students will construct, research, and prepare a resume appropriate for application toward a professional job position or graduate school application. Proper formatting and organization is required for this assignment. Please note that Wayland provides assistance with resume preparation through our [Career Services](#) office. AI tools may be useful in the initial work on a resume. But your resume should ultimately represent your individual background. This will be included in Paper Part 2.

Also, create a LinkedIn account and connect with me (Peter Bowen at Wayland Baptist University).

➤ **Due by June 29.**

3. RESEARCH FUTURE JOB OPENINGS OR GRADUATE SCHOOL ADMISSION- 150 POINTS

Instructions: Each student will need to find and select either 3 job postings for the career of their choice, OR, 3 graduate school applications for the graduate program of their choice (this may include law school). Students will need to provide links to each website job posting/graduate school and provide a brief overview about their selections and desire to pursue the jobs/schools chosen. You should also note the qualifications required to pursue this job. You do not need to be immediately qualified for the job. You may choose a 'dream job' for your future. Your overview of each job/school should be at least a full paragraph long (at least 250 words) in order to receive full credit for this assignment.

Additional Information for Job Postings Route: Job searches can be done locally, through job search websites like www.indeed.com, or by doing an internet search using the job title you're interested in. Wayland also offers free access to [College Central Network \(CCN\)](#) for all students and alumni. This allows students to post their resume online while also searching for job openings. I highly encourage you to check out [Wayland's Career Services page](#) for more information. You'll also find information for MyPlan.com, which is a great resource for students (or anyone) looking for more information on career requirements, salary scales, growth potential, etc. The MyPlan.com resource is also free to Wayland students. There are a few assessment tests that charge an additional fee but you will not need those for this class.

Additional Information for Graduate School Applications Route: Please review the [7 Critical Steps to Find the Right Grad School](#) article from US News before diving into the wonderful, yet sometimes overwhelming, world of graduate school searches. I *highly* recommend keeping a spreadsheet record of your searches! Include the name of the school, a link to their website, application deadline dates, whether or not funding is available, if they require any test scores (GRE, LSAT, etc.) for admission, what their acceptance rate is, etc. Utilize resources such as www.graduateguide.com or conduct your own Google search to see options for graduate degrees in your chosen field.

➤ **Due by July 13**

4. MOCK INTERVIEW: 150 POINTS

A "mock interview" is conducted as if it's a real interview but in a low-pressure setting. Feedback is provided to help you improve your interview skills. We will conduct the interviews via Zoom (or in person if you live near Plainview campus).

Please contact your instructor to set up your Mock Interview time with him. Note that you will need to write a short paper after the interview, so schedule the interview to allow time. After the interview, submit a 1-2 page paper regarding your interview experience:

1. How did you prepare?
2. What did you learn?
3. Was it what you expected? Why or why not?
4. How will this help you in your next interview?
5. What will change for the next interview?
6. What will you continue for the next interview?

➤ **Due July 20.**

5. DISCUSSION BOARD: 50 POINTS

A "mock interview" is conducted as if it's a real interview but in a low-pressure setting. Feedback is provided to help you improve your interview skills. We will conduct the interviews via Zoom (or in person if you live near Plainview campus).

Capstone Paper:	500 points
Resume Assignment	150 points
Mock Interview	150 points
Research future Job Openings or Graduate School Admission	150 points
Discussion Board	50 points

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond

the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Tentative Schedule

Week	Dates	To do	Due Dates
1	June 2 – 8	Begin working on Capstone Part 1	
2	June 9 – 15	Capstone Part 1 Due	Due June 15
3	June 16 – 22	Begin working on Capstone Part 2/resume	
4	June 23 - 29	Resume Due	Due June 29
5	June 30 – July 6	Capstone Part 2	Due July 6
6	July 7 – 13	Job/Grad Programs Assignment	Due July 13
7	July 14 – 20	Mock Interview	Due July 20
8	July 21 - 26	Final Capstone	Due July 26 (Saturday)

Additional Information

Important Dates:

- Last day to drop without record: June 9
- Last day to drop with "W": July 7
- Last day to drop with WP/WF: July 18
- Last day of course: July 26
- Deadline for Application for Graduation for the July posting date: June 15