

Graduate 6-Credit Applied Capstone Guidelines

These guidelines are intended for graduate students looking to register into a 6-credit Applied Capstone Project, as opposed to a thesis or internship, to complete their capstone requirements.

What is an Applied Capstone Project?

An **Applied Capstone Project** is the bridge between the academic components of a master program and how that knowledge can be applied in a real-world setting.

- 10 pages reflective portion that discusses the choices, the challenges, successes, weaknesses of the outcome, etc.
- Finally, students are to have a public presentation for their work which would need to be organized with the student's project advisor, second reader, and program director.

Planning for an Applied Capstone Project:

- Students may choose their thesis topic which they will start to develop in the **Thesis Seminar**, usually taken the semester before beginning the applied capstone project. They may also request a faculty advisor for the project. As they develop their topic, students are encouraged to discuss their topic with potential faculty advisors. A list of faculty's areas of research interest is available on the departmental website: [HERE](#)
 - Choice

The application will be reviewed and if all parties agree, with final approval from the provost, the student will be manually registered for **GR 5096 Applied Capstone Project** (6 credits).

Important Deadlines:

- End of drop/add week within each semester is the deadline for applications.
 - Late applications must be submitted prior to mid-semester and are approved in exceptional circumstances. The student would need to provide all application documents per the usual procedure.
- December 1st (Fall semester) is the deadline for final submission or extension.
- April 15th (Spring semester) is the deadline for final submission or extension.
- July 5th (Summer semester) is the deadline for final submission or extension.

The Role of Advisors & Program Director

- **Advisors** provide active support at all levels of the applied capstone project. From application to final submission, the advisor is responsible to assist their advisee in the progression and completion of their project. Advisors should schedule check-in meetings with their advisee as they see fit to ensure that the student is making sufficient progress on their project. Advisees can contact their advisor at any point for assistance on their project. Finally, advisors are present for the public presentation, will write the final grade report, and issue a final grade along with the second reader.
- **Program Directors** are contacted for the initial approval of the applied capstone project application and may be involved in cases where the student has an urgent need or is in a situation that requires attention from the program director. Program directors may also assist the student select an advisor or determine if the chosen advisor is appropriate for the topic. Program directors are present for the public presentation and sign off on the final grade report.

Second Readers/Evaluators

Once the student has completed their project, a second person must be selected to read and evaluate the project and report. This person must be declared while filing the Ready to Submit Form: [Graduate Capstone Thesis & Applied Project Ready to Submit Form - Formstack](#) form due at the time of final submission. Sem2Ct

Learning Outcomes:

Upon completion of the Applied Project, students will be able to:

1. Use critical and creative thinking to research, develop and produce original work on a topic in their discipline.

For more details on critical thinking: <https://www.ed.ac.uk/institute-academic-development/study-hub/learning-resources/critical>

2. Develop and implement a creative project integrating knowledge and skills from their courses.

3. Critically reflect upon the creative process drawing upon theory from their courses. These include ethical, social, political, environmental, etc., implications.

4. Collaborate with others to accomplish goals for a professional outcome.

5. Articulate the value of their work, its position within its respective context and the skills it demonstrates.