

Course Syllabus and Policy Requirement Statement

In order to access your course materials, you must agree to the following, by clicking the "Mark Reviewed" button below.

By checking the "Mark Reviewed" link below, you are indicating the following:

- You have read, understood, and will comply with the policies and procedures listed in the class syllabus, and that you have acquired the required textbook(s).
- You have read, understood, and will comply with class policies and procedures as specified in the online Student Handbook.
- You have read, understood, and will comply with computer and software requirements as specified with Browser Test.
- You have familiarize yourself with how to access course content in Blackboard using the Student Quick Reference Guide or CSS Student Orientation Course.

Course Description/Overview

This capstone course is designed for graduate students in the non-thesis option.

The course brings elements of previous courses together in order for students to demonstrate their ability to comprehend concepts, apply knowledge, arrange and assemble complex variables, and relate the impact of intelligence to policy decisions. This course affords students to more deeply research key intelligence questions and topics related to current and historical topics, cases and support to combat as a means to demonstrate their mastery of these intelligence-related topics. Graduate students analyze and critically evaluate beliefs and actions, and then develop and defend reasonable positions through the use of integrated examples and evidence. Students culminate their studies with an appreciation that a major aspect of policy making is well-analyzed intelligence appropriately tailored for the needs of consumers.

This concluding course, while it is indeed national security-focused with an emphasis on intelligence and analysis, may include material from other disciplines to include leadership, psychology, economics, and business. Federal intelligence professionals, charged to enhance foreign, domestic and homeland security, share many techniques and procedures with the law enforcement community. Protection of the critical infrastructure has drawn closer the links between federal agencies and private sector elements involved in information and cyber security, and counterintelligence and counter-espionage. Business executives and managers, whose organizational survival depends upon knowledge, seek competitive advantage in close coordination with their business intelligence systems. Leaders within political action groups, nongovernmental organizations, private volunteer organizations, and even places of worship must decide what to believe and then decide what to do in the day and age of news sources no longer being the source of actual news.

Any student intending to graduate at the end of this semester, and to use the paper they're intending to write as a byproduct of their research in this course, should anticipate working closely with their Graduate Advisory Committee to accomplish this. Consult the Angelo State University Academic Calendar for important and related events - and key, critical dates - and backwards plan accordingly. Doing this will necessitate completing research and finalizing any research paper long before the semester is over - this is something, again, to coordinate and finalize with the individual Graduate Advisory Committee. It is also outside and independent of ISSA 6380.

Course Objectives/Learning Outcome

Objectives: The objectives for this capstone course are based on the overall learning outcomes for the MSS program.

As a result of completing this course, the student will be able to:

- Comprehend principles associated with intelligence, security studies, and analysis.
- Apply principles associated with intelligence, security studies, and analysis to a specific topic.
- Articulate a clear research question or thesis statement.
- Identify existing body of relevant research.
- Conduct a simple literature review.
- Apply an applicable research methodology in support of a research subject.

- Arrange and assemble ideas, arguments, and points of view.
- Relate the impact of intelligence to policy decisions.

Recommended Texts and Materials:

Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & FitzGerald, W. T. (2016). *The Craft of Research* (Fourth edition). The University of Chicago Press.

Machi, L. A., & McEvoy, B. T. (2012). *The Literature Review: Six Steps to Success*. Third Edition. Thousand Oaks: Corwin.

The Chicago manual of style (Seventeenth edition). (2017). The University of Chicago Press.

Grading Policies

Grades will be based on the demonstrated ability to comprehend, apply, and arrange fundamental principles and relevant concepts for a research project, in a well constructed essay.

Requirement: Weekly check-in with the instructor

5% of the total grade. To be conducted via phone or video conference, to be scheduled and completed not later than end of Sunday, during instructor's office hours. See Microsoft Teams space for Bookings URL.

*Thesis statement endorsement: Not later than the end of Week 6**

5% of the total grade. Initial, or draft, or working thesis statement with an ISSA faculty member endorsement, validating its association with principles of intelligence, security studies, and analysis. Ideally, this is a member of the students Graduate Advisory Committee, but any full-time faculty member of the graduate ISSA program will suffice.

Simple literature review: same time as thesis statement endorsement.

10% of the total grade. Submit the central control document representing your literature and research materials search, and reflecting your effort to assemble, organize and analyze the data. While there is no fixed format for this, Machi & McEvoy (2012, Ch 4) offer examples or guidance.

