Capstone Experience General Guidelines
(Revised August 25, 2014)

a. Capstone experiences can include appropriate internships, undergraduate research, study abroad, and suitable 4xxx or 5xxx classes.

b. Students can, in addition to their required 4000-level production course, also take one of the following courses from this Approved List in fulfillment of the capstone requirement without needing special approval from the Capstone Committee: APSC 4424, APSC 4404, APSC 4414, APSC 4444, APSC 4464, APSC 4554, AAEC 4404, or DASC 4476.

c. Students who want to use one of the courses on the Approved List to satisfy their capstone requirement must turn in a capstone coversheet the semester prior to taking the course in order to substitute the selected course for their capstone experience.

d. Students will need to complete a full capstone proposal for any experience other than one of the courses on the Approved List.

e. All paperwork (capstone coversheets and full capstone proposals) must be submitted to Dr. Nada Tamim (3410 Litton Reaves) in person by noon on April 1st for summer capstones, May 1st for capstones to be completed in the fall, and October 29th for winter and spring capstones.
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 have completed 75 credits prior to beginning the capstone experience.
- Minimum of two credits (single course or two related courses) with 4xxx or 5xxx level course designation(s).
- Must be A-F unless the course is offered only P-F. This grade will not count in calculation of the in-major GPA.
- Approval must be obtained prior to undertaking the capstone experience.
- All paperwork (capstone coversheets and full capstone proposals) must be submitted to Dr. Nada Tamim (3410 Litton Reaves) in person by noon on April 1st for summer capstones, May 1st for capstones to be completed in the fall, and October 29th for winter and spring capstones.

**Guidelines for Taking a Course from the Approved List**

- All requirements listed above must be met.
- Only the cover sheet must be submitted (with all appropriate signatures).

**Guidelines for Developing a Capstone Experience Proposal**

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

1. **Include a title and your name**
2. **Provide a brief description of the experience (one paragraph).** 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. **Describe the major project that will be completed as a part of the experience (one paragraph).** This description should include details of how the project will be designed and accomplished as well as its importance and impact(s).
4. **Upon completion of the capstone experience,** students will have integrated new skills and knowledge with skills and knowledge previously attained by accomplishing at least five of the following seven learning objectives:
   1. analyze, interpret, and synthesize information from a variety of sources;
   2. solve "real-world" problems in "real-world" situations;
   3. improve verbal, visual, and written communication skills;
   4. practice critical thinking skills;
   5. be a contributing member to a team effort;
   6. gain an understanding of the “bigger picture”; and
   7. enhance self-confidence and preparation for a career and/or post-baccalaureate education
5. **Addressing individually each of the seven learning objectives, list your responsibilities and how your proposed experience will meet these goals.** 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 such as undergraduate research, 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. Each objective should be addressed, even to explain that the experience does not meet a particular objective.
6. **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? Other evidence of successful completion of your capstone experience?

Please limit the completed proposal to two pages, plus the cover sheet.
APSC CAPSTONE EXPERIENCE PROPOSAL COVER SHEET

Completed applications must be submitted to Dr. Tamim for summer capstones by April 1st; fall capstones May 1st, and winter or spring capstones October 29th.*

Student Information
Name: ________________________________
Student ID: __________________________
E-mail: ______________________________
Local Address: ________________________
Phone: ______________________________
Academic Advisor: ____________________
Hours Earned: ______ Hours This Term: ______
Expected Graduation: Term ______ Year ______
Overall GPA: ______

Capstone Information
Course: ________________________________
Or Check One of Following:
__APSC 4424  __APSC 4404  __APSC 4414
__APSC 4444  __APSC 4554  __APSC 4464
__AAEC 4404  __DASC 4476

Term/Yr: Start†_________ Credit††___________
† term/yr your capstone will begin
†† term/yr you will receive credit
Credit Hours: ______ Grade Option__________

Date Proposal Submitted: ________________

Project Title or Course Name:
________________________________________
________________________________________

**Name of Instructor or Faculty Supervisor: _________________________
***Name of On-Site Supervisor__________________________

Approval Signatures:
Student: __________________________________________ Date: ______________
**Instructor or Faculty Supervisor: ____________________________ Date: ______________
***On-Site Supervisor: ______________________________________ Date: ______________
(Attach e-mail correspondence indicating approval and willingness to help with project)
Academic Advisor: ____________________________ Date: ______________
Chair, Capstone Committee: ________________________ Date: ______________

*Please submit your capstone application to Dr. Tamim (3410 Litton Reaves, ntamim@vt.edu). She will schedule office hours to screen and accept applications.

** 'Instructor' is the person authorized to assign a grade for a VT course with variable credit such as APSC 4954, 4964, 4974, and 4994. Instructor signature is not required for an existing, formal course unless the capstone experience requires extra work in the course.

*** An e-mail is required from any On-Site Supervisor if the proposed capstone experience is off-campus and may be needed for some on-campus projects as well. This e-mail message should confirm that the proposal has the approval of the enterprise, company, agency or other entity that will be providing the capstone experience and that it is understood that a project will be an important part of the experience.