

## Capstone Project Timeline of Responsibilities

Activity	Person(s) Responsible	Fall 2020 Deadline	Spring 2021 Deadline	Summer 2021 Deadline
Review Capstone Project Handbook	Student	May 22	Sep. 11	Feb. 5
Submit Early Capstone Project Request Form, if needed	Student	June 5	Oct. 2	Feb. 19
Discuss plans with Program Coordinator	Student	June 5	Oct. 2	Feb. 26
Assign Faculty Advisor	Program Coordinator	June 12	Oct. 16	Mar. 12
Refresh CITI training	Student	as needed	as needed	as needed
Identify Second Reader	Student	June 26	Oct. 30	March 26
Submit Capstone Project Proposal to Advisor & Program Coordinator	Student	July 3	Nov. 6	Apr. 2
Register for Capstone Project course	Student	June 30	Nov. 30	Nov. 30
Submit proposal to MCW IRB for review	Program Coordinator	July 17	Nov. 27	Apr. 16
Submit IRB application, if determined necessary by the IRB	Student & Advisor	July 24	Dec. 4	Apr. 23
Complete course prerequisites	Student	July 31	Dec. 11	May 7
Start Capstone Project (approximate date)	Student	Aug. 17	Jan. 4	June 1
Submit outline and first section (title pg, intro, purpose, methods, references) of Master's Paper to Advisor, Second Reader & Coordinator	Student	Sep. 18	Jan. 29	June 4
Provide feedback & recommendations on first section	Advisor & 2nd Reader	Oct. 2	Feb. 12	June 11
Submit revised outline and first section as well as second section (lit review, results, references) of Master's Paper	Student	Oct. 16	Feb. 26	June 18
Provide feedback & recommendations on second submission	Advisor & 2nd Reader	Oct. 30	Mar. 12	July 2
Submit revised outline and sections 1 & 2 as well as third section (discussion, conclusion, abstract, references) of Master's Paper	Student	Nov. 13	March 26	July 9
Provide feedback and recommendations on third submission	Advisor & 2nd Reader	Nov. 27	Apr. 9	July 16
Submit final draft of Master's Paper & PowerPoint presentation to Faculty Advisor, Second Reader & Program Coordinator	Student	Dec. 4	Apr. 23	July 23
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 Program Coordinator	Student (if graduating)	Dec. 4	Apr. 23	July 23
Complete Graduating Student Final Competency Self Assessment	Student (if graduating)	Dec. 11	May 7	July 30
Complete Evaluation of Student and Assign Final Grade	Faculty Advisor	Dec. 11	May 7	July 30