SSGS696 16

Course Summary

Course : SSGS696 **Title :** Master's Project Capstone Seminar
Length of Course : 16
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: The School of Security and Global Studies Masters Project Capstone course gives students the opportunity to address issues of public importance that are directly or closely related to their own career, occupation, profession or current position. Creative projects as program capstones may derive from a wide variety of organizationally defined formats such as legislative proposals (local, state or federal), amicus briefs, standard operating procedures, training program manual, procedure manuals, organizational change proposals, communication plans, or recruitment plans to name but a few. The format will be proposed by the student and approved by the instructor. The creative project must demonstrate originality and will follow the style requirements set by the student's academic discipline. For example, a criminal justice student would present work in accordance with the current American Psychological Association (APA) Publication Manual. NOTE: It is mandatory for students to contact their Academic Advising team when they are 2 or 3 courses out from the capstone. Guidance on the format of the research study proposal and a sample proposal are contained in the APUS Research Study Manual. NOTE: This course may not be taken until all other courses are COMPLETED. THIS COURSE IS 16 WEEKS.

Course Scope:

The course offers students an opportunity to apply the concepts learned through the completion of their coursework in the School of Security and Global Studies to plan and execute a project. This project will be the final translation from theory to practice for the student and will not only allow the student to make that final connection but to provide a public service to the organization for which they work on the project. The intent of the project is to demonstrate the student has mastered the desired question(s) of the program.

For all capstone courses that begin after January 1, 2017, graduate students must earn a B- (80%) or better on their capstone thesis/project/paper and a B- (80%) or better in their capstone course to pass the course. This policy aligns with the comprehensive exam, which also requires a B- (80%) or better to pass. Graduate students must have at least a 3.0 GPA to graduate.

If utilizing human subjects for any component of your capstone, in addition to instructor approval, you work also requires APUS/AMU Institutional Review Board (IRB) approval. You will earn a "fail" for this course if you utilize human subjects without such approvals. Please see Proposal Preparation and Research Sources sections in this syllabus, as well as the End of Program Manual for additional information.

Beginning the Project

Students apply for graduation and the Graduation department verifies they are eligible to enroll in the 16-week, 3-credit, Master's Capstone Seminar or course, which replaces the twelfth course in the student's master's program. Prior to enrolling in the course, the student must have completed all other courses prescribed for their degree. Students enroll in the course available in the given session and work with the instructor on defining a topic. In the proposal process with the instructor, it may be determined that a human subject review of the proposal is required. The student will be advised by the instructor to complete this process during the initial weeks of the class.

Call with Course Instructor

It is highly recommended that each student schedule a conference call with the course instructor within the first two (2) weeks of the course to discuss his or her proposed project topic. A conference call is one of the best ways to quickly identify any potential issues with the proposed topic.

Proposal

A formal project proposal shall be prepared in accordance with the standards of the academic discipline. The formal proposal must provide a clear and lucid description of the issue or problem and a proposed method of addressing the issue or solving the problem. Proposal drafting is considered a learning process and helps the students avoid oversights and possible mistakes. Guidance on the format of the proposal and a sample proposal are contained in the End of Program Manual. The proposal should explain the issue or problem to be investigated and convince the instructor and department that the issue or problem merits investigation. It should show that the student has read the relevant and recent literature on the subject and it should contain a list of materials consulted during the preliminary stages of research. In general, the project proposal should include background information related to the research topic, purpose of the project, proposed process, and analytic procedures to be used. The formal proposal should **not** exceed **five (5) pages** (proposal title page not included).

Preparing the Project

Project preparation entails a partnership between the student and instructor who is responsible for directing the intellectual content and proper formatting of the project. Project length and depth of the project shall be in accordance with disciplinary standards. Project formatting shall be in strict accordance with this manual to ensure uniformity across the University. The citation style manual used in the project will be the standard prescribed by the academic discipline. The student and instructor shall coordinate the process for the student to submit and receive feedback on draft project submission. The student is also encouraged to ask other APUS faculty and professionals and leaders in their field of study to volunteer as project readers and provide feedback on draft project sections where these faculty members and professionals may have special expertise. For example, the student's graduate research methods or policy analysis instructor may be asked for feedback on the project's methods.

Approval of Project

Once a final project manuscript is approved by the instructor, project manuscripts will be graded based on the standards in the APUS grading rubric on a categorical scale of: A-F.

