**CAPSTONE CONTRACT**

**STUDENT CHECKLIST**

**FOR STUDENTS COMPLETING CAPSTONE CONTRACT PROJECTS**

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capstone Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY THE END OF THE THIRD WEEK OF THE SEMESTER DURING WHICH YOU ARE COMPLETING THE CAPSTONE

\_\_\_\_\_\_\_\_ I have identified a course in which to pursue my capstone project, and I have consulted with the instructor.

\_\_\_\_\_\_\_\_ I have provided the instructor with a brief description of my proposed project and secured his/her approval.

\_\_\_\_\_\_\_\_ I have provided my academic advisor with a brief description of my proposed project and secured his/her approval.

\_\_\_\_\_\_\_\_ I have secured the History Department Head's approval.

\_\_\_\_\_\_\_\_ The Capstone Contract has been signed by my advisor, the instructor, and the History Department Head, and submitted to the History Office.

EARLY IN THE SEMESTER

\_\_\_\_\_\_\_\_ In consultation with the instructor, I have developed a detailed plan for completing the project. I have specified how my project will meet one or more of the stated Capstone Contract Objectives. I understand all requirements and deadlines.

MID-SEMESTER

\_\_\_\_\_\_\_\_ I have consulted regularly with my instructor regarding the progress of my project.

END OF THE SEMESTER (BY THE FRIDAY BEFORE EXAM WEEK)

\_\_\_\_\_\_\_\_ I have completed and submitted all required elements of the project.

\_\_\_\_\_\_\_\_ I have placed my written work in my Education Briefcase.

\_\_\_\_\_\_\_\_ If required to do so, I have presented my work in public.

\_\_\_\_\_\_\_\_ I have obtained instructor and academic advisor signatures on page 2 of the Capstone Contract, certifying completion of the Capstone Contract Project, and submitted the signed contract to my academic advisor.

AFTER PAGE 2 OF CAPSTONE CONTRACT HAS BEEN SUBMITTED TO THE ACADEMIC ADVISOR

\_\_\_\_\_\_\_\_ My degree audit reflects the fact that I have completed my Capstone Contract Project.