Detailed outline: Not later than the end of Week 10.

10% of the total grade. See the ISSA 6380 Capstone Outline Grading Rubric for details on grading, below.

First full draft: Not later than the end of Week 12

10% of the total grade. Initial or first full draft of the paper must be submitted through Blackboard. Email submission is not an option for this. Papers are reviewed only for completeness and what can be described as potentially catastrophic failures - glaring errors or omissions in an argument, for example. A close read is not conducted. No attention is paid to specific compliant with the writing style, or detailed review of grammar, spelling, etc. This is one small step to ensure that the first draft is not the final draft.

Faculty / Committee review: Completed not later than the end of Week 14

10% of the total grade. Student coordinates for a member of the ISSA faculty or, ideally, a member of their Graduate Advisory Committee, to conduct a peer-review of their draft paper and provide to them feedback. Submit the feedback - in whatever form it is provided - as proof the review is complete. Is that an email? An annotated copy of the draft? Hand-scribbled notes? That counts.

Final essay: Not later than 08:00 am CST Thursday of Week 16

50% of the total grade: See the ISSA 6380 Capstone Essay Grading Rubric for details on grading, below.

* As Booth describes this process in their book, in Chapter 8, this can be a varied process. Arriving at the point of having a clear claim, or thesis statement, can be much earlier than this. It can also happen much later. If you understand Booth and their description of their process - they see it is, it is what it is. I'm ok with that. If we are talking every week, discussing research and research methodology - this won't be an issue at all.

Rubrics

ISSA 6380 Capstone Outline Grading Rubric: [\[link\]](#)

ISSA 6380 Capstone Essay Grading Rubric: [\[link\]](#)

Students are expected to write original material in support of discussion and essay requirements associated with this class. Please review the Student Handbook and Student Code of Conduct if you have further questions regarding this. You can certainly also ask your instructor - there's no harm in that.

Guidance on Writing Style for this course:

Chicago Manual of Style - how does this apply here?

Read Chapter 1 of the CMoS, version 17, and you won't find a subsection for graduate-level research papers. There is not one for college-level essays, for that matter. In theory, if a student has student an essay in college before using CMoS - they already know this. Likely, they don't - who really opens the full version of CMoS anyway?

Read Chapter 1. This is a paper, not a journal. If you later submit your work to, say, the Angelo State University Digital Repository <https://www.angelo.edu/content/files/26240-how-to-post-to-asudrpdf> or something like the Journal of Homeland and National Security Perspectives <https://www.angelo.edu/departments/security-studies-criminal-justice/call-for-paper/>, there will be other requirements. For now - there are no journal-specific requirements.

There is no running header or feet requirement. Use the traditional pagination scheme. An index is not needed or required. Include a title page with the paper title, author name and affiliation (program, department, university). If necessary or applicable, the title page can include an author note. The paper should include the text and an applicable bibliography or reference list. Papers may also include footnotes, tables, and figures; other sections of CMoS specifically address this. If you are including your own original research (e.g. social media analytics), a methodologies section is required.

Grades

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

F = 69 % and below.

Feedback

TurnItIn - Work will be submitted through TurnItIn. If you have not used this before, understand that feedback on your work will also come through TurnItIn - annotations on your submissions, the comments on the whole of the work, etc, all of it is in there, instead.

Also note: feedback on your final paper, at the end of the semester, will come through TurnItIn. Students interested in that, after the course has ended, will likely want to copy it and retain it elsewhere. At some point, students may not have access to it, or easily have access to it. But copying it into a document to save someplace else... that's easy to control.

University Policies

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

College of Arts and Humanities adheres to the Statement of Academic Integrity. [\[link\]](#)

Plagiarism

Plagiarism is a serious topic covered in ASU's *Academic Integrity* policy [\[link\]](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center. [\[link\]](#)

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 *Grading Procedures* for more information. [\[link\]](#) [\[http://www.angelo.edu/content/files/14197-op-1011-grading-procedures\]](http://www.angelo.edu/content/files/14197-op-1011-grading-procedures)

Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford
Director of Student Disability Services
dallas.swafford@angelo.edu
325-942-2047
Houston Harte University Center, 112

Student absence for religious holidays

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 *Student Absence for Observance of Religious Holy Day* [[link](#)] for more information.

Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.