

SENIOR CAPSTONE – Class of 2023

TIMELINE

By Date:	Description	Hand In
<p>Before Friday, February 18, 2022</p>	<p>Senior Capstone Initial Meeting: Capstone Coordinator meets with and passes out materials to Juniors, and also directs students to resources on the Newman website.</p>	<p>Nothing written is due.</p>
<p>Month of February 2022</p>	<p>Topic Exploration: Students will begin exploring potential topics & ideas. Students will brainstorm a good question or hypothesis that will drive their research. A significant research question, thesis statement, and/or hypothesis is one that the student genuinely cares about, and one that they can get their audience excited about. The question should stimulate thinking and focus on unknowns or uncertainties and be open to reasonable debate. A topic of interest and a good question leads to a less stressful Senior Capstone experience. The following website offers a great place to get started: https://www.scribbr.com/research-process/research-questions/</p> <p>Find a Faculty Advisor: During this same month, students will contact a Newman faculty member and ask if they will serve as their Capstone advisor. Students will meet with their potential advisor to discuss potential Capstone ideas. Capstone advisors are generally members of the Newman staff that share an interest and/or expertise related to your idea for your Capstone.</p>	<p>Nothing written is due to be handed in, but you should be writing down ideas both for your topic, and questions related to that topic.</p>
<p>By Friday, March 4, 2022</p>	<p>Work Through Capstone Idea Form with Advisor: Students will complete the Capstone Idea Form, working through 3 possible ideas, and meet with their advisor formally for the first time. They should be prepared to discuss their project/thesis ideas at that meeting, and be prepared to formulate potential questions for exploration. Students will try to narrow down their ideas, and also discuss possible people that might serve as a reliable consultant. During the initial meeting (s) with their advisor, students will identify the course of study appropriate to their idea, and if they are doing a project or a thesis. The appropriate paperwork for each option can be printed off the Newman website.</p> <p>Faculty Advisor Agreement: With your advisor complete the Faculty Advisor Agreement Form & turn it in to the Capstone Coordinator.</p>	<p>Capstone Idea Form to potential Advisor for Review.</p>
<p>By Monday, March 7, 2022</p>	<p>Faculty Advisor Agreement Form Due: Students must turn in the Faculty Advisor Agreement Form to the Capstone Coordinator by 4:00 pm, failure to do</p>	<p>Completed Faculty Advisor Agreement form must be handed</p>

	so will result in 5 points being deducted for every day this is late.	in to the Capstone Coordinator by 4:00 P.M. on Monday, March 7, 2022.
Early March 2022	Preliminary Research: It is critical to do enough research to determine that your topic is feasible and determine if there are adequate sources to support their Capstone idea. This will avoid frustration and headaches later. During this period, your thesis statement or hypothesis may evolve . During March, it is important for students to make the determination if their proposal and idea are workable.	Nothing to turn in during this period, but should be writing notes to work through your ideas and meet with your advisor prior to April 8.
Meet with Advisor by Thursday, April 14, 2022	Advisor Meeting - Create a draft proposal: Meet with your advisor a second time to present your working thesis/project proposal and the bibliography of sources indicating that material on the topic is indeed available. Discuss the question you wish to propose. If you are doing a project you and your advisor will need to discuss the guidelines and evidence upon which the project portion of the grade will be based. Continue preliminary research.	Continue to work on and write your draft proposal. Note: Capstone Coordinator only needs a copy of your final Formal Proposal before May 6, 2022.
Meet with Advisor by Friday, April 29, 2022	Advisor Meeting - Complete A Fine Tuned Draft of Final Proposal: If it is acceptable, the advisor will sign it and make a copy. (and you will meet the May 6 requirement early). If it is approved by your advisor, sign the original and turn the proposal in to the Senior Capstone Coordinator. If your advisor feels your proposal still needs work, they will make recommendations for revisions and you will have until May 6 to redraft your proposal. You will need to set up an additional meeting to review your proposal after recommendations are made.	Meet with Advisor to help you fine tune before you give a final copy to the Capstone Coordinator. Note: Capstone Coordinator only needs a copy of your final Formal Proposal before May 6, 2022.
Hand in Final Formal Proposal before Thursday, May 5, 2022, 4:00 P.M.	Advisor Meeting - Complete Formal Proposal: Final Draft of Formal Proposal, with both signatures, must be submitted to the Capstone Coordinator by 4:00 pm, failure to do so will result in 5 points being deducted for every day this is late. Hand in final Complete Formal Proposal to the Capstone Coordinator.	Final Draft of Proposal is due to the Capstone Coordinator , no later than 4:00 P.M. on May 6, 2022. This can be submitted on the Classroom Page.
Hand in completed information sheet by	Complete Consultant Information Sheets: These sheets must be approved by your advisor and submitted to the Capstone Coordinator by 4:00 pm, failure to	Consultant (Mentor) Information Sheets should be handed in

