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**American Public University System**  
American Military University | American Public University

# ITCC697 16

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## Course Summary

**Course :** ITCC697 **Title :** Creative Project Capstone

**Length of Course :** 16 **Faculty :**

**Prerequisites :** N/A **Credit Hours :** 3

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## Description

### Course Description:

The Information Technology Creative Project Capstone course gives students the opportunity to address real-world issues relevant to their profession, plan and execute a project, contribute to their discipline while developing mastery of selected skills. Creative projects may originate from a wide variety of options such as standard operating procedures, training program manual, organizational change proposals, software and hardware design or development, or other information technology solutions. The student must submit a research proposal, preferably two months prior to enrolling in the course, and obtain approval from the Director of Graduate Information Technology Programs. NOTE: This course may not be taken until all other courses are COMPLETED and student has a 3.0 GPA. THIS COURSE IS 16 WEEKS.

### Course Scope:

This course is the culmination of theory, principles, best industry practices, methodologies, tools, and technologies associated with information technology in the marketplace. The Capstone seminar uses scholarly research methods to develop analytic, problem-solving, and research skills required to solve real-world technological problems. It is in-depth and requires critical thinking at the higher learning level as students are expected to solve relevant problems and conflicts, analyze and synthesize "what if" scenarios predict and draw conclusions, and evaluate and make recommendations. Since the course is designed as a capstone experience, the course may include topics such as: database systems, object-oriented analysis and design, information technology project management, information technology security, and computer forensics as a reinforcement of previous courses. It requires concise exposition, and informed library research utilizing skills developed throughout the program. Students completing this course will receive substantial guidance and support from the instructor and classmates during the completion of the required creative project. The course also sets the stage for application to doctoral programs in the discipline or other advance level studies.

## Objectives

A successful student will fulfill the following learning objectives:

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500).
  - Apply the theory, concepts and skills developed in core courses.
  - Demonstrate subject matter depth in the applicable concentration.
  - Assess current trends, emerging technologies, legal issues, ethical factors, and societal impacts related to the creative project subject.
  - Perform in-depth research and critical analysis on creative project subject.
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## Outline

### Week 1: Information Systems and Technology

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#### Learning Outcomes

- Examine current trends, emerging technologies, legal issues, ethical factors, and societal impacts related to the creative project subject
- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)

#### Required Readings

Articles on Information Systems Technology

#### Assignments

- Introduce yourself in the ITCC697 Weekly Discussion -- Student Introduction--Week One Graded (Week 1 Discussion)
- Select your topic and begin to complete your Table of Contents for your creative project due Week Two

#### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

Kumar, R. (2014). *Research Methodology: a step-by-step guide for beginners*. (4th edition). Thousand Oaks, CA: Sage Publications. ISBN: 184920-301-6 / 978-1-84920-301-2.

Reference: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (current edition). Washington, DC: Author. ISBN: 1-4338-0561-8

### Week 2: Topic and Table of Contents

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#### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
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- Investigate in-depth research and critical analysis on the creative project subject

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## Required Readings

Articles on Information Systems Technology

## Assignments

- Submit your topic and Table of Contents (Appendix 9: Sample of a Table of Contents)
- Review your articles/sources and begin writing your 25 - page literature review due week eight
- Participate in the Week 2 Discussion

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 3: Creative Project Proposal

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Apply the theory, concepts and skills developed in core courses

### Required Readings

Articles on Creative Project Proposal

### Assignments

- Submit your Creative Project Proposal
- Review your articles/sources and continue writing your 25 -page literature review due week eight

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 4: Introduction / Literature Review

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### Learning Outcomes

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- Critique current trends, emerging technologies, legal issues, ethical factors, and societal impacts

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related to the creative project subject

- Investigate in-depth research and critical analysis on the creative project subject

## Required Readings

Articles on Information Systems Technology

## Assignments

- Review your articles/sources and continue writing your 25 -page literature review due week eight
- Participate in the Week 4 Discussion

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 5: Introduction / Literature Review

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Demonstrate subject matter depth in the applicable concentration

### Required Readings

Creative Project Introduction

### Assignments

- Submit your Creative Project Introduction
- Participate in the Week 5 Discussion
- Review your articles/sources and continue writing your 25 -page literature review due week eight

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 6: Articles on Information Systems Technology

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## Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Perform in-depth research and critical analysis on creative project subject

## Required Readings

Articles on Information Systems Technology

## Assignments

- Review your articles/sources and continue writing your 25 -page literature review due week eight

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 7: Project Design

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Perform in-depth research and critical analysis on the creative project

### Required Readings

Research Design

### Assignments

- Submit your Research Design
- Review your articles/sources and continue writing your 25 -page literature review due week eight

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

Kumar, R. (2014). *Research Methodology: a step-by-step guide for beginners*. (4th edition). Thousand Oaks, CA. Sage Publications. ISBN: 184920-301-6 / 978-1-84920-301-2.

