



## **ENGL 499C: Capstone Seminar in English**

Thanks to Professor Marlon Dempster for the original syllabus text & course design.

This course is designed to serve as a summative, integrative seminar for graduating seniors. It particularly is intended to assist students in integrating the multifaceted aspects of their educational experience with their short- and long-term life goals. In addition to discussing assigned readings on literature and the Christian faith, Students serve as the editorial board for the university's literary journal. This course fulfills the Core Curriculum Capstone requirement for English majors.

An important part of student's time at Vanguard is reflection. It is important for students to leave the campus with confidence that they take with them skills needed for their professions and have found the maturity and spiritual insight to work in professional environments. The English Capstone Seminar therefore reviews student skill sets and experience offering students vehicle to express their final accomplishments: the student journal publication, *Synecdoche* and a terminal reflective writing assignment.

**The *Synecdoche* Editorial Board (25%)** produces *Synecdoche: The Literary Journal of Vanguard University*. They will not only have much autonomy in the journal's publication but also have much opportunity to learn about editing, cooperative work environs, self-assessment tools, and marketing of such a journal. The journal's process can teach students much about their future career roles, from high school teachers overseeing their school's newspaper or annual, graduate students reading book reviews or sending out work for publication, to internships or staff positions as editors. So far, former board members have enjoyed success landing editing work and entering graduate programs in part due to their work on the journal. Thus, the tradition of hands-on work is pivotal. To that end, students will review position descriptions, create rubric for self-assessments of those tasks, and elect members to the editorial staff. They will call for papers, creative work, photography and art from the student body and alumni. They will visit professors from all departments soliciting student work. They will meet with faculty to cultivate student work, make announcements in classes and faculty meetings. Lastly, they will market and sell the journal to raise funds for the next capstone class, so that *Synecdoche* can continue. In short, those participating in the production of *Synecdoche* will begin work right away and will change roles from students to editorial staff: all will realize how important their role is to the whole process of the journal.

In addition to producing the journal for its release, capstone members will also be working to finish their **English Program Portfolios** and write their **Capstone Integrative Paper**.

**English Program Portfolios (50%)** provide a capstone member with a tangible form of their work produced while an English Major. The Portfolio contains all student papers, materials from conferences attended and other materials related to the emphasis of the major. The portfolio will have a letter that opens and introduces the materials, characterizes the experience of class work including emphasis, and discusses the future plans of the candidate for graduation (for greater detail, see the **English Program Portfolio Rubric** and **Portfolio Table of Contents** in the English Advising Handbook @ <http://www.vanguard.edu/english>).

**The Capstone Integrative Paper** is a five-to-seven page discussion of what the capstone member has learned while at Vanguard. The work should include specific examples of where the student started

when she or he arrived at Vanguard and where they feel they are now. Students also have freedom to suggest avenues for improvements to the English Department or what should remain intact. To quote the rubric that will be used to assess the paper, an excellent Integrative Paper will, “articulate rich & insightful summative self-evaluation of learning in the English program. Appropriate application of academic background and experience to future goals. Superbly written. Career plan shows focus, goal-setting, and personal discipline in both short-term and long-range planning. Applies the expectations of grad schools/professional fields.”

As a crowning achievement to cap their academic & spiritual journeys as Vanguard English majors, students will also design and present a miniature **Conference on Christianity and Literature (25%)**, participating as moderators, respondents, and presenters. The class will first design a conference topic & advertises the conference. Then students in groups of 3 to 4 will select a conference topics, design panel proposals, submit abstracts w/ 5-page papers, and finally present the papers on panel sessions at the conference. All Vanguard students and faculty are invited to attend the conference and participate in Q/A following each panel session.

### **Required Textbook**

*Literature through the Eyes of Faith* by Susan Gallagher & Roger Lundin

### **Course Requirements**

50% English Program Portfolio: Includes Capstone Integrative Paper

7 SLOs w/ paper revisions, integrative paper (includes career plan), Entrance/Exit Interview

25% *Synecdoche* – participation on editorial board & publication process

25% English Capstone Conference on Christianity & Literature

<http://www.pepperdine.edu/sponsored/ccl/>

- class designs a conference topic & advertises the conference
- students (groups of 3 to 4) write panel proposals (panel proposal is usually chair’s job)
- each student submits abstract & 5-pg paper
- assign moderators & respondents for each panel
- students present papers on panel sessions at conference

