American Public University System
American Military University | American Public University

BUSN696

Course Summary

Course : BUSN696 **Title:** Capstone: ePortfolio **Length of Course :** 8 **Faculty :**
Prerequisites : N/A **Credit Hours :**

Description

Course Description:

The MBA Capstone:ePortfolio course is an option as the final course in the MBA program. This course will prepare MBA students to reflect on their graduate experience by compiling and revising artifacts from previous courses in the program into an organized e-portfolio. The e-Portfolio will reflect the student's educational growth from their entry in the MBA program to its completion. In addition, the graduate student will develop the skills necessary to successfully transition to and navigate post-graduate professional activity. Finally, students will be given the resources to connect with the university in an ongoing relationship.

Course Scope:

Students will reflect on their future plans and personal goals in developing a career plan to best position themselves in the marketplace. They will review the components of a dynamic ePortfolio and select artifacts for their ePortfolio to showcase their skill and mastery of their MBA program.

Objectives

Course Objectives:

CO1. Produce a career development plan using APUS resources, services, and networking opportunities.

CO2. Conduct a career search for a position of choice or search other post-graduate choices to share in the forum.

CO3. Argue the importance of civic and social responsibility as it applies to student's discipline or career choice.

CO4. Revise artifacts from previous coursework throughout the program based on feedback from the instructor.

CO5. Organize a significant collection of artifacts in an ePortfolio including projects, papers, and other relevant examples showcasing work completed during the program to demonstrate mastery of the program objectives.

CO6. Critique a peer's ePortfolio and pitch by providing feedback using the assigned rubric.

CO7. Prepare a scholarly reflection paper describing the artifacts in the ePortfolio and how they demonstrate skills, knowledge, real-world application, and mastery of the program objectives.

CO8. Explain professional growth attained during the master's program or explain your professional skills to a potential employer.

Learning Objectives:

LO1.   Design a career development plan as a basis for your ePortfolio.

LO2.   Create an ePortfolio of artifacts and experience to demonstrate real-world application of skills, knowledge, and education.

LO3.   Prepare a reflection paper that explains for a potential employer your mastery of professional skills, artifacts, and knowledge acquired in your master's program.

Outline
Week 1:

Learning Outcomes:CO1, LO1
Week 1 Lesson
Week 2 Readings
Sign up with Portfolium
Introductions Discussion Forum

Week 1 Discussion Forum
Week 1 Assignment

Week 2:

Learning Outcomes: CO1, CO2, CO3, CO4, CO5, LO1, LO2

Week 2 Lesson
Week 2 Readings
Week 2 Discussion Forum
Week 2 Assignment

Week 3:

Learning Outcomes: CO2, CO3, CO4, CO5, LO2, LO3
Week 3 Lesson
Week 3 Readings
Week 3 Discussion Forum Week 3 Assignment
Peregrine Test

Week 4:

Learning Outcomes: CO4, CO5, CO8, LO2, LO3
Week 4 Lesson
Week 4 Readings
Week 4 Assignment

Week 5:

Learning Outcomes: CO3, CO5, LO2
Week 5 Lesson
Week 5 Readings
Week 5 Discussion Forum
Week 5 Assignment

Week 6:

Learning Outcomes: CO6, LO2
Week 6 Lesson

Week 6 Readings
Week 6 Assignment

Week 7:

Learning Outcomes: CO7, CO8, LO3
Week 7 Lesson
Week 7 Readings
Week 7 Discussion Forum

Week 8:

Learning Outcomes: CO7, CO8, LO3
Week 8 Lesson
Week 8 Assignment

Evaluation

Grading:

Name	Grade %
Discussions	**25%**
Week 1 Assignment Career Dev Plan	**5%**
Weeks 2,3,4 Artifact Assignments	**10%**
Week 5 Assignment ePortfolio	**20%**
Week 6 Assignment Peer Critique	**15%**
Week 8 Final Reflection Paper	**20%**
Peregrine Test	**5%**

Materials

This course does not have a principal textbook. Readings are assigned from open and online resources listed on the course eReserve in the APUS Library and in the classroom Lessons, Assignments, Discussions and other Course content listings. Your instructor may also provide materials. Students are responsible for ALL readings and materials in the course. Readings and other materials are subject to be updated and replaced at any time.

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. As of April 2020, the School of Business has adopted APA 7th Edition.

Please note that no formal citation style is required in Discussion forums in the School of Business.

Academic and Other Assistance

For assistance with your coursework, writing help and any other help, many sources are available. Word, PPT, and Excel are key programs you need for your academic work, for submitting Assignments and managing documents provided in your course.

Late Policy

Student Deadlines

Turnitin

Assignments designated for Turnitin are automatically submitted through Turnitin when you submit to the Assignment. You do not need to separately register at Turnitin.

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. Students are expected to know and understand the University Honor Code contained in the Student Handbook.

Submission Guidelines

Some assignments may have very specific requirements for formatting (such as templates, font,margins, etc.) and submission file type (such as .docx, .pdf, PPT, etc). Please read 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 and specific instructions in the course may vary from the Syllabus outline to meet the needs of a particular group or class. Students are responsible for reading and following the specific content of the course.

Communicating in the Discussions

Discussions 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 substantial comments will receive credit. The purpose of the Discussions is to actively participate in an on-going discussion about the assigned content.

Each Discussion provides a prompt with guidance for the topic to be discussed for the week. Students should refer to the Discussion prompt instructions and grading rubric for due dates, expectations and guidance on how to respond to the Discussion.

As a class, if we run into conflicting views, we must respect each individual's opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

Replies must be posted in the week due and replies after the end of each week will not be graded.
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Tutor.com

APUS students are offered up to 10 free hours of assistance at Tutor.com. Tutors are available 24/7 unless otherwise noted.

The APUS Library link is here: https://www.apus.edu/apus-library/resourcesservices/multimedia/tutorcom.html

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 they are also available24/7.

University Policies

[Student Handbook](#)

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

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