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## Week 8: Literature Review

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## Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Perform in-depth research and critical analysis on the creative project

## Required Readings

Research/Project in Information Systems and Technology

## Assignments

- Review your articles/sources and continue writing your 25 -page literature review due this week.
- Submit your Draft Creative Project Literature Review

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). A Research Primer for Technical Communication: Methods, Exemplars, and Analyses. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 9: Project in Information Systems and Technology

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### Learning Outcomes

- Demonstrate subject matter depth in the applicable concentration
- Examine current trends, emerging technologies, legal issues, ethical factors, and societal impacts related to the creative project subject
- Critique current trends, emerging technologies, legal issues, ethical factors, and societal impacts related to the creative project subject

### Required Readings

Articles on Information Systems Technology

### Assignments

- Continue to work your Draft Creative Project due week thirteen
- Participate in the Week 9 Discussion

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). A Research Primer for Technical Communication: Methods, Exemplars, and Analyses. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

Kumar, R. (2014). Research Methodology: a step-by-step guide for beginners. (4th edition). Thousand Oaks, CA. Sage Publications. ISBN: 184920-301-6 / 978-1-84920-301-2.

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## **Week 10: Project in Information Systems and Technology**

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### **Learning Outcomes**

- Apply the theory, concepts and skills developed in core courses
- Demonstrate subject matter depth in the applicable concentration

### **Required Readings**

Research/Project in Information Systems and Technology

### **Assignments**

- Continue to work your Draft Creative Project due week thirteen

### **Recommended Optional Reading**

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

Kumar, R. (2014). *Research Methodology: a step-by-step guide for beginners*. (4th edition). Thousand Oaks, CA. Sage Publications. ISBN: 184920-301-6 / 978-1-84920-301-2.

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## **Week 11: Project in Information Systems and Technology**

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### **Learning Outcomes**

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Apply the theory, concepts and skills developed in core courses

### **Required Readings**

Research/Project in Information Systems and Technology

### **Assignments**

- Continue to complete your Draft Creative Project due week thirteen

### **Recommended Optional Reading**

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

Kumar, R. (2014). *Research Methodology: a step-by-step guide for beginners*. (4th edition). Thousand Oaks, CA. Sage Publications. ISBN: 184920-301-6 / 978-1-84920-301-2.

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## **Week 12: Project in Information Systems and Technology**

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## Learning Outcomes

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- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Synthesize the final creative project paper to include an annotated bibliography or project

## Required Readings

Research/Project in Information Systems and Technology

## Assignments

- Continue to complete your Draft Creative Project due week thirteen

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 13: Project in Information Systems and Technology

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Synthesize the final creative project to include an annotated bibliography or project

### Required Readings

Research/Project in Information Systems and Technology

### Assignments

- Submit your completed Draft Creative Project

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY. Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 14: Project in Information Systems and Technology

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and

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### Technology course (ITCC500)

- Synthesize the final creative project paper to include an annotated bibliography or project

## Required Readings

Research/Project in Information Systems and Technology

## Assignments

- Continue to complete your Final Creative Project due week fifteen

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 15: Project in Information Systems and Technology

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### Learning Outcomes

- Apply research methodologies presented in the Research Methods in Information Systems and Technology course (ITCC500)
- Synthesize the final creative project to include an annotated bibliography or project

### Required Readings

Research/Project in Information Systems and Technology

### Assignments

- Submit Final Creative Project

### Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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## Week 16: Project in Information Systems and Technology

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### Learning Outcomes

- Apply the theory, concepts and skills developed in core courses
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Demonstrate subject matter depth in the applicable concentration

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## Required Readings

Research/Project in Information Systems and Technology

## Assignments

- Complete and submit your Final Blog or Webinar
- Participate in the Week 16 Discussion

## Recommended Optional Reading

Hughes, M. A., & Hayhoe, G. F. (2010). *A Research Primer for Technical Communication: Methods, Exemplars, and Analyses*. New York, NY: Routledge Taylor and Francis Group. ISBN: 0-8058-6335-4 / 9780805863352.

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Reference: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (current edition). Washington, DC: Author. ISBN: 1-4338-0561-8

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## Evaluation

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. Contact will consist of professor notes, discussion interaction, and email feedback. The method of discussion will be on-line related to issues concerning discussion assignments, assignments, and the creative project.

