

INFORMATION FOR COMD CAPSTONE STUDENTS/MENTORS

JUNIOR YEAR

Fall Semester

Start to identify topics that you are interested. Register for COMD 120 (Capstone prep) in spring semester

Spring Semester (Completed as part of COMD 120)

1. Finalize topic area
2. Decide if you are doing COMD 300/COMD 400 or COMD 44/COMD 410
3. create list of potential mentors & secure a mentor before registration for fall starts
4. Send mentor name to Dr Kassel as soon as possible
5. Register for capstone course under mentor's name (COMD 400 or departmental equivalent)

**** good mentors are highly sought after. Start early to make sure you can find a good mentor who will help make your senior capstone experience a positive one.*

DEPARTMENT CAPSTONE CE Research in Department Capstone	COMD 300/COMD 410 Project Focus	COMD 400/COMD 410 Research Focus
<ol style="list-style-type: none">1. sign up for departmental class and apply for a substitution waiver2. consult COMD Director for approval <p><i>* In some cases you will need to do 3cr in the department and 3 as COMD 410</i></p>	<ol style="list-style-type: none">1. Register for COMD 300 with Dr Kassel in Fall2. Register for COMD 410 with mentor in spring	<ol style="list-style-type: none">1. Register for COMD 400 with faculty mentor in fall2. Register for COMD 410 with mentor in spring

SENIOR YEAR

COMD 400: COMD Capstone I

Set up meeting/work schedule with mentor as soon as possible; file with Dr. Kassel along with info about readers and committee members

Discuss criteria for grading

Finalize readers and determine who will maintain contact with them and when

Expect to "write as you go"

You should expect to work a minimum of 9 hours per week on research/writing for every three credits.

After Thanksgiving: meet with full thesis committee for update on progress and plan for spring.

Required by end of COMD 400 course/semester: written report on progress and/or draft submitted to COMD Director and your full committee. Your Mentor will determine the format required for this report and/or draft.

Consult librarians for resource help!!

**** All capstone students submit to NCUR by December 1st*

COMD 410: COMD Capstone II

All of what was required for COMD 400 plus:

- Finished draft by April 1 (Nov 15 if in fall) to committee and COMD Director
-----**failure to meet this deadline will affect final grade**
- Prepare poster for Academic Celebration
- Comments from mentor and readers returned within two weeks
- Revisions complete by end of semester/finals (as determined by Mentor)

All Capstone Students must attend the ACE Service Celebration and Academic Celebration

Important Dates for Capstone

Juniors

Fall statement of interest	November 15
Mentor survey to Dr. Kassel	February 15
register for capstone	April 1

Seniors

submit title and 100 word abstract	January 29*
submit electronic poster	March 25
academic celebration	April 29

**deadline for acceptance into Academic Celebration is April 1st, this is done in survey format*

Proseminar: Being a productive writer

All Capstone students participate in Proseminar sessions. This retreat focuses on habits of effective writers (summer), getting published (fall), and giving and getting feedback on writing products (spring). Mentors are free to join in these sessions. This year the fall session will be 10/4 6pm-8pm and in the spring it will be 2/14 6pm-8pm.

Poster Requirements

The following elements must be present in all posters.

CONTENT

Goal of your project/research question
background literature/lit review
Results/findings/recommendations
significance of project/community impact
future needs/next steps

LAYOUT

Poster's must follow the ACE template.

***If you use another PPT template the size must be 40X28 in order to print correctly.

All graphics must enhance content, not distract