

BUSN499

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : BUSN499 **Title :** Senior Seminar in Business Administration

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: The Capstone course is a senior level course designed to allow the student to review, analyze and integrate the work the student has completed toward a degree in Business Administration. The student will complete an approved academic project or paper that demonstrates mastery of their program of study in a meaningful culmination of their learning and to assess their level of mastery of the stated outcomes of their degree requirements. Prerequisite: Completion of a minimum of 106 hours towards your program.

Course Scope:

This course will help the student to design and develop an electronic portfolio, which encompasses learning assignments to help build this final undergraduate project.

Each student will be required to construct each element of their electronic portfolio, based on the content knowledge gained from the core requirements of their program of study. Each core requirement will be cross-referenced with the course learning objectives to help ensure that all core requirements are linked with this final course in the student's program of study. Discussions will be held to help the student explore how to evaluate and critique their work in progress as they prepare each segment of their electronic portfolio.

Objectives

After successfully completing this course, you will be able to

1. Identify essential elements for a successful portfolio
2. Prepare a portfolio that can be used with potential employers.
3. Develop a resume and cover letter to be sent to potential employers
4. Examine the responsible use of social media, and the potential impact on a job search
5. Reflect on key issues and topics regarding on the overall program experience.

Outline

Week 1:

Topic(s)

Cover Letters

Peregrine Exam (post program standardized exam) due in Week 2

Learning Objective(s)

CO3. Develop a resume and cover letter to be sent to potential employers

Learning Materials

About.com: Job Searching - http://jobsearch.about.com/od/coverletters/Cover_Letters.htm

UCSD Career Services Center - <https://career.ucsd.edu/undergrads/gain-experience/resumes.html>

<https://career.ucsd.edu/undergrads/gain-experience/cover-letters.html>

Career Services @ Virginia Tech - https://career.vt.edu/job-search/presenting_yourself/resumes.html

Activities and Assessments

Week 1 Cover Letter

Navigate to the Assignments via the link on the left hand tool bar.

Introduction Forum

Week 2:

Topic(s)

Letters of Recommendation

Learning Objective(s)

- CO3. Develop a resume and cover letter to be sent to potential employers

Learning Materials

How to Get a Great Letter of Recommendation - <https://bigfuture.collegeboard.org/get-in/your-high-school-record/how-to-get-a-great-letter-of-recommendation>

How to Ask for a Letter of Recommendation - <https://www.collegeessayguy.com/blog/how-to-ask-for-a-letter-of-recommendation>

Who Should Write Your Letters of Recommendation - <https://www.proffellow.com/tips/who-should-write-your-letters-of-recommendation/>

Activities & Assessments

Peregrine Assessment

Navigate to the Assignments via the link on the left hand tool bar.

Week 2 Discussion Forum

Week 3:

Topic(s)

Resumes

Learning Objective(s)

CO3. Develop a resume and cover letter to be sent to potential employers

Learning Materials

About.com: Job Searching - <http://jobsearch.about.com/od/resumes/Resumes.htm>

Army Career and Alumni Program: Creating Effectives Resumes - <http://www.militaryresumewriters.com/sample-resumes.html>

The Top 10 Things You Need to Know about E-Resumes and Posting Your Resume Online - <http://www.quintcareers.com/e-resumes.html>

The OWL at Purdue - <http://owl.english.purdue.edu/owl/resource/681/01>

Activities & Assessments

Resume

Navigate to the Assignments via the link on the left hand tool bar.

Week 3 Discussion Forum

Week 4:

Topic(s)

WHAT IS PORTFOLIUM?