## TEXTBOOK READINGS

There is no textbook for this course, although you are encouraged to review books from previous courses in your program, such as your Research Methods course. Also, review the assigned support materials for this course!

## WRITING EXPECTATIONS

This course has a strong writing component. The goal is to organize, synthesize, and demonstrate your comprehension of core concepts investigated during this course by applying a combination of the terms, concepts, and details you have learned in a systematic way. As important as "the details" that you analyze and arrange in your writing, are the conclusions you draw from those details, and your predictions, responses to, and ultimate interpretation of those details.

**NOTE: We will use the sixth edition of the American Psychological Association's Publication Manual for ALL of the class writing and formatting styles. If you do not already have the book, it is wise to get a copy ASAP.**

All written submissions should be submitted in Times New Roman/12 size font and page set-up that is readable and neat. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).

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- 12-point font and Times New Roman styles.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being

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made for special situations and online submission variances.

Please note that Wikipedia is NOT an acceptable source for use in your academic writing at APUS, due to the fact that it is open for editing by anyone and is not guaranteed to be reviewed for accuracy. Use your judgment when choosing sources and try to stick with articles and websites from reputable organizations that are likely to be accurate and authoritative, rather than blogs and wikis that are subjective in nature.

All weekly written assignments will be assessed according to the provided rubric. Note that a score of 0 may be assigned in any category where your work does not meet the criteria for the beginning level.

## DISCUSSION

The Discussion assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Discussion provides maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

*Discussion Timing:* For the discussion, you must post your work by midnight on **Wednesday**, continue to follow your classmates' posts for the remainder of the week, and post the follow-up peer responses prior to midnight on **Sunday, except for week one**. Your follow-up posts can add additional insight to a classmate's opinions or can challenge their opinions. Use examples from the readings, or from your own research, to support your access, as appropriate. Be sure to read the follow-up posts to your own posts and reply to any questions or requests for clarification. You are encouraged to conduct research and use other sources to support your answers.

*Required Participation:* Please keep in mind that the discussion assignments require you to make at least 1 post to the discussion and also respond to at least 2 peers' posts. Please be advised that there will be point deductions if you do not comply with these requirements of the assignment. Each one of you will have a different and unique experience that we can all learn from. Your participation in the Discussions unleashes the power of synergy in our classroom. To facilitate this interaction, please be prompt when posting your discussion work for each week; this provides time for the others to actively engage in the dialogue. For practical reasons, when you respond to other learners' posts, please start your response by referencing their name. I will read and grade your participation by reading the discussion. There is no need to also post your discussion work in the assignments area of the classroom. Refer to the discussion and the syllabus for more details on grading.

This course requires disciplined independent practice and individual completion of assignments. Although Distance Learning provides you with a flexible schedule to meet your professional, personal, and academic responsibilities, you are expected to follow the student course guide and submit assignments on time and on schedule. Unless otherwise arranged, all accepted late weekly assignments will lose **5% per day late** – and late creative project will lose at least one full letter grade. **No** credit will be given for any work submitted more than 7 days late. All work must be submitted by the end of the class session. As adults, students, and working professionals you have competing demands for your time. Should you need additional time to complete an assignment, please contact me before the due date, so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade. Again, assignments submitted late without a prearranged extension will be subject to penalty of **5% per day late**, and **no** credit will be given for any work submitted more than 7 days past the assignment's due date. **No late assignments will be accepted after the last day of the course.**

## TOPIC/TABLE OF CONTENTS (APPENDIX 9: SAMPLE OF A TABLE OF CONTENTS)

**Topic and Table of Contents** are due at the end of **Week 2**. Please review Appendix 9 - Sample Page of a Table of Contents.

- For week two, submit the Topic and the Table of Contents.
- Submit a similar document as illustrated in Appendix 9 in the Capstone Manual.

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## **FORMAL PROPOSAL (MASTER'S CAPSTONE: CREATIVE PROJECT)**

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**A formal proposal** is due at the end of **Week 3**. By this time, you would have selected a topic and provided a proposal outline for your creative project of which must align with your core subject area (**remember you may only complete a creative project in this course regardless of what other options are listed in the Capstone Manual**). Please use the **Capstone Manual** and **guidance provided in the classroom for assistance**.

The formal proposal must provide a clear and lucid description of your questions, project or problem and a proposed method of answering the questions, addressing the project or solving the problem. Proposal drafting is considered a learning process and helps you avoid oversights and possible mistakes; so you may send me a draft before going final. Guidance on the format of the proposal and a sample proposal are contained in the **Capstone Manual** provided. The proposal should explain the question, project, or problem to be investigated and convince the professor that the question, project or problem merits investigation. It should show that you have read the relevant and recent literature on the subject and it should contain a list of materials consulted during the preliminary stages of your project.

