

MS Capstone Process

School of Information (iSchool)

The IST Capstone Process:

1. Pre-proposal—1-2 pages summary of major ideas (highly recommended)
2. Form the capstone committee
 - 2.1 Two for a project (Chair must be an iSchool faculty member)
 - 2.2 Three for a thesis (Chair must be an iSchool faculty member)
3. Continue proposal development (**You will not be enrolled into the capstone at this phase**)
4. **Proposal approval**
 - 4.1 Download the proposal approval form from the iSchool website (Go to Student Resources, under forms)
 - 4.2 Collect signatures from committee members (email approval is fine)
 - 4.3 Get in touch with the iSchool contact person (see below), who will add the student into a my Courses course shell (IST Capstone Proposal Evaluation).
 - 4.4 Send the approved proposal form to the iSchool contact person and submit the electronic version of the proposal to the drop box of the current term.
 - 4.5 The Graduate Director will check the plagiarism result and make a decision.
 - 4.6 After the approval from the Graduate Director, the iSchool office will enroll the student into the capstone.
5. Continue the capstone work based on what is proposed in the proposal
6. Finish the work and complete the final report
7. **Capstone defense**
 - 7.1 Get approval from the committee to schedule the final defense
 - 7.2 Contact the iSchool office to schedule the final defense (**at least 10 days before the defense**)
 - 7.2.1 Room reservation is done by the department. Unless otherwise noted, all Capstone defenses are done in the Grad Lab or remotely. Remote defenses must include the defense link in the announcement
 - 7.2.2 Post defense announcement (fill out the announcement form: Go to Student Resources, under forms)
 - 7.3 Capstone defense
8. **Submit capstone work**
 - 8.1 Revise the final report based on committee feedback during the defense
 - 8.2 After getting the final approval from the committee, get in touch with iSchool office to submit the final hardcopies of the capstone work. The hardcopy should include the title page and the approval form (Go to Student Resources, under forms). The final copies need to be signed by all committee members.
9. Committee chair reports the capstone grade to the iSchool office

Important Deadlines:

1. In order to register your capstone in a given term, **the approved proposal** should be submitted to the iSchool office **by the first day of classes of the term**. (Please refer to Step 4 in the capstone process for proposal approval.)
 - 1.1 An approved proposal should be signed by all committee members (email approval is fine).
2. The final defense should be completed **no later than the last day of classes** in a given term.
 - 2.1 Make sure to send the final report to all capstone committee members ahead of time (**at least two weeks, some program or committee may require more than two weeks**) to give them enough time to review it before the defense.

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