



NSC 698A Capstone I

Online course – 3 units

Description of Course

Capstone I consists of 135 hours of practical professional training and experiential learning with a sponsoring agency/facility. Students will conduct a needs assessment and propose a topic for final project to be completed in NSC 698B. Students will write a progress report which will be presented to the class.

Course Prerequisites or Co-requisites

NSC 597 Capstone Prep Workshop

Instructor and Contact Information

Kayle Skorupski, MS, RDN-AP, CSG, CNSC
Shantz 601
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Email: kayleskorupski@email.arizona.edu
Office Hours: By appointment via phone or ZOOM

Course Format and Teaching Methods

Online course with experiential learning, discussions, journaling, projects and presentations.

Expected Learning Outcomes

At the completion of this course, students will be able to:

- Appraise capstone facility through completion of needs assessment
- Examine peer-reviewed literature for references and project ideas through completion of annotated bibliography
- Compose project proposal based on information gathered in needs assessment and annotated bibliography
- Create electronic presentations that are visually interesting and meet best practice recommendations
- Critique peer presentations based on best practice guidelines.

Absence and Class Participation Policy

The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.

Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>

Makeup Policy for Students Who Register Late

If you have registered for this course after the first day of the course term, please email the instructor ASAP in order to determine make-up due dates for assignments.

Course Communications

Communication for this course will be done via official UA email and via D2L announcements.

Required Readings – available on D2L site

Caravella J. A needs assessment method for extension educators. Journal of Extension. 2016; 11 (1).

Singletary L, Powell P. Conducting a formal needs assessment: a five-step approach.

<http://www.unce.unr.edu/publications/files/cd/2003/FS0348.pdf>

Program Planning and Evaluation. Arizona Extension Website.

<https://extension.arizona.edu/evaluation/>

Required or Special Materials

Computer/devices must meet the minimum technology requirements found here:

<http://help.d2l.arizona.edu/student/minimum-system-requirements>

Required Extracurricular Activities

Students are required to spend 135 hours working at the capstone agency/facility.

Reliable transportation to/from the capstone agency/facility is required.

Assignments Schedule - Course Assignments & Due Dates

Week	Hours at Site	Dates	Activities/Assignments
Week 1	20 hours	5/13-19	Discussion 1 – post 5/16, comments 5/18, final response 5/20
Week 2	20 hours	5/20-5/26	Needs Assessment – Due 5/28 Journal Entry – Due 5/28
Week 3	20 hours	5/27-6/2	Discussion 2 – post 5/30, comments 6/1, final response 6/3
Week 4	20 hours	6/3-9	Annotated Bibliography – Due 6/10 Journal Entry – Due 6/10
Week 5	20 hours	6/10-16	Project Proposal Outline/Rough Draft – Due 6/17 Discussion 3 – post 6/13, comments 6/15, final response 6/17
Week 6	20 hours	6/17-23	Project Proposal – Due 6/24 Journal Entry – Due 6/24
Week 7	15 hours	6/24-28	Progress Report Presentation – Due 6/26 Progress Report Paper – Due 6/27 Peer Evaluation – Due 6/28 Hours Log – Due 6/28
	TOTAL = 135 hours		

Assignment Descriptions, Point Values & Due Dates

Reflective Journal Entries

Students will reflect on the week's experiences through journaling about their experiences, what they have learned, and what they are excited about exploring at their capstone site.

(3 x 20 points = 60 points) – Due 5/28, 6/10, 6/24

Discussions

Students will participate in discussions through D2L discussions where they will answer prompts regarding their capstone related experiences and activities.

(3 x 20 points = 60 points) – Week 1, Week 3 and Week 5. Posts due Thursday (5/16, 5/30, 6/13), Comment due Saturday (5/18, 6/1, 6/15) Final Response due Monday (5/20, 6/3, 6/17)

Needs Assessment

After orienting themselves to the capstone site, students will complete a needs assessment to determine the needs (gaps in current conditions) and wants (desired conditions).

(50 points) – Due 5/28

Annotated Bibliography

Students will explore references to find materials to use as support and rationale for their capstone site's needs assessment outcomes.

(20 points) – Due 6/10

Project Proposal Outline/Rough Draft

Students will submit a working outline/draft for feedback from professor

(25 points) – Due 6/17

Project Proposal

Students will submit a proposal for their project that they will complete for their capstone site.

(50 points) – Due 6/24

Project Proposal & Progress Report Presentation

Students will prepare a VoiceThread presentation outlining their project proposal & progress at their capstone site.

(40 points) – Due 6/26

Progress Report Paper

Students will submit a paper detailing the progress that they have made in their project, and outlining the future work that is needed.

(50 points) – Due 6/27

Presentation Peer Evaluation

Student will evaluate fellow classmates' presentations based on best practices.

(10 points) – Due 6/28

Hours Log

Students will submit signed hours logs documenting the hours spent at their capstone sites and the activities they completed.

25 points – Due 6/28

Grading Scale and Policies

Superior (S) = 351+ points

Pass (P) = 312 -351 points

Fail (F) = <312 points

The Professional Science Master's Program in Applied Nutrition requires high quality work to be submitted. If work that does not meet the programs standards, the instructor and student will meet to discuss revision/resubmission of work.

Late work is not accepted. Assignments must be turned in by the due date/time in D2L. Any exceptions need to be discussed with the instructor BEFORE the due date. The instructor must give permission, in advance, to extend any due dates and times beyond the assigned deadlines.

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at <http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete> and <http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal> respectively.

Dispute of Grade Policy: Any grade disputes must be brought to the attention of the instructor within 1 week of the date the assignment was graded.

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Accessibility and Accommodations

Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit <http://drc.arizona.edu>. If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>.

UA Nondiscrimination and Anti-harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Our class is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Student Assistance and Advocacy information is available at <http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>

Confidentiality of Student Records

<http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa>

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.