<p>May 13, 2022, 4:00 P.M.</p>	<p>do so will result in 5 points being deducted for every day this is late.</p>	<p>to the Capstone Coordinator no later than 4:00 P.M. on May 13, 2022.</p>
<p>Before May 31, 2022</p>	<p>Final Meeting with Advisor in 2021-2022 School Year: Meet with their advisor a final time before summer break. This will help to ensure you are on the same page and to make sure you understand what will be expected to be completed upon your return in the fall.</p>	<p>Nothing written is due. Advisor will rate your progress to this point after looking at your documents and work.</p>
<p>Summer</p>	<p>Research, Interviews, and Writing: This is the time to get your research done, when you return to school you should be ready to write. Summer may also be an easier time to interview or meet with consultants. Remember that fall of senior year is very busy. The back to school routine and participation in fall extracurricular activities eats up time. Seniors also spend time filling out college applications and applying for scholarships. Getting a substantial start on Senior Capstone will be very helpful and will reduce stress.</p>	<p>Notes should be taken on all research. Process log will be done via a Google Form on the Google Classroom Page. Process log entries should be done no later than 2 weeks after they occur.</p>
<p>Meet with advisor and hand in a copy of your annotated bibliography before September 16, 2022, 4:00 PM.</p> <p>Capstone Coordinator does NOT need a copy of the Annotated Bibliography.</p>	<p>First (Senior Year) Meeting with Advisor: Deadline for all students to meet with your advisor to review your progress. An Annotated Bibliography (resources on website) is due at this time. Students will share their process logs with advisors and discuss what they have accomplished thus far and what still needs to be accomplished.</p> <p>First Meeting with Advisor (Continued): Students should provide actual physical evidence (Notecards, notepads, bulleted summaries, experimental data) demonstrating that you have completed substantial research. You will lose five points per day every day until this is completed to the satisfaction of your advisor.</p>	<p>Annotated Bibliography should be handed in to your Advisor no later than 4:00 P.M. on September 16, 2022.</p>
<p>Meet with advisor and hand in a copy of your outline on, or before September 30, 2022</p>	<p>Review of Outline for Paper: Deadline for all seniors to meet with your advisor to review your paper outline prior to writing the paper. Make sure you bring any new research to this meeting along with your proposed outline. (At this point research should almost complete. At this point you should be ready to start the writing process.) You will lose five points per day every day until this is completed to the satisfaction of your advisor.</p>	<p>Outline for paper (as described) should be submitted to your advisor no later than 4:00 P.M. on September 30, 2022. This should be your final copy of your outline, which you have worked through and edited.</p>
<p>Rough Draft Submitted to Your Advisor by Thursday,</p>	<p>Final Edited Rough Draft (Fine Tuned): The final edited rough draft of your paper is due, and (if applicable) project option data is due to advisor. A rough</p>	<p>A final edited version of your rough draft is due and handed in to</p>

<p>October 27, 2022 at 4:00 P.M.*</p>	<p>draft is a completed paper that has already undergone edits, and needs final reviews and edits to transform your work into your final draft. Students should come prepared to discuss presentation ideas with your advisor.</p>	<p>your Advisor no later than 4:00 P.M. on October 27, 2022. Note: This means the paper should include all the elements required of your final paper.</p>
<p>Final Project Due with copies to both advisor, and uploaded to the Google Classroom page for the Capstone Coordinator by Tuesday, November 22, 2022 at 4:00 P.M.*</p>	<p>Complete Project/Thesis Due: The completed and final version of your project or thesis paper is due to advisors by the end of the school day. The completed paper must include Process Logs, Works Cited (not annotated), and Consultant Interview. 50 points will be deducted for each day that any part of this is late.</p>	<p>Final version of your completed project or thesis should be submitted to your Advisor, with a final copy uploaded to Google Classroom for the Capstone Coordinator.</p>
<p>November and December 2022</p>	<p>Formal Presentation Preparation: Prepare for your final presentation and make sure whatever props you need are available. Talk to the capstone coordinator to facilitate the technology needed for your presentation. Technology is due to the Capstone Coordinator to test and make sure everything is working appropriately by no later than December 7, 2022.</p>	<p>Final presentation visuals/slide shows should be submitted to the Advisor and the Capstone Coordinator by 4:00 P.M. on December 7, 2022.</p>
<p>December 9, 2022</p>	<p>Senior Capstone Presentation Day</p>	<p>Nothing beyond your slides and/or visuals is due.</p>