Capstone Experience

Background

Since 2005 and now reiterated in 2010, the AMS suggests all students complete a capstone experience of:

- Undergraduate research project, or
- Career-focused internship, or
- Capstone course

Our department now requires such a capstone experience as detailed below.

Implementation

1. The student must consult and develop a capstone proposal with an adviser during the first year of upper division status. Students must demonstrate to the undergraduate adviser unmistakable progress towards completion of this graduation requirement by the beginning of the graduating semester.

2. Internship and work experience options either internal or external to the university require that a student complete a written report and submit it to the undergraduate adviser by the beginning of the graduating semester that summarizes the internship or work experience opportunity.

3. Capstone courses (courses numbered 5000 or higher in atmospheric sciences or related fields) must be selected in consultation with the undergraduate adviser and the consent of the instructor. Course requirements should include a class project or major writing assignment assigned and evaluated by the instructor.

4. If a student elects to complete an undergraduate research project, then enrollment in Capstone Project (ATMOS 5900) is required for a minimum of 1 semester. It is the student’s responsibility to select a topic for independent exploration in greater depth and arrange supervision by a member of the atmospheric science faculty at least two semesters prior to the expected graduation date. The faculty adviser must indicate in writing by the beginning of the graduating semester to the undergraduate adviser that unmistakable progress towards completion of this graduation requirement is being made. Responsibilities for students and faculty mentors are defined in the student-faculty capstone contract.
ATMOS 5900 - Capstone Project: Student-Faculty Contract

(updated September 3, 2009)

Return the signed contract and other required information to the appropriate undergraduate adviser.

**Part 1. Initial Contract.** To be completed at least 1 year prior to expected graduation

Proposed Project Title:

Proposed Project Abstract:

Proposed weekly schedule for the project. (A 1.5 credit/semester course, such as ATMOS 5900, normally entails 4.5 hours per week of effort.)

Proposed Project Description: Attach a 1-2 page proposal describing briefly the prior work related to the subject and objectives and methods expected to be used in this project. Indicate the proposed format for defining completion of this project (final report, poster or oral presentation, etc.).

Student's name: ________________________________

I agree to undertake this project, invest the agreed-upon effort, and submit the required material (proposal, progress and final reports, etc.), providing my mentor with several days to review my work before each submission deadline.

Student Signature ________________________________ Date _________

Faculty mentor's name: ________________________________

I agree to help the above-named student in his or her research project, to review submissions in a timely fashion, and to contribute to a meaningful educational experience.

Faculty supervisor Signature ________________________________ Date _________
ATMOS 5900- Capstone Project: Student-Faculty Contract

(updated September 3, 2009)

Return the signed contract and other required information to the appropriate undergraduate adviser.

Part 2. Progress Report. To be completed at the beginning of the semester preceding the graduating semester (i.e., beginning of fall semester for a student planning to graduate at the end of spring semester).

Project Title:

Project Abstract:

Proposed weekly schedule for the remainder of the project. (A 1.5 credit/semester course, such as ATMOS 5900, normally entails 4.5 hours per week of effort.)

Project Progress Report: Attach a 1-2 page progress report indicating work completed to date and what remains to be completed. Update information as needed regarding what defines completion of this project (final report, poster or oral presentation, etc.).

Student’s name: __________________________________________

I agree to complete this project, invest the agreed-upon effort, and submit the required material (proposal, progress and final reports, etc.), providing my mentor with several days to review my work before each submission deadline.

Student Signature ________________________________________Date__________

Faculty mentor’s name: ___________________________ Date __________

Progress is being made by the above-named student to complete the project. I agree to continue to help his or her research project research completion and contribute to a meaningful educational experience.

Faculty supervisor Signature ___________________________ Date _________
ATMOS 5900- Capstone Project: Student-Faculty Contract

(updated September 3, 2009)

Return the signed contract and other required information to the appropriate undergraduate adviser.

Part 3. Final Progress Report. To be completed at the beginning of the graduating semester.

Project Title:

Project Abstract:

Proposed weekly schedule to complete this project. (A 1.5 credit/semester course, such as ATMOS 5900, normally entails 4.5 hours per week of effort.)

Final Progress Report: Attach a 1-2 page progress report indicating work completed to date and what remains to be completed. Update information as needed regarding what defines completion of this project (final report, poster or oral presentation, etc.).

Student’s name: __________________________________________

I agree to complete this project at least one month prior to graduation. I understand that my failure to do so may require me to delay graduation until the project is completed.

Student Signature ____________________________ Date __________

Faculty mentor’s name: ____________________________

Substantive progress is being made by the above-named student in his or her research project. Completion of this project is expected prior to graduation this semester.

Faculty supervisor Signature ____________________________ Date __________