Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
CLED 489
CAPSTONE SEMINAR

COURSE DESCRIPTION
This required course will be completed in the final semester of the student’s degree program and will be based on the knowledge and skills acquired in earlier course work. The student will complete a capstone project developed through the concepts learned throughout the program allowing them to showcase their leadership skills and understanding of the structure and culture of an organization.

RATIONALE
The purpose of the capstone course is to guide the student in synthesizing and integrating his/her knowledge and understanding of Christian leadership and management into a final project. The course is to be taken in the final semester of the student’s program to allow for a full incorporation of all prior course work. The course allows for the student to showcase his/her leadership and management skills.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Apply concepts from courses within his/her major toward the completion of a capstone project.
B. Develop a personal philosophy of leadership and statement of purpose.
C. Display understanding of practical aspects of leadership and organizational dynamics.
D. Apply biblical principles to personal leadership and organizational structure.
E. Demonstrate understanding of leadership and management philosophies.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings and lecture presentations
B. Course Requirements Checklist
   After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (5)
   The student is required to create a thread in response to the provided prompt for each forum. Each thread must be 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 1 other classmates’ thread. Each reply must be 150 words.
D. Capstone Project
   The student will write a 10–12-page research-based paper in current Turabian format that focuses on organizational planning. The paper will include a thesis statement and outline, rough draft, and final submission. The final submission must include at least 10 scholarly, peer-reviewed sources in addition to the course textbooks and the Bible. The rough draft and final submission will be submitted through SafeAssign.
E. Exam
   The exam will cover the readings in the Lencioni textbook for Modules/Weeks 1–5. The exam will be open-book/open-notes, contain 50 multiple-choice and true/false questions, and have a 2-hour time limit.

VI. COURSE GRADING AND POLICIES
A. Points
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (5 at 60 pts ea)</td>
<td>300</td>
</tr>
<tr>
<td>Capstone Project</td>
<td></td>
</tr>
<tr>
<td>Thesis Statement and Outline</td>
<td>100</td>
</tr>
<tr>
<td>Rough Draft</td>
<td>100</td>
</tr>
<tr>
<td>Final Submission</td>
<td>400</td>
</tr>
<tr>
<td>Exam (Modules 1–5)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
</table>
B. Scale
   A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599
C. Late Assignment Policy
   If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.
Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# Course Schedule

**CLED 489**

Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (current)

<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lencioni: Selected Terms 2 presentations 1 website</td>
<td>Course Requirements Checklist Class Introductions DB Forum 1</td>
<td>10 0 60</td>
</tr>
<tr>
<td>2</td>
<td>Lencioni: Selected Terms 1 presentation</td>
<td>DB Forum 2</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>Lencioni: Selected Terms 3 presentations</td>
<td>DB Forum 3</td>
<td>60</td>
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<tr>
<td>4</td>
<td>Lencioni: Selected Terms 1 presentation 1 website</td>
<td>DB Forum 4</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>Lencioni: Selected Terms 1 presentation</td>
<td>DB Forum 5 Exam</td>
<td>60 100</td>
</tr>
<tr>
<td>6</td>
<td>1 presentation 1 website</td>
<td>Capstone Project – Thesis Statement and Outline</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Turabian: Selected Terms</td>
<td>Capstone Project – Rough Draft</td>
<td>100</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Capstone Project – Final Submission</td>
<td>400</td>
</tr>
</tbody>
</table>

**Total** 1010

DB = Discussion Board

**NOTE:** Each course week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.