

Capstone Project Timeline of Responsibilities

Activity	Completed by	Fall 2021 Deadline	Spring 2022 Deadline	Summer 2022 Deadline
Review Capstone Handbook	Student	May 28	Sept. 10	Feb. 3
Discuss plans with Program Coordinator	Student	June 4	Oct. 1	Feb. 25
Assign Faculty Advisor	Capstone Coordinator	June 11	Oct. 15	March 11
Refresh CITI training	Student	As needed	As needed	As needed
Identify Second Reader	Student	June 25	Oct. 22	March 18
Submit Capstone Project Proposal to Advisor & Coordinator	Student	July 2	Nov. 5	March 25
Register for Capstone Project course	Student	July 1	Nov. 1	Nov. 1
Submit proposal to IRB for review	Capstone Coordinator	July 16	Nov. 26	April 15
Apply to MCW IRB if determined necessary by IRB	Student & Faculty Advisor	July 23	Dec. 3	April 22
Complete course prerequisites	Student	July 30	Dec. 17	May 6
Start Capstone (approximate date)	Student	Aug. 23	Jan. 3	May 31
Submit outline and first section (title pg., intro, purpose, methods, references) of Master's Paper to Advisor, Second Reader & Coordinator	Student	Sept. 17	Jan. 28	June 3
Provide feedback & recommendations on first section.	Advisor & Second Reader	Oct. 1	Feb. 11	June 10
Submit revised outline and first section as well as second section (lit. review, results, references) of Master's Paper	Student	Oct. 15	Feb. 25	June 17
Provide feedback & recommendations on second submission	Advisor & Second Reader	Oct. 29	March 11	July 1
Submit revised outline and sections 1&2 as well as third section (discussion, conclusion, abstract, references) of Master' Paper	Student	Nov. 12	March 25	July 8
Provide feedback & recommendations on third submission	Advisor & Second Reader	Nov. 26	April 8	July 15
Submit final draft of Master's Paper & PPT or poster presentation to Faculty Advisor, Second Reader & Coordinator	Student	Dec. 3	April 22	July 22
Submit Application to Graduate in MCWconnect	Student	Aug. 1-Sept. 1	Nov. 1-Dec. 1	April 1-May 1
Submit graduation paperwork (Degree Application & Post Graduate Student Information forms) to Coordinator	Student (if graduating)	Dec. 11	April 29	July 22
Complete Graduating Student Final Competency Assessment	Student (if graduating)	Dec. 17	May 6	July 29
Complete evaluation of student and assign final grade	Faculty Advisor	Dec. 17	May 6	July 29

Last revised 4/7/2021