# Capstone Project Proposal Form and Instructions

**Title of Proposed Capstone Project**:

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***I. Student Information***

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| --- | --- |
|  |  |
| Name (Last, First): |  |
|  |  |  |
| Student ID Number: |  |  |
|  |  |  |  |  |  |  |
| Semester (Mark X where needed.):  | Fall  |  | Spring  |  | Year:  |  |
|  |  |
| Number of semester hours completed in MSTC program (must be at least 15): |  |
|  |  |  |
| Email Address: |  |  |

***II. Committee Information***

Please name the faculty member whom you would like to chair your capstone project committee as well as another faculty member to be a second member. Ideally, your choices will reflect faculty members with expertise in an area relevant to your project and will be people with whom you have already been in contact.

|  |  |
| --- | --- |
| Preferred Committee Chair: |  |
|  |  |
| Preferred 2nd Committee Member: |  |

***III. Proposal Structure and Content***

**Overview**

The capstone project requires execution of a project in which the final product is a potential deliverable for a workplace audience accompanied by a rationale report. Examples of deliverables include a training manual, a set of PR materials, a website (design and content), a usability assessment, or similar projects. The rationale report should document how the project applies and reflects the scholarly principles (i.e., theories and/or methodologies learned in the program) used to execute an effective deliverable.

After discussing your project idea with the MSTC Program Director, you should write and submit a proposal addressed to the members of the GAC. Every capstone project must be grounded in appropriate theories in technical communication; students will be expected to articulate this information in the proposal as well as in the rationale report that will accompany the final deliverable. Please keep in mind that your audience for the deliverable is externally determined, but your audience for the proposal and final rationale report consists of faculty in the department.

Include the information listed below in the proposal.

***Preliminary Rationale***

Your rational should present an overview of your project including a discussion of your client’s needs, the goals you are trying to achieve, the methods of achieving them, and the projected outcomes of the project. Consider discussing the following points:

* Introduce your client and talk about your client’s needs.
* Describe the scope of your project and the major tasks.
* Briefly discuss the connections between the project design and/or assessment and the theories and best practices in the field of technical and professional communication:
* A theory from coursework that will ground or direct your approach to product design or evaluation and/or
* Best practices from coursework that you will apply to product design or evaluation.
* Summarize your background/experience/knowledge that qualifies you for this task.
* Consider and discuss potential obstacles and the feasibility of the proposed project.
* Attached a preliminary list of academic resources that will be used in your capstone (at least 20 sources from peer-reviewed academic journals and books).

***The Product or Deliverable***

For this project, you will work on a specific product or a deliverable. Based on your preliminary assessment, answer the questions and discuss the points below:

* Description of deliverable
	+ What is the product you’ll develop or revise?
	+ How many components and subcomponents will you develop?
	+ How does it pertain to technical communication?
* Description of intended audience for the deliverable
	+ Who are the users who need the product you’re creating?
	+ Why do they need it?
	+ How will they use it?
* (If applicable) Submit evidence that necessary approval from the [Committee for the Protection of Human Subjects](https://www.uhd.edu/provost/office-research-sponsored-programs/human-subjects/Pages/default.aspx) has been requested by attaching:
* A completed application and copy of the submission email
* An email of “approval” or “revise and resubmit” from the CPHS, if available.
	+ You will not be required to submit evidence that your request to conduct research using human subjects has been approved when you submit your thesis proposal; however, approval will be required in order for you to collect data.
* Description of the production plan
	+ How many steps or phases will it take to complete the project?
	+ What tasks will you complete at each step or phase?
	+ When will you complete each phase and task? Include a task schedule, keeping in mind the timeline/deliverables found on the MSTC Capstone Project Details webpage.
* Description of methods used to assess the effectiveness of the deliverable
	+ Will you gather data using
		- usability testing?
		- surveys?
		- focus groups?
		- web metrics?
		- interviews?
		- or any other methods?
	+ What methods will you use for data analysis and interpretation?

***Project Approvals*** (Attach as an Appendix)

In this section, you should present any supplemental documents and approvals needed to complete the project. Such documentation may include the following:

* Your [Field Experience Application form](https://uhdowntown-my.sharepoint.com/%3Ab%3A/g/personal/osborna_uhd_edu/EQHnClbjRAROn_umyyFd-N8BsZjXTBWXzGn7jLOZ9qnFKw?e=XFcwyE) (if you are doing an internship)
* Materials from your client that document the request for the deliverable, such as
	+ An email from the client that outlines his/her request
	+ A narrative summary of the interviews conducted with the client
	+ A survey or needs assessment form completed and signed by the client
* Evidence that necessary workplace approvals have been granted (if you need to access company files or use other company resources)
	+ Letter(s) from employer
	+ Email(s) from employer

***Proposal Formatting***

Your proposal should be submitted as a Microsoft Word file and must have standard front and back matter documents. You need to provide appropriate visual elements (i.e. headings, bullets, etc.) that make your document more accessible to your readers.

NOTE: Once a capstone project and deliverable are approved by the GAC, a student is expected to follow through with that proposal. In the event that the client alters his/her needs or wishes for the deliverable at any point in the process, the student may still need to follow through with the original plan for purposes of satisfying his/her academic requirements for the program. The student should communicate regularly with the Committee Chair, particularly regarding changes in client requests.