In general, the creative project proposal should include background information related to the project, purpose of the project, and **investigatory procedures** to be used. The formal proposal should **not exceed five (5) pages** (proposal title page not included). When the proposed project involves the study of human subjects and/or animals, such as a survey or interview, an **Institutional Review Board review and approval of the proposed research is required**. Please visit [IRB Research](#) for more guidance—this process takes about a month to complete. Once your proposal is approved, you will work closely with your professor as you develop and address your topic.

### **Creative Project Introduction (See Creative Project of the Capstone Manual)**

**An Introduction is due at the end of Week 5.**

**The creative project** is expected to contain the following elements in the introduction:

- Provide a clear and lucid description of the creative project including the goal and intent of the project.
- Provide a weekly schedule and objectives for the work to be completed in 16 weeks
- Provide a sponsor who will sign and validate the work

Similarly, the introduction identifies your specific creative project and sets the general context for it.

### **Creative Project Design (See the Capstone Manual)**

**Project Design is due at the end of Week 7:**

This section describes the design of the applied/creative project and situates the project within an issue, question, or problem within the discipline.

- Discuss how the project questions, contradicts, or reinforces existing theoretical knowledge relative to the student's professional practice and/or discipline.
- Introduces a critical lens or theoretical framework that informs the project, including appropriate citations and context for this framework.
- Describes the expected contribution of the project to knowledge or professional practice within the discipline.
- Discuss the limitations of the project's scope and generalizability.

### **Creative Project Literature Review (See Capstone Manual)**

**A 25 page literature review is due at the end of Week 8.** The focus is on how the creative project

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experience fits into the discipline. Specifically, it introduces the project and places it in a larger context that includes a discussion of how this experience helps the student meet the program objectives. It provides the

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current state of accumulated knowledge as it relates to the project.

- Describe how completing this project is consistent with the course of study.
- Articulate the objectives you hope to achieve through the completion of this project.
- Provide a short conclusion and transition to the next section.

To help you meet your final paper requirement. Please review the rubric and **Capstone Manual** for more specific guidelines on expectations; however, please note you are to provide comprehensive analysis of details, facts, and concepts in a logical sequence. You should demonstrate a higher- level of critical thinking necessary for 800-1000 level work. You are to provide well-supported ideas and reflection with a variety of current and/or world access in the assignment. You are expected to present a genuine intellectual development of ideas throughout assignment. You should thoroughly understand and excel in explaining all major points. An original, unique, and/or imaginative approach to overall ideas, concepts, and findings is required. Overall format of assignment needs to include an appropriate introduction (or abstract), well- developed paragraphs, and conclusion. Finished assignment demonstrates your ability to plan and organize research in a logical sequence. **You are expected to use at least of 25 or more references in your literature review.**

## DRAFT CREATIVE PROJECT

Draft **Research Paper or Project** is at the end of **Week 13**. Please use the guidance in the **Capstone Manual**. The coordinating process requires consistent communication with you to ensure adequate feedback on draft paper on project. You are encouraged ask other faculty, professionals and leaders in your field of study to read and provide feedback on draft sections of your major research paper or project where these faculty members and professionals may have special expertise.

## FINAL CREATIVE PROJECT

Your final project is due at the end of **Week 15**. This will include the requirements of the **Capstone Manual**. Again, please use the **guidance** in the **Capstone Manual** in the classroom for this assignment. You need to provide a minimum of **25 references** to support your **final creative project**.

## FINAL PROJECT BLOG/WEBINAR (Check with your professor about the specifics for webinar presentation)

Now that you have completed your creative project, you are required to write a 500 words blog by the end of **Week 16** of your paper and submit for grading. Depending on the quality of your blog, we publish it to the <http://www.apus.edu/ctl/students/gradstudies/resources.htm> **website** and other publically associated websites. You will get an opportunity to note the publication on your resume and contribute to the intellectual development of the discipline. Below is the requirement for the blog:

### Guidelines for blogging:

- Aim for a max of 500 words. It's OK to go over this amount, but keep it concise and to the point.
- Include a 50 word bio for each post that includes the author's education and professional background as it relates to the content.
- Write in short, declarative paragraphs. Do not use APA style and avoid being overly formal in the narrative.
- Keep the tone of the piece conversational and write to the general public, or a prospective student who may be new to higher education. Personalize the discussion. If you're an expert in this area, write in first person narrative and be specific in your examples.
- Language should be compelling, with a tone of authority and academia. Cite any reference works, and make sure the content is universally understandable. If you're using statistics, format them into bulleted lists in order to break up the content.
- Focus on timely subjects. It's more compelling to readers if you discuss topical issues related to your program such as technical innovations, controversial issues, or new career paths. This helps to convey our focus on providing relevant, forward thinking education.