### **Required On-Line Readings**

**“The Pros of Being an English Major” by Jessica Valdez, Johns Hopkins Univ.**

<http://media.www.jhunewsletter.com/media/storage/paper932/news/2001/10/12/Opinions/The-Pros.Of.Being.An.English.Major-2247276.shtml>

**“What Can I Do with an English Major?” by University of Southern Mississippi**

<http://www.usm.edu/english/undergrad/EngMajor.html>

**“An English Major’s Secrets for Success” by Rose Doherty**

<http://www.csmonitor.com/2001/1114/p18s2-hfes.html>

<http://www.historians.org/perspectives/issues/2008/0810/0810pro2.cfm>

## Required On-Line Readings for Conference Preparation

### “How to Moderate a Panel Successfully”

<http://answers.google.com/answers/threadview/id/193887.html>

### “Tips on Enhancing Your Conference Presentation”

<http://www.depts.ttu.edu/honors/GPHC/PRESENTATION%20TIPS.doc>

### “Sample Conference Proposals”

<http://www.cgu.edu/pages/919.asp>

### “Writing Abstracts”

<http://www.unc.edu/depts/wcweb/handouts/abstracts.html>

### “Presenting Conference Papers in the Humanities”

<http://www.cgu.edu/pages/864.asp>

### “MLA Guidelines for Speakers and Session Organizers”

[http://www.mla.org/guidelines\\_for\\_speak](http://www.mla.org/guidelines_for_speak)

### “Everything you need to know about being a respondent . . .”

<http://www.historians.org/perspectives/issues/2008/0810/0810pro2.cfm>

## Additional Activities (co-curricular/optional)

- Graduate School Preparation Panel, Fall semester: all students invited
- Alumni Panel Session, Spring semester: all English majors 240/499, et al. invited

**Other Requirements:** Three unexcused absences will result in a failing grade. Excused absences require documentation such as a physician’s letter, a funeral program, a letter from a parent, or an announcement of extra-curricular events in the Provost’s Bulletin. Early departures and tardies will adversely affect a borderline final course grade. If you miss class, you are responsible for finding out what happened in class (handouts, notes, and such) from a classmate. Plagiarized writing, a form of theft, receives an “F.” Late work is dropped 1/3 per letter grade per day overdue.

**Letter Grades:** A (94 and above); A – (90 to 93); B+ (87 to 89); B (83 to 86); B – (80 to 82); C+ (77 to 79); C (73 to 76); C – (70 to 72); D+ (67 to 69); D (63 to 66); D – (60 to 62); F+ (57 to 59); F (53 to 56); F – (50 to 52 and below)



Every good and perfect gift is from above, coming down from the Father of the heavenly lights, who does not change like shifting shadows. (NIV, James 1.17)



## Schedule of Activities for English Capstone

### **JAN 11 Week One** INTRODUCTION & Welcome to Senior English Capstone

- >Managing Editor sorts inbox submissions, creates duplicate saved files, blinds duplicate submissions (ongoing)
- >Managing Editor e-sorts Art, Creative, & Critical Works (ongoing)
- >Editorial Board visits classes & depts. to solicit papers (Jan. 11 until week of deadline)

>Is there a Photoshop expert in Capstone class?

>If no Photoshop expert is available, Production Editor downloads free “Serif Basic Editor”

<http://www.freeserifsoftware.com/> Note: 300 dpi required for all pictures (crisper resolution)

>Elect editors, officers, committees

### **JAN 18 MARTIN LUTHER KING, JR. HOLIDAY – NO CLASS**

### **JAN 25 Week Two** Part I & Part 2, Literature thru Eyes of Faith

- >Works Committees & Editors design rubric to evaluate, deliberate & select submissions

### **FEB 1 Week Three** Part 3, Literature thru Eyes of Faith / Integrative Paper Guidelines

### **FEB 8 Week Four** Conference Preparation – Discuss Panel Sessions & Start Researching

- >Creative Committee, Scholarly Committee, and Photography Committee rank submissions, weed out unaccepted submissions based on designed rubrics

### **FEB 15 PRESIDENT’S DAY HOLIDAY – NO CLASS**

### **FEB 22 Week Five** CONFERENCE PANEL PROPOSALS & ABSTRACTS DUE

- >Faculty advisor receives full list of ranked selected works (unblinded by Managing Editor)
- >Editorial Board also submits list of five finalists each for Synecdoche Prizes (Creative, Critical, Art)
- >English Dept. Faculty (as Faculty Judging Panel) choose award winners from finalists
- >Chief Editor’s introduction due