The manuscript, and a copy of the instructor's project rubric evaluation shall be forwarded to a second reader designated by the department. The Department Chair, or Dean of the applicable School, is responsible for resolving any conflicts between the instructor and second reader if required.

Submission of Final Project

The final step in the project is acceptance of the final manuscript by the APUS Online Library. The approved manuscript will be submitted to the APUS Online Library by the department. See Chapter VI for detailed submission procedures.

Objectives

After successfully completing this course, you will be able to:

CO1: Assess the leading approaches to managing organizations related to your academic discipline.

CO2: Evaluate the moral, legal, and ethical aspects of decision-making in your academic discipline.

CO3: Evaluate the government budgeting process and funding of government programs and organizations related to your academic discipline.

CO4: Appraise the role of government organizations in public policy development and implementation related to your academic discipline.

CO5: Develop solutions to a public issue that take into account multiple stakeholders and decision-makers related to your academic discipline.

CO6: Implement the core concept of public service by providing evidence of service to the public or nonprofit sector related to your academic discipline.

CO7: Critique a difficult political situation and offer creative and innovative solutions that take into account multiple stakeholders and decision-makers related to your academic discipline related to your academic discipline.

CO8: Implement the core concept of public service by providing evidence of service to the public or nonprofit sector related to your academic discipline.

CO9: Assess the part diversity, or lack thereof, plays in your academic discipline.

Outline

Week 1:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 2:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 3:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 4:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 5:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 6:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 7:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 8:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 9:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 10:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 11:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 12:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 13:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 14:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 15:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Week 16:

Learning Outcomes

Weekly content will address specific learning objectives for each course. Learning objectives covered each week are specified in the course site.

Required Readings

Weekly lesson and assigned readings are available in the course site.

Evaluation

Forums

Instructions and grading expectations for all forums will appear in the Forums section of the course site.

Assignment(s)

Instructions and grading expectations for all assignments will appear in the Assignments section of the course site.

Exam(s)

Instructions and grading expectations for all exams will appear in the Tests & Quizzes section of the course site.

Grading:

Name	Grade %

Materials

Book Title: There are no required books for this course.

Author: No Author Specified

Publication Info:

ISBN: N/A

Weekly lessons and assigned readings are available in the course site.

Course Guidelines

Peregrine Testing

The Peregrine Testing occurs at entry of the academic program and at exit of the academic program. It is used to demonstrate learning over the course of the academic program/your studies. There is no preparation necessary for this testing as it examines general program content discussed in your core courses.

Prior to week 12, a sample of students enrolled in this course must complete an academic programmatic assessment through Peregrine Academic Services. The assessment results are used to measure program-level learning outcomes as required by accreditation authorities. In order to complete this course, you are required to complete the assessment (if sampled) or to submit a copy of the waiver email indicating that you are exempt. **If you are exempt you will then instead submit a short 5 page reflection paper (see below).** If selected we need you to do your best in order for us to have the best possible data for our continuous improvement process.

Please check your @mycampus.apus.edu email account where you will receive an email from LOA@apus.edu that will either provide you with detailed information regarding this assessment and how to complete it, or a waiver stating that you were not selected for this assessment. If you do not receive an email by the end of week 11, please contact LOA@apus.edu

For those selected your score will affect your completion of this course and ultimately your graduation. Your exam score, once sent back to the classroom, will be recalculated (based on the chart below). If you have any questions about your final score, please reach out to your instructor as soon as possible.

The test will include 90 multiple choice questions. You will be allowed three 15 minute breaks. You can exit and resume the test, but you will only be able to do so 3 times over a 48 hour period.

Score Conversion Chart:

Peregrine Score	Relative Interpretation of Student Competency	Outbound Exam Grade/Points
80-100%	Very High	Pass with Distinction/100pts
70-79%	High	Pass/90pts
60-69%	Above Average	Pass/80pts
40-59%	Average	Pass/70pts
30-39%	Below Average	Fail/50pts
20-29%	Low	Fail/40pts
0-19%	Very Low	Fail/20pts

Reflection Paper

If you are not selected for Peregrine Testing and receive a waiver exempting you from the assessment, you will instead need to submit a short 5 page reflection paper. See the classroom for instructions.

University Policies

Student Handbook

- Drop/Withdrawal policy
- Extension Requests
- Academic Probation
- Appeals
- Disability Accommodations

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

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.