



**Course Syllabus and Class Schedule**  
**MSLE 6311.01**  
**Leadership Capstone**  
**Cohort 14**  
**Fall 2008**

**Location:** TH 104  
**Day & Time:** Thursdays, 6:50pm – 10:20pm  
October 16 – December 4, 2008  
*NO CLASS November 27*

**Instructor:** Dr. Tom Sechrest  
**Office:** 332 Trustee Hall  
**Office Hours:** Tuesdays, 1:00 – 6:00PM  
Thursdays, 10:00AM – 12:30PM  
And by appointment  
**Team Meetings:** In Class and by appointment  
**E-mail:** [thomasls@stedwards.edu](mailto:thomasls@stedwards.edu)  
**Phone:** 637-1954  
**Home Office:** 442-4150

***Texts:***

- Leedy, P. D. & Ormrod, J. D. (2001). *Practical research: Planning and design* (8<sup>th</sup> ed.). Upper Saddle River, NJ: Merrill Prentice Hall.
- Grady, M. P. (1998). *Qualitative and action research*. Bloomington, IN: Phi Delta Kappa Educational Foundation.
- Stringer, E. T. (1999). *Action research* (2<sup>nd</sup> ed.). Thousand Oaks, CA: Sage Publications.
- These are the same texts as for MSLE 6310. No new texts are required.***

***Course Description:***

This is the second of two courses that make up the primarily self-directed MSOLE Capstone activity. This course will continue to blend background and learning from earlier courses in leadership and ethics with concepts and models of action research. The purpose of this course is to enable students to complete their action research project begun in MSLE 6310 and prepare a written report. The course will also enable students to report on the outcomes and recommendations to those who were participants and stakeholders in the research and to the larger St. Edward's academic community.

***Objectives:***

After completion of this course, students will be able to:

1. Analyze qualitative data and formulate recommendations for action

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2. Write an integrative Capstone report appropriate for submission to a scholarly journal and present findings in a public forum

### **Learning Methods:**

The major methods for accomplishing the objectives for this course are outlined below. This course is emergent in response to student needs and projects. So, the exact blend of activities will vary according to student needs. And, each of these elements is connected to the others; they are a learning *system*, not a list of unrelated items.

#### *Class discussions:*

Class time will be used both to present information about analyzing and interpreting action research and to discuss Capstone projects. This includes time spent in individual research teams with which I will work independently in class.

#### *Team consultation and review:*

I am available for email, phone or in-person consultation on Capstone project issues *in addition to* times scheduled in class. *You are expected to consult with me* if you are stuck or frustrated and your team can't seem to help, or if you can't figure out what to do next or how to do it or if for *whatever* reason you feel the need for individual or team consultation. Please email or call to arrange a convenient time/place.

#### *Library research:*

You are expected to be proficient in the use of library resources if you make additions or adaptations to your literature review as a result of emergent themes from your research process.

#### *Client organization engagement:*

A substantial amount of your learning and success in your Capstone will have come through your engagement with the client organization. By being a "reflective practitioner" with the client organization, you will deliver the most value to the organization and receive the most learning from the Capstone project. The client organization receives a copy of your Capstone Report, too! As appropriate, representatives from the client organization may be invited to your final presentation. This is not a requirement, but it is an opportunity. You may also have agreed to make a separate presentation of your research findings to your client organization. Where possible, I would like to attend that presentation, so please provide information to me. Such presentations are an opportunity for you to demonstrate your capacity as an individual and to represent the programmatic outcomes of MSOLE to the Central Texas organizational community!

### ***E-Mail and Blackboard:***

Students are expected to access Blackboard regularly and to deliver electronic copies of all deliverables to the Group Page. Electronic copies of any class handouts and announcements will be posted on Blackboard. Information of a critical nature will be distributed via e-mail.

### ***Special Circumstances:***

If you have a medical, psychiatric or learning disability and require accommodations in this class, please let me know early in the term or as soon as you are eligible. You will first need to provide documentation

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of your disability to the Student Disability Services Office located in the office of Academic Planning and Support.

### ***Deliverables:***

#### **1. Status report**

**(5%, due week 1, October 16)**

Each team will submit and present in the first class a status report, assessing the team's progress against the project plan submitted in MSLE 6310. Any changes from planned methods or schedule should be explained. This is a concise update. Please limit it to 2-3 pages, APA format not required. Please provide a copy of your original project plan as part of the status report. Submit a digital copy of your status report to your Group Page and be prepared to answer questions in class. ***(Team deliverable.)***

#### **2. Capstone Report outline**

**(5%, due week 2, October 23)**

After considering the structure of articles used for your literature deconstruction, the guidelines for publication in selected journals and the basic structure of the Capstone report (see #4 below), each team will submit a detailed outline of the final paper. The outline should be 1-4 pages, double-spaced. Do not use one or two word placeholders for ideas; spell out the idea so that it is clear what you are planning to discuss. Submit to Group Page. ***(Team deliverable.)***

#### **3. Final Capstone Report**

**(40%, due week 6, November 20)**

Each team will prepare a written report of its research findings and recommendation/conclusions. The report will be prepared according to APA guidelines and will be submitted *both* in written/bound form and to the Group Page. ***(Team deliverable.)***

The Final Capstone Report will include the following parts:

