

## APSC Capstone Experience Guidelines and Logistics

*Revised September 2020*

As part of the degree requirements, 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 and Logistics**

- Students must have completed 75 credits prior to beginning the capstone experience
- Minimum of 2 credits at the 4XXX level
- The following types of experiential learning may be considered for capstone credit: Internships, Undergraduate Research, Study Abroad programs, Independent Studies
- A complete capstone proposal must be submitted on Canvas (<https://canvas.vt.edu/courses/111061>) by the applicable deadline (**April 1** for summer capstone experiences, **May 1** for capstone experiences to be completed in the fall, and **October 29** for winter and spring capstone experiences) for committee review
- Capstone committee approval is required **prior to** undertaking the capstone experience
- The following courses are pre-approved for capstone experience credit: APSC 4404, APSC 4414, APSC 4424, APSC 4444, APSC 4464, APSC 4554, AAEC 4404, or DASC 4476. Students electing to take one of these courses only need to fill out the cover sheet of the proposal form.
- Students may propose to use a 4XXX or 5XXX course that is not currently approved by filling out a complete proposal and attaching a copy of the syllabus

**Please do not include this first page when submitting your proposal.**

**APSC CAPSTONE EXPERIENCE PROPOSAL COVER SHEET**

**Completed applications must be submitted on Canvas\* by April 1 (summer); May 1 (fall), or October 29 (winter or spring)**

Student Information	Capstone Experience 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††
Academic Advisor: _____	† term/yr your capstone will begin
Hours Earned: _____ Hours This Term: _____	†† term/yr you will receive credit
Expected Graduation: Term _____ Year _____	Credit Hours: _____ Grade Option _____
Overall GPA: _____	Date Proposal Submitted _____
	Project Title or Course Name (30 character limit): _____
	**Name of Instructor or Faculty Supervisor: _____
	***Name of On-Site Supervisor _____

**\*\*\*Attach e-mail correspondence from the onsite supervisor indicating approval and willingness to help with project**

**Approval Signatures:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Instructor or Faculty Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Academic Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair, Capstone Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\*Submit your capstone experience proposal on Canvas (<https://canvas.vt.edu/courses/111061>). If you cannot access the Canvas site, send an email to [apsc@vt.edu](mailto:apsc@vt.edu) to be added.

\*\*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 an 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

Your Name

Capstone Experience Title

### **Capstone Experience Details (do not include information about your project in this section)**

Briefly describe your responsibilities and duties during this experience (what you will be doing)

Where (geographically) will your experience take place?

What is the duration of the experience? Please provide actual or estimated starting and ending dates.

How many hours per week will you work?

### **Capstone Project Details**

Briefly describe your capstone project

What are the objectives of your project?

Briefly 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 and/or experience?  
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. Reference your responsibilities and duties, as well as your project.

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? At a minimum this would include your on-site supervisor and your instructor.

Who will assign the grade for the course you are taking to earn credit for your capstone experience? At a minimum this would be your instructor.

What will your evaluation and grade be based on? These criteria need to be measurable and consistent with Virginia Tech policies on assigning grades.