### **MAR 1 Week Six** Career Plans, on-line readings / Grad School Preparation & Ref. Letters

- >Layout & Proofing Due (Managing Editor, Production Editors, Works Committees, faculty advisor)
- >Everyone must proofread carefully!
- >Photo Editor photographs 499 class for back cover .jpg

### **MAR 8 Week Seven** ALUMNI PANELIST SESSION – CAREERS

- >Final Synecdoche Layout Due (Word document “guts;” table of contents w/o pagination)
- >Production Editor & Editor in Chief format the journal in “book format” of Word
- >Photo Editor: Photoshop the cover .jpg

>Submit Final Synecdoche to Printing Shop on Flash Drive

.jpgs of spine, front cover, back cover, & Word doc. “guts”

### **MAR 15 SPRING BREAK – NO CLASS**

### **MAR 22 Week Eight** Present CAREER PLANS

- >Production Editor will coordinate the party planning: student readings from journal, Synecdoche awards, English dept. awards presentations; cake, punch, finger foods
- >Production Editor will coordinate with Sigma Tau Delta for induction ceremony during Synecdoche Party
- >Production Editor prepares PPT slideshow of all art submissions & arranges free live music (optional)

**MAR 29 Week Nine** Share Progress on Program Portfolios, Integrative Papers

**APR 5 Week Ten** CONFERENCE PAPERS DUE FOR WORKSHOPPING

**APR 12 Week Eleven** Individual Appointments with Exit Interview, feedback on Career Plans

Synecdoche Party

**APR 19 Week Twelve** MOCK CONFERENCE PRACTICE (VOLUNTEERS)

**APR 26 Week Thirteen**

ENGLISH CAPSTONE CONFERENCE ON CHRISTIANITY & LITERATURE

**MAY 3 FINALS WEEK: English Program Portfolio Due, May 3<sup>rd</sup> by 12 noon**



**CONGRATULATIONS, SENIORS!**



## *SYNECDOCHE* Editorial Positions

**Editor in Chief (CE):** Responsible for the editorial aspects of publication.

Provide team with production schedule, checking schedule progress at every meeting and providing minutes to the sponsoring professor (Professor Dempster) and Production Editor for records.

Coordinate all committees, emailing updates weekly.

Work on soliciting submissions by writing to the alumni for possible submissions and/or donations to *Synecdoche*.

Discuss editing criteria for the 2009 publication.

Works to find local sponsors (offering advertising space in journal).

Coordinate a second editing process when final picks show a conflict of interest (editor's submission included).

Contact Guest Editor (Professor Warren Doody) to introduce yourself, as "Editor in Chief." Notify him of the estimated timetable: when he will receive the five best creative and scholarly written works, and photographs/art work for review to assign awards. Provide him with context (past issues) and notify him when to supply you with an "Introduction to Issue."

Writes "About [the Guest Editor]."

Formally announces solicitation of submissions at general meeting of the faculty.

Responsible for last edit and overall product review.

Contact key administration and faculty personally to invite them to the party. Introduction at *Synecdoche* publication party.

Coordinate the submissions selections electronically to provide blind submissions to editorial teams by assigning a number that can be cross-referenced to the name. (Requires e-mail access and Microsoft Word)

Coordinate electronic copies of accepted pieces for the editorial teams to editing and check for plagiarism. Provide edited submissions to the Production Editor and top five to Prof. Doody.

Coordinates Guest Editor Honorarium and obtains checks from the English Department for the winners to award them at the party.

**Creative Works Editor (CWE):** Determines Creative content.

Work on soliciting submissions.

Works to find local sponsors (offering advertising space in journal).

Work with your committee to create a process for reviewing, editing, and accepting works for publication based on article length and content, selecting top five for Guest Editor to review for awards.

Proof selected works for grammar, format, and plagiarism. Send to Managing Editor.

Coordinates the Creative Works Committee.

Send out acceptance and denial notices to those who submitted.

Responsible for last edit and overall review of creative works before submitting to Editor in Chief.

Work on selling journals.

**Scholarly Works Editor (SWE):** Determines Scholarly content.

Work on soliciting submissions.

Works to find local sponsors (offering advertising space in journal).