Focus and Framing/Statement of the Issue or Problem; Deconstruction of the Literature; Methodology; Results/Outcomes; Recommendations/Conclusions/Inferences; References

#### **4. Final Presentation**

**(30%, due week 7, December 4)**

Each team will prepare and deliver a public presentation covering the research process and outcomes *as well as* integrated learning from the Capstone project. These presentations are expected to be cogent, scholarly, concise, substantive and appropriate for the setting, and each team member is expected to have a role in the presentation. Presentations will be approximately 30 minutes per team, including question and answer period. Where it is appropriate to the project, students are expected to invite the client to the final presentation. Others are also welcome. Any PowerPoint files used in the final presentation are to be submitted to the Group Page, though PowerPoint is *not* "required." ***(Team deliverable.)***

#### **5. Peer Evaluation**

**(10%, due week 7, December 4)**

In any effort as significant as this *final* MSOLE Program deliverable (the Capstone Report), the contributions of each member of the research team are instrumental to the team's success. To assure that each member's contribution is documented, a ***substantive*** Peer Evaluation (including a self-evaluation) is required using the format provided. This Peer Evaluation will be used in determining the final grade for each member of the research team. It is to be emailed to the Instructor, not posted on the Group Page. ***(This is an individual deliverable, not a team deliverable.)***

#### **6. Reflection paper**

**(10%, due week 7, December 4)**

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The reflection paper will contain your thoughts about (1) what you have learned during the Capstone process, (2) how successfully the MSOLE coursework was integrated in the Capstone project, and (3) the impact of the MSOLE program on your professional work, your leadership capacity, your ethical stance – your life. (Three to five pages, double spaced, plus cover page, emailed to the Instructor.)

**(This is an individual deliverable, not a team deliverable.)**

***This paper will also be made available to members of the MSOLE Faculty.***

### ***Deadlines***

The Capstone process has a *hard deadline* (presentation of reports is scheduled for December 4, and graduation is December 13). While it is permissible for deliverables to be submitted *in advance*, all due dates are *final* due dates to allow time for review and evaluation.

### ***Grades:***

The final course grade is comprised of the following elements:

<i>Week</i>	<i>Item</i>	<i>grade</i>
1	Status report	5%
3	Outline	5%
6	Final paper	40%
7	Final presentation	30%
7	Reflection paper	10%
7	Peer evaluation	10%
TOTAL		100%

### **A note about my Capstone grading philosophy:**

The Capstone project is intended to be a meaningful culmination of your graduate studies in MSOLE. Because of that, I will assume that each team intends to produce “A”-quality work and is capable of doing so. That does *not* mean that each *member* of a team will automatically get an “A” in the course, though my expectation is that everyone who completes Capstone *will* graduate! It is also possible that different team members may receive different grades, depending on peer evaluation feedback of their contribution to the process and my own assessment.

If you would like preliminary feedback on your final paper, you may submit any or all of your sections for advance review. Please allow at least 3 business days for me to give you feedback.

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**Weekly Plan**  
**Fall 2008**

**Tom will meet with any group at any scheduled time, including outside class times.**

*Note: There are no required readings for this course. The texts (the same texts used for MSLE 6310) are for your use as resources in completing your project.*

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**Week 1 – Thursday, October 16**

*Topics:*

Syllabus and expectations  
The final report

Assignment due this week, October 16:

- Project status report (team deliverable). Submit to Group Page.

**Assignment due Week 2, October 23**

- **Outline of your paper. Please submit via Group Page. (Team deliverable)**

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**Week 2 – Thursday, October 23**

*Topics:*

Making sense out of your data  
Approaches to constructing the final report  
Capstone Q&A

Assignment due this week, October 23:

- Outline of your paper. Please submit via Group Page. (Team deliverable)

**Assignment due Week 3, October 30:**

- **None**

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**Week 3 – Thursday, October 30**

***NO FORMAL CLASS MEETING; Tom is available to meet with Teams***

Assignment due this week, October 30:

- None.

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**Week 4 – Thursday, November 6***Topics:*

- Capstone Q&A
- Final report

*Assignment due this week, November 6:*

- None

**Assignment due Week 5, November 13:**

- None
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**Week 5 –Thursday, November 13***Topics:*

- Preparing for practice presentations.

*Assignment due this week, November 13:*

- None

**Assignments due Week 6, November 20:**

- **Practice presentation (team deliverable)**
  - **Final Copy, Capstone Report (team deliverable)**
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**Week 6 –Thursday, November 20***Topics:*

- Team practice presentations.

*Assignment due this week, November 20:*

- Team practice presentations
- Final Capstone report
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**NO CLASS MEETING ON THURSDAY, NOVEMBER 27: Thanksgiving Holiday****Assignments due Week 7, December 4:**

- **Capstone presentation (team deliverable)**
  - **Peer Review (individual deliverable)**
  - **Reflection paper (individual deliverable)**
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**Week 7 – Thursday, December 4****STUDENT PRESENTATIONS, Maloney Room, Main Building, 6:30 – 10:00PM**

*Client organizations, family and friends are welcome to attend.*

*Assignments due this week:*

- Student presentations. Submit via Group Page.
- Peer review. Submit via Group Page.
- Reflection paper. Submit via Group Page.

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