Learning Objective(s)

CO1. Identify essential elements for a successful portfolio
CO2. Prepare a portfolio that can be used with potential employers

Learning Materials

[A Digital Portfolio Platform](#)

[A Job-Seeking Platform](#)

[A Social Networking Platform](#)

[Portfolio Terminology](#)

[What to put in your Portfolium Portfolio](#)

[Getting Started in 3 Steps](#)

[Top 10 Tips to Building Your ePortfolio](#)

Activities & Assessments

Begin to work on the Week 5 Program Learning Summaries

Navigate to the Assignments via the link at the left

Week 4 Discussion Forum

Week 5:

Topic(s)

Portfolium

Learning Objective(s)

CO1. Identify essential elements for a successful portfolio

CO2. Prepare a portfolio that can be used with potential employers

Learning Materials

[Profile Section](#)

[Profile Strength Meter](#)

[Clickable Skills](#)

[Upload Resume](#)

[Sync with LinkedIn Profile](#)

[Arranging Project Order](#)

[Badges](#)

[Importing badges into your Portfolium account](#)

Activities & Assessments

Navigate to the Assignments via the link at the left

Week 5 Discussion Forum

Week 6:

Topic(s)

Exective Summary

Learning Objective(s)

CO5. Examine the responsible use of social media, and the potential impact on a job search

Learning Materials

Keep It Clean: Social Media Screenings Gain in Popularity

<https://www.businessnewsdaily.com/2377-social-media-hiring.html>

More Than Half of Employers Have Found Content on Social Media That Caused Them NOT to Hire a Candidate, According to Recent CareerBuilder Survey

<http://press.careerbuilder.com/2018-08-09-More-Than-Half-of-Employers-Have-Found-Content-on-Social-Media-That-Caused-Them-NOT-to-Hire-a-Candidate-According-to-Recent-CareerBuilder-Survey>

How to Clean Up Your Social Media During the Job Search

<https://www.themuse.com/advice/how-to-clean-up-your-social-media-during-the-job-search>

Quick Tips to Clean Up Your Social Media Profiles When Job Searching

<https://money.usnews.com/money/blogs/outside-voices-careers/articles/2018-04-18/quick-tips-to-clean-up-your-social-media-profiles-when-job-searching>

30 Quick Tips to Spring Clean Your Social Media Presence

<https://www.outboundengine.com/blog/how-to-spring-clean-your-social-media/>

Activities & Assessments

Navigate to the Assignments via the link on the left hand tool bar.

Week 6 Discussion Forum

Week 7:

Topic(s)

Portfolio Compilation

Learning Objective(s)

- CO1. Identify essential elements for a successful portfolio
- CO2. Prepare a portfolio that can be used with potential employers.

Learning Materials

Top Tips for Effective Presentations

<https://www.skillsyouneed.com/present/presentation-tips.html>

How to Give a Killer Presentation

<https://hbr.org/2013/06/how-to-give-a-killer-presentation>

Nine Tips for Giving an Effective Presentation

<https://connection.asco.org/tec/career/nine-tips-giving-effective-presentation>

Activities & Assessments

Plan out Youtube Video Presentation (Due in Week 8)

Navigate to the Assignments via the link at the left

Week 7 Discussion Forum

Week 8:

Topic(s)

Youtube Video

Learning Objective(s)

CO1. Identify essential elements for a successful portfolio

CO2. Prepare a portfolio that can be used with potential employers.

CO5. Reflect on key issues and topics regarding on the overall program experience.

Learning Materials

No new materials this week

Activities & Assessments

End of Program Survey

Navigate to the Assignments via the link at the left

Week 8 Discussion Forum

Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Various resources from the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: No Author Specified

Publication Info:

ISBN: N/A

Students are not required to purchase books for this course. All materials will be supplied by instructors. These materials, without being limited to, may include supplemental documents/examples, as well as electronic references.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are

subject to change.

Site Name	Web Site URL/Address
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E-Portfolios for Learning Career Activity File – Career Portfolio LDP – e-Portfolio Report The Next Big Thing? The Promise of e-Portfolios at NYU and Beyond	http://electronicportfolios.org/blog/labels/portfolios.html http://www.okcareertech.org/educators/career-and-academic-connections/11756CarActFile.pdf/view?searchterm=e+portf http://inews.berkeley.edu/bcc/Spring2004/eportfolio.html http://www.nyu.edu/its/pubs/connect/spring03/pdfs/adams_eport.pdf
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Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- [Tutor.com](http://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they

know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be

accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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