



COURSE OUTLINE		
TERM: Summer 2025	COURSE NO: CAPS 499	
INSTRUCTOR:	COURSE TITLE: Degree Portfolio	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Líl'wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories we work, teach, and learn.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES

90 credits of 100-level or higher coursework

CALENDAR DESCRIPTION

This capstone course is a culminating undergraduate experience that invites students to reflect upon, integrate, and synthesize the knowledge, skills, and values acquired during their academic studies and to prepare for graduation and beyond. Students will create learning or showcase portfolios for a purpose and audience of their own choosing. During this process, students will select, revise and prepare one scholarly essay, research project or creative project completed as part of their coursework for publication on their digital portfolio.

COURSE NOTE

CAPS 499 is an approved Capstone course for Cap Core requirements. Students are strongly encouraged to take this course during their final term of study.

REQUIRED TEXTS AND/OR RESOURCES

Reynolds, Nedra and Elizabeth Davis. *Portfolio Keeping: A Guide for Students*. 3rd edition. Bedford St. Martins.

Additional weekly readings will be available via the course website – e.g. articles on reflection, revision strategies, digital identity formation, best practices for web design, universal design principles, etc.

Digital portfolio – e.g. a site hosted on eportfolios.capilanou.ca or a platform of the student's choice (e.g. Squarespace, Wix, Weebly, etc.).

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Critically reflect on what they have learned and accomplished in their undergraduate studies, including specific program(s) of study – e.g. Major, Double Major, Major-Minor, Double Minor, etc.
2. Explore the cultural, social, and ethical impact of their studies on local and/or global communities, daily life, and/or on future professional and/or academic goals.
3. Revise a piece of academic or creative work for publication.
4. Communicate and share their final program reflections and academic work in a digital portfolio designed for a purpose and audience of their choice.

Students who complete this Capstone course will be able to do the following:

1. Identify a topic of inquiry or practice.
2. Gather and organize relevant research materials.
3. Evaluate, synthesize, and apply research findings.
4. Share findings or results in a means appropriate to a field of study.

COURSE CONTENT

Week	Topics
W1	Introduction to Course
W2	Folio Thinking: Stocktaking and Selecting
W3	Folio Thinking: Purpose, Focus, and Audience
W4	Folio Thinking: Selecting, Reflecting, and Synthesizing
W5	Folio Thinking: Selecting, Reflecting, and Synthesizing
W6	Choosing Your Showcase Project
W7	Project Revisions

W8	Project Revisions
W9	Project Revisions
W10	Workshopping Your Project
W11	Preparing Your Project for Publication
W12	Workshopping Your Capstone Portfolio
W13	Sharing Your Portfolio
W14	Final exam period
W15	Final exam period

EVALUATION PROFILE

Assignments	Course Learning Outcomes	CapCore Learning Outcomes	Value
Reflections Guided reflections on assigned readings and in-class activities & workshops.	1, 2 & 4	1	20%
Capstone Project Select, revise and prepare one scholarly essay, research project or creative project completed as part of your coursework for publication on your ePortfolio.*	3 & 4	1, 2, 3 & 4	35%
Portfolio Revise and expand your portfolio to reflect and showcase the knowledge, skills, and values acquired within your program(s) (e.g. Major, Joint Major, Double Major, or Double Minor and BA/BSc degree requirements) for an external audience of your choice.	1, 2, 3 & 4	1, 2, 3 & 4	35%
Collegiality Participation in in-class discussion, peer review activities, and other related in-class activities.	1 & 2		10%

* Students are strongly encouraged to present their revised work in public forums, including the University's annual Student Research Symposium and/or undergraduate journals such as the *Canadian Journal for Undergraduate Research*.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class in support of course-related activities – e.g. notetaking, accessing library databases, and research.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students’ Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.