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- **Be comprehensive.** If you're introducing an idea, or initiative write from beginning to end. Narrate the post with a purpose, and leave the reader with something to think

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## Submission Instructions for Webinar

- Use the provided slides as guidance
  - You may use images from sites such as [FreeDigitalPhotos](#)
  - Do not crowd your slides
  - You will present the 30 minutes Webinar Saturday of WK16, starting at 4PM ET (coordinate with your professor)
  - Exercise professionalism
- Submit the slides for grading and present in a webinar format for 50% of your grade!

## Original Work

All work submitted must be original work. Incidents of academic dishonesty will result in you failing the assignment, and repeat incidents will result in failing the course. I check assignment regularly for incidents of academic dishonesty. Please read and understand the University policy on academic dishonesty. You must credit your sources and provide the appropriate references on your assignments.

**Course Requirements:** Your final grade will be based on the following course requirements and percentages:

## Grading:

Name	Grade %
Discussions	20.00 %
Week 1: Introduce Yourself	3.33 %
Week 2: IRB & Creative Project Topic	3.33 %
Week 4: Formal Proposal	3.33 %
Week 5: Literature Review	3.33 %
Week 9: Project Component of the Paper	3.33 %
Week 16: Conferences and Publication	3.33 %
Assignments	80.00 %
Assignment 1: WK2 Topic Table of Contents	5.00 %
Assignment 2: WK3 Formal Proposal	5.00 %
Assignment 3: WK5 Creative Project Introduction	5.00 %
Assignment 4: WK7 Creative Project Design	5.00 %
Assignment 5: WK8 Literature Review	20.00 %
Assignment 6: WK 13 Draft Creative Project	10.00 %
Assignment 7: WK15 Final Creative Project	25.00 %
Assignment 8: WK16 Final Paper Blog/Webinar	5.00 %

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## Materials

**Book Title:** Research Primer for Technical Communication - eBook available in the APUS Online Library

**Author:** Hughes

**Publication Info:** Lawrence Erlbaum Associates, Inc

**ISBN:** 9780805863352

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**Book Title:** Publication Manual of the American Psychological Association, 7th ed.

**Author:** American Psychological Association

**Publication Info:** APA

**ISBN:** 9781433832161

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**Book Title:** Research Methodology: A Step-by-Step Guide for Beginners, 4th ed.

**Author:** Ranjit Kumar

**Publication Info:** Sage

**ISBN:** 9781446269978

**Websites:** In addition to the resources the following links are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note Web site addresses are subject to change.

Site Name	Website URL/Address
What is the APA Style and When Should I Use It?	<a href="http://www.apus.edu/Online-Library/tutorials/apa.htm">http://www.apus.edu/Online-Library/tutorials/apa.htm</a>
Turnitin: Plagiarism Prevention Software	<a href="http://www.apus.edu/Online-Library/tutorials/index.htm#turnitin">http://www.apus.edu/Online-Library/tutorials/index.htm#turnitin</a>
College Research Writing	<a href="http://www.apus.edu/Online-Library/tutorials/writing.htm">http://www.apus.edu/Online-Library/tutorials/writing.htm</a>
Research Papers	<a href="http://www.apus.edu/Online-Library/tutorials/writing.htm#research_papers">http://www.apus.edu/Online-Library/tutorials/writing.htm#research_papers</a>

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## Course Guidelines

### Citation and Reference Style

- Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

### Tutoring

- [Tutor.com](http://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours\* of tutoring provided

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by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help.

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Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

## Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment.
- Generally speaking, late work may result in a deduction up to 15% of the grade for each day late, not to exceed 5 days.
- As a working adult I know your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

## Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

## 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. 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.

## Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc) See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

## Disclaimer Statement

- Course content may vary from the outline to meet the needs of this particular group.

## Communicating on the Discussion

- 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 substantive comments will receive credit. Although there is a final posting time after which the instructor will grade comments, it is not sufficient to wait until the last day to contribute your comments/questions on the discussion. The purpose of the discussions is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and hopefully important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

## Identity Verification & Live Proctoring

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- Faculty may require students to provide proof of identity when submitting assignments or completing

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assessments in this course. Verification may be in the form of a photograph and/or video of the student's face together with a valid photo ID, depending on the assignment format.

- Faculty may require live proctoring when completing assessments in this course. Proctoring may include identity verification and continuous monitoring of the student by webcam and microphone during testing.
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## 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.