Graduate Course Syllabus

HEA 690: Capstone in Higher Education
Center: Online

Course Prerequisites

HEA-620, HEA-630, and Senior Standing (30 Credits or More)

Course Description

This capstone course is the culminating experience for the M.S. in Higher Education Administration program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

Course Outcomes

- Design, develop, and implement innovative strategies based on empirically derived data and research to address the challenges facing higher education which further an institution's mission, vision, and goals
- Apply empirical research methodologies to evaluate program effectiveness that address underrepresented needs of the increasingly diverse college student population
- Critically evaluate the historic and social context of higher education for its reciprocity between institutional, local, and national policy
- Utilize compliance, regulatory, and accreditation standards to inform institutional decision making
- Apply strategies for facilitating effective communication, collaboration, and data-based continuous improvement as an administrator across institutional units
- Apply empirically based financial management skills related to budgeting, resource allocation, and funding to support an institution's strategic goals

Required Materials

Your class interaction with the instructor and your classmates will take place in Brightspace on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions Topic in Brightspace so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the

instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	10	8	80
Capstone Project			
Milestone One	1	25	25
Milestone Two	1	30	30
Milestone Three	1	30	30
Milestone Four	1	35	35
Final Submission	1	800	800
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

Grade	Numerical Equivalent	Points
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
I	Incomplete	
IF	Incomplete/Failure *	
W	Withdrawn	

* Please refer to the policy page for information on the incomplete grade process.

Grading Guides
Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule
All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and

discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Who Are We? Institutional Mission & the Carnegie Classifications 1-1 Discussion: Carnegie Classifications 1-2 Final Project: Review (Non-Graded)
2	Challenges Facing Higher Education: Making a Case for Change 2-1 Discussion: SNHU's Case for Change 2-2 Milestone One: Overview of Institution and Analysis of Need
3	The Solution: Designing and Developing Comprehensive Strategies and Action Plans 3-1 Discussion: Budgeting for Change 3-2 Blog: Capstone Project Check-in (Non-Graded)
4	Managing Change: The Hardest Part! 4-1 Discussion: Barriers to Change 4-2 Milestone Two: Action Plan
5	Communicating Change: The Other Hardest Part! 5-1 Discussion: Communicating Change: Promoting Engagement and Collaboration 5-2 Milestone Three: Approach to Change
6	Ensuring Compliance 6-1 Discussion: The Costs and Benefits of Compliance During Change 6-2 Blog: Capstone Project Check-in (Non-Graded)
7	Evaluating Effectiveness 7-1 Discussion: Program Evaluation 7-2 Milestone Four: Evaluation and Communication Plans
8	Continuing Improvement 8-1 Discussion: Sustaining Change and Improvement Over Time 8-2 Begin Work: Presentation (Non-Graded) 8-3 Blog: Capstone Project Check-in (Non-Graded)
9	Looking Forward: Higher Education as an Industry 9-1 Discussion: Higher Education 2.0 9-2 Capstone Submission: Components 1 and 2
10	Looking Forward: All You! 10-1 Discussion: Professional Reflection 10-2 Blog: Conference Proposal (Non-Graded)

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the full attendance policy.

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor

feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the full late assignment policy.

SNHU College of Online and Continuing Education Student Handbook

Review the student handbook.

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:
Online Accessibility Center
Phone: 866-305-9430
Email: oac@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the Online Accessibility Center website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the Disability Services webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the full academic honesty policy.

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the full copyright policy.

SNHU College of Online and Continuing Education Withdrawal Policy

Review the full withdrawal policy.

Southern New Hampshire University Policies

More information about SNHU policies can be found on the policy page.

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.