

APPLIED ARTS DIVISION  
School of Health, Education and  
Human Services  
CEES 100  
Credit Course  
Winter, 2020



**COURSE OUTLINE**

**CEES 100**

**CAPSTONE PROJECT**

**45 HOURS  
3 CREDITS**

PREPARED BY: Faith Whiting, Instructor

DATE: January 2019

APPROVED BY: Dr. Andrew Richardson, Dean

DATE: March 2019

APPROVED BY: ACADEMIC COUNCIL

DATE: March 20, 2019



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## CAPSTONE PROJECT

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INSTRUCTOR: Faith Whiting

OFFICE HOURS: Tuesdays 1:00 - 3:00pm

OFFICE LOCATION: A2404

CLASSROOM:

E-MAIL: [fwhiting@yukoncollege.yk.ca](mailto:fwhiting@yukoncollege.yk.ca)

TIME: 9:00am - noon

TELEPHONE: (867) 456-8562

DATES: January 6 - April 20, 2020

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### COURSE DESCRIPTION

The capstone project will allow participants to explore a topic of interest within the field of education and employment support. If the students already hold a position in a First Nation education department, this is an opportunity to discover more about an area of interest, to implement a project or policy, create a manual, or another job-related project. If the student is not currently working in a related role, this is an opportunity to consider an experience placement or special project to further develop the skills required to perform in these roles. Students will be supported to develop and explore their topic, prepare a learning plan, and gather reliable information to help support their learning. The capstone will culminate with both a written report and a presentation to a larger audience.

### PREREQUISITES

Successful completion of or concurrent enrollment in; ACS 100, PRMA 100, PROJ 100, PHIL 121.

### RELATED COURSE REQUIREMENTS

This course is delivered online through a blend of web-conferencing and online course work; therefore, students will require access to a computer with internet and video capabilities. Students will need basic computer skills to be successful in this course.

Students are welcome to consider an experience placement as part of their capstone project. If this is desired, other requirements may be necessary, as per the direction of the employer and Yukon College.

### **EQUIVALENCY OR TRANSFERABILITY**

This course is newly developed, and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of Health, Education and Human Services.

### **LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to:

- Identify and select a topic of interest to explore independently
- Create a plan for conducting a directed-study
- Develop criteria for constructive peer review of the learning plan and demonstrate use of this criteria in providing peer feedback
- Select and evaluate reference materials and incorporate these appropriately into the project report to support their perspective
- Identify and meet project milestones
- Reflect on their learning process
- Convey results to a larger audience through a report and presentation

### **COURSE FORMAT**

The capstone is an individualized and self-directed project that is supported by an Instructor/Facilitator, with scheduled guiding workshops embedded. Project milestones are built into the project planning process and participants are required to maintain regular weekly contact with their facilitator to communicate progress and challenges. The planning process ensures participants have access to the proper equipment, time and supports to successfully engage in the project. Time-management skills, support and resiliency will be important factors.

## **ASSESSMENTS**

### **Learning Plan**

The learning plan will describe the project topic, goals, activities, timeline, possible resources, and identify a mentor. The learning plan will act as a brief outline of the project from start to finish.

Participants will have a chance to receive feedback from their peers early in the process, with a peer-review of their learning plans. Students will contribute to the co-creation of the criteria for peer review and participate in giving and receiving feedback within the group.

### **Resource Review and Interview**

A review of resources will be conducted. Participants will be expected to consult at least five resources and conduct at least one interview as a project resource. This assignment will include an annotated bibliography, a list of interview questions, an audio recording of the interview, and a written reflection of the key learning points of the interview.

### **Learning Journal**

Students will use a weekly learning journal to detail progress and set-backs and to develop project ideas and reflect on key learning.

### **Midterm evaluation**

At the midway point in the project, participants will meet with the Facilitator to discuss progress on their goals (as set out in the learning plan) and what is needed for the project to carry on to completion.

### **Project Report and Presentation**

The written report will synthesize the learning that took place during the capstone project and any findings/conclusions/further questions the participants may have. The student will create and deliver a presentation to their classmates, detailing findings from their project and/or their learning journey. Participants may choose to present their findings using the media of their choice and are encouraged to disseminate the information in a way that feels meaningful to them.

### Self and Mentor-evaluation

Students will complete a midterm and final self-evaluation. Mentors will also be asked to complete an evaluation of the student at the end of the course.

### EVALUATION

Learning Plan	25%
Resource Review and Interview	20%
Learning Journal	10%
Midterm Evaluation	10%
Project Report and Presentation	20%
Self-evaluation	10%
Mentor-evaluation	5%
Total	100%

Time management is an important skill to exercise during the capstone project. There will be a late penalty assigned to the project outline, the midterm evaluation and the written and presentation stages of the project. All projects must be completed by the end of the term to obtain credit.

### REQUIRED TEXTBOOKS AND MATERIALS

No required textbook.

### ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): [lac@yukoncollege.yk.ca](mailto:lac@yukoncollege.yk.ca).

## TOPIC OUTLINE

Week	Activity
1 (Jan 6-12)	Identifying your topic
2 (Jan 13-19)	Developing your Learning Plan
3 (Jan 20-26)	Developing your Learning Plan
4 (Jan 17-Feb 2)	Refining your Learning Plan
5 (Feb 3-9)	Resource Review & Interview
6 (Feb 10-16)	Resource Review & Interview
7 (Feb 17-23)	Conducting your project
8 (Feb 24-Mar 1)	Conducting your project
9 (Mar 2-8)	Midterm Interviews
10 (Mar 9-15)	Conducting your project
11 (Mar 16-22)	Reading Week
12 (Mar 23-29)	Conducting your project
13 (Mar 30-Apr 5)	Report writing
14 (Apr 6-12)	Report writing
15 (Apr 13-16)	Presentations