

APSC Capstone Experience Guidelines and Logistics

Revised February 2018

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

Capstone Experience Requirements and Logistics

- Students must have completed 75 credits prior to beginning the capstone experience
- Minimum of 2 credits at the 4XXX level
- Complete capstone proposal must be submitted to Dr. Tamim in Litton Reaves 3420 by the deadlines (April 1st for summer capstones, May 1st for capstones to be completed in the fall, and October 29th for winter and spring capstones) for committee approval
- Capstone committee approval is required prior to undertaking the capstone experience
- The following courses are pre-approved as capstone courses and students electing to take one of these courses only need to fill out the cover sheet of the proposal. (APSC 4424, APSC 4404, APSC 4414, APSC 4444, APSC 4464, APSC 4554, AAEC 4404, or DASC 447)
- Students may propose to utilize a 4XXX course that is not currently approved by filling out a complete proposal and attaching a copy of the syllabus

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 29^{th*}**

Student Information	Capstone Information
Name: _____	Course: _____
Student ID: _____	Or Check One of Following:
E-mail: _____	__APSC 4424 APSC 4404 APSC 4414
Local Address: _____	__APSC 4444 APSC 4554 APSC 4464
_____	__DASC 4476
Phone: _____	Term/Yr: Start†_ Credit††_
	† term/yr your capstone will begin
	†† term/yr you will receive credit
Academic Advisor: _____	Credit Hours: _____ Grade Option _____
Hours Earned: _____ Hours This Term: _____	Date Proposal Submitted _____
Expected Graduation: Term _____ Year _____	Project Title or Course Name: _____
Overall GPA: _____	_____

	**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 (3420 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.

APSC Capstone Proposal

Name

Capstone Title

Capstone Experience Details

Describe your responsibilities during this experience

Where will your experience take place?

What is the duration of the experience?

How many hours per week will you work?

Capstone Project Details

What are the objectives of your project?

Describe the methodology by which you will achieve your project objectives

Which of the following will you deliver as an end-product of your project? Check all that apply and provide explanation/details

Research paper

Literature review

Business plan

Standard operating procedures

Lab report (data & summary)

Multimedia (video, audio, etc..)

APSC Capstone symposium

Other

Learning Objectives

Explain how your Capstone experience will meet each of the following 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”

7. Enhance self confidence in preparation of a career and/or post-baccalaureate education

Evaluation

Who will contribute to the evaluation of your Capstone?

Who will assign your Capstone grade?

What will your evaluation be based on?