

APSC CAPSTONE EXPERIENCE PROPOSAL GUIDELINES

As part of the undergraduate degree program, each Animal and Poultry Sciences student must complete a capstone experience. This capstone experience can take a wide variety of forms, but must meet the following specifications.

Capstone Experience Requirements

- Must be taken within 45 credits of graduation (no sooner than the summer after the Junior year for the typical student)
- Minimum of two credits (single course or two related courses)
- 4xxx or 5xxx level course designation
- Must be A-F unless the course is offered only P-F
- The grade will not count in calculation of the in-major GPA
- Approval must be obtained no later than the term prior to undertaking the capstone experience
- Proposals are due in the Central Advising Office no later than the Friday of the fifth week of the fall or spring semester for consideration during that term.

Listed below are the guidelines for students to follow in preparing a capstone experience proposal for submission to the departmental Capstone Committee. Please use the attached form (available electronically from the APSC advising web site) in preparing the proposal.

Guidelines for developing a capstone experience proposal¹

1. **Include a title and your name**
2. **Provide a brief description (one paragraph) of the experience.** This can be a synopsis of an undergraduate research project; an outline of an independent study; a course description from the catalog; an advertisement for an internship, etc.
3. **List your responsibilities and how your proposed experience will meet the learning objectives listed below.** What specifically will you be doing? How much responsibility will you have? What is the desired outcome (a product; a manuscript; a report; a presentation)? In the case of a formal course, the syllabus may be attached. For individual projects, an approved IS/UR form may be attached. Be sure to explain how this particular experience, whether a formal course or individual project, meets the learning objectives listed below. Each objective should be addressed, even to explain that the experience does not meet a particular objective.

Upon completion of the Capstone Experience, students will have integrated new skills and knowledge with skills and knowledge previously attained to attain at least six of the following eight goals:

1. analyze, interpret, and synthesize information from a variety of sources;
 2. solve “real-world” problems in “real-world” situations;
 3. successfully complete a major project;
 4. improve verbal, visual, and written communication skills;
 5. practice critical thinking skills;
 6. be a contributing member to a team effort;
 7. gain an understanding of the “bigger picture”; and
 8. enhance self-confidence and preparation for a career and/or post-baccalaureate education
4. **How will you be evaluated and a grade assigned?** For formal courses, this should be stated in the syllabus. For individual experiences, who will be the faculty supervisor? Who will be the on-site supervisor, particularly for off-campus experiences? How will your performance be evaluated? Will it include formal or informal presentations? A paper?

Please limit the completed proposal to two pages, plus the cover sheet.

APSC CAPSTONE EXPERIENCE PROPOSAL COVER SHEET

Student Information	Capstone Information
Name: _____	Course: _____ Term/Yr: _____
Student ID: _____	Credit hours: _____ Grade Opt: _____
E-mail: _____	Date Proposal Submitted: _____
Local Address: _____ _____	For individual projects:
Phone: _____	Project Title
Hours Earned: _____ Hours This Term: _____	_____
Expected Graduation: Term _____ Year _____	Faculty Supervisor: _____
Overall GPA: _____ In-Major GPA: _____	Site Supervisor** _____

Approvals:

Student: _____ Date: _____

Instructor*: _____ Date: _____

On-Site Supervisor**: _____ Date: _____
(or attach e-mail correspondence indicating approval)

Academic Advisor: _____ Date: _____

Chair, Capstone Committee: _____ Date: _____

*Instructor is the person authorized to assign a grade for a VT course, including formal courses and variable credit courses such as APSC 4954, 4964, 4974, and 4994.

** Required if the proposed capstone experience is off campus; may be needed for some on-campus projects as well. This signature affirms that the proposal has the approval of the enterprise, company, agency or other entity that will be providing the capstone experience.