

Capstone Project Timeline of Responsibilities

Activity	Person(s) Responsible	Fall 2018 Deadline	Spring 2019 Graduating Student Deadline	Spring 2019 Non-Grad. Student Deadline	Summer 2019 Deadline
Review Capstone Project Handbook	Student	May 21	Sep. 14	Sep. 14	Feb. 8
Submit Early Capstone Project Request Form, if needed	Student	June 8	Oct. 1	Oct. 1	Feb. 22
Discuss plans with Program Coordinator	Student	June 8	Oct. 5	Oct. 5	Mar. 1
Assign Faculty Advisor	Program Coordinator	June 15	Oct. 19	Oct. 19	Mar. 15
Refresh CITI training	Student	as needed	as needed	as needed	as needed
Identify Second Reader	Student	June 29	Nov. 2	Nov. 2	March 29
Submit Capstone Project Proposal to Advisor & Program Coordinator	Student	July 6	Nov. 9	Nov. 9	Apr. 5
Register for Capstone Project course	Student	July 31	Nov. 30	Nov. 30	Nov. 30
Submit proposal to MCW IRB for review	Program Coordinator	July 20	Nov. 30	Nov. 30	Apr. 19
Submit IRB application, if determined necessary by the IRB	Student & Advisor	July 27	Dec.7	Dec. 7	Apr. 26
Complete course prerequisites	Student	Aug. 3	Dec. 14	Dec. 14	May 3
Start Capstone Project (approximate date)	Student	Aug. 20	Jan. 2	Jan. 2	June1
Submit outline and first section (title pg, intro, purpose, methods, references) of Master's Paper to Advisor, Second Reader & Coordinator	Student	Sep. 21	Jan. 11	Feb. 1	June 7
Provide feedback & recommendations on first section	Advisor & 2nd Reader	Oct. 5	Jan. 28	Feb. 15	June 14
Submit revised outline and first section as well as second section (lit review, results, references) of Master's Paper	Student	Oct. 19	Feb. 8	Mar. 1	June 21
Provide feedback & recommendations on second submission	Advisor & 2nd Reader	Nov. 2	Feb. 22	Mar. 15	July 5
Submit revised outline and sections 1 & 2 as well as third section (discussion, conclusion, abstract, references) of Master's Paper	Student	Nov. 16	Mar. 8	March 29	July 12
Provide feedback and recommendations on third submission	Advisor & 2nd Reader	Nov. 30	Mar. 22	Apr. 12	July 19
Submit final draft of Master's Paper & PowerPoint presentation to Faculty Advisor, Second Reader & Program Coordinator	Student	Dec. 7	Apr. 1	Apr. 26	July 26
Submit Intent to Graduate form to Graduate School	Student	Dec. 1	Dec. 1	N/A	Aug. 1
Submit graduation paperwork (Degree Application & Post Graduate Student Information forms) to Program Coordinator	Student (if graduating)	Dec. 1	March 29	N/A	Aug. 2
Complete Graduating Student Final Competency Self Assessment	Student (if graduating)	Dec. 14	Apr. 12	N/A	Aug. 2
Complete Evaluation of Student and Assign Final Grade	Faculty Advisor	Dec. 14	Apr. 5	May3	Aug. 2