Work with your committee to create a process for reviewing, editing, and accepting works for publication based on article length and content, selecting top five for Guest Editor to review for awards.

Proof selected works for grammar, format, and plagiarism. Send to Editor in Chief.

Coordinates the Scholarly Works Committee.

Send out acceptance and denial notices to those who submitted.

Responsible for last edit and overall review of scholarly works before submitting to Editor in Chief.

Work on selling journals.

**Art/Production Editor (APE):** Determines Art content.

Oversees the transition from the editorial process to actual production of the journal. Handles logistics of finished product until end of class. (Helpful to have Photoshop)

Work on soliciting submissions. Works to find local sponsors (offering advertising space in journal).

Work with your committee to create a process for reviewing, editing, and accepting works for publication based on artistic criteria, selecting top five for Guest Editor to review for awards.

Proof selected artwork for correct format.

Provides Editor in Chief with electronic copy of accepted art submissions.

Work on selling journals.

Works with Marketing Team on possible local advertisers and their layouts (logos).

Collects artwork, formats cover of journal with winning art piece, places the other accepted art work in void (pages left blank due to formatting) pages of journal.

Collects written work from Editors, checking for correct format, and creates Table of Contents.

Coordinate the *Synecdoche* party. This includes invitations, marketing, facility booking, and theme. In the past, there has been coordination between Sigma Tau Delta, the English Department, and *Synecdoche* to combine parties to bring in a bigger crowd and pool funds.

Collect and document process of *Synecdoche* 2009. This includes collecting minutes from the Editor in Chief and advertising material from the Marketing Editor.

**Marketing Editor (MkE):** Responsible for solicitation of submissions and marketing the journal. (Helpful to have Photoshop)

Work on soliciting submissions.

Works to find local sponsors (offering advertising space in journal).

Come up with ideas to solicit submissions and assign jobs to editorial staff.

Contact possible local advertisers (e.g., Wahoo Fish Taco) to sell ad space.

Contact Founders Bookstore (Joe, extension 4715) to set up a prominent display for the journal and make journal available during Grad Week Sale.

Come up with ideas to market journal on and off campus. (Same idea for solicitation of submission.)

Set up MySpace/Facebook for *Synecdoche*

Create entry for Wikipedia.

Coordinate with Editor in Chief marketing sales of the journal along with advertising for the party.

Handles journal delivery and coordinates sales of journal with Dawn, English Department Secretary.

Handles journal sales at the *Synecdoche* party.

## EDITORIAL BOARD ASSIGNMENTS

**Sponsoring Professor (Faculty Advisor):** \_\_\_\_\_

**Editor-In-Chief:** \_\_\_\_\_

**Creative Works Editor:** \_\_\_\_\_

**Creative Works Committee:** \_\_\_\_\_

**Scholarly Works Editor:** \_\_\_\_\_

**Scholarly Works Committee:** \_\_\_\_\_

**Art/Production Editor:** \_\_\_\_\_

**Marketing Editor:** \_\_\_\_\_

### **Assign Solicitation for Submissions Projects**

- Newspaper Article/Advertising
- Notice on the home page on Vanguard site: "Today at VU"
- Chapel Announcement &
- Present at Faculty Meeting Editor in Chief
- Put Up Posters &
- Put Stands on Lunch Tables &
- Put Flyers in Mailboxes &
- Set up E-mail Campaign: Marketing Team

□ Ask faculty in school assigned for names of students who would be candidates for submission and time to visit their Junior & Senior level classrooms to give a five minute speech requesting Synecdoche submissions:

- English
- Psychology
- Sociology
- Anthropology
- History
- Theater
- Communication
- Music
- Art
- Religion
- Business
- Science, Math, and Kinesiology
- Education

□ Ask your professors for names of students who would be candidates for submission and e-mail those students asking them to submit. Everyone

- Remind your friends & submit yourself.

### **Evaluation Criteria for Editing (Basic Rubric - Sample)**

#### **\*Prose**

1. Scholarly merit (reasonable articulation).
2. Engaging style (voice).
3. Expected conventions (organized format and clear arrangement).
4. Accuracy and authenticity (footnotes, bibliography, index, etc).
5. Illustrations (if applicable)

#### **\*Fiction**

1. Literary subject (whether modern or postmodern).
2. Style and technique.
3. “Originality” (or if postmodern, pastiche, parody, aleatory design).