**ENGLISH 647 3 Cr. CAPSTONE PROJECT**

PRELIMINARY STEPS

Register for ENGL 647 the semester you expect to complete the project by filling out the Capstone Registration form from DGCE. As with the precapstone, the graduate coordinator signs as DGCE chair/coordinator, the faculty supervisor signs, and you sign. After the dean signs off, DGCE will call and ask for payment.

Set up a working schedule for meetings with your supervising faculty member. Again, you must come in to work in person with your supervisor a minimum of 5 to 6 times before the paper is finished. Bi-weekly meetings are recommended.

WORK IN PROGRESS

The more successful capstones have been written in well-defined segments. As you write, ask for feedback on each segment before continuing to the next.

Expect to revise your paper a number of times before it receives approval from your faculty supervisor.

Complete your draft in time to submit a copy to the English graduate coordinator and the English department chair by week 13 or 14 of the semester for approval in time to make any indicated changes before the end of the semester.

FINAL STEPS

Speak to the English graduate coordinator to schedule a reading of your paper for English graduate faculty and students. In an oral presentation lasting 15-20 minutes, explain the importance of your project, the steps you took to complete it, and your conclusions. You do not need to prepare a fancy power point presentation.

You should file the forms for graduation with DGCE once the capstone presentation is scheduled as long as all other requirements have been met. DGCE will not process the diploma until the final copy has been delivered to the Dean and the grade has been submitted.

Get signatures of the faculty supervisor, English graduate coordinator and English department chair on the signature forms. The faculty supervisor can submit the final grade once everyone has signed off on the project.

Submit copies of your completed folio to the Graduate Dean, English Department, the library, and your faculty supervisor. (The Graduate Dean's copy should be bound and the library’s copy should not be bound.)

THE COMPLETED FOLIO FOR THE CAPSTONE PROJECT SHOULD CONTAIN THE FOLLOWING DOCUMENTS IN THIS ORDER:

1. Signature page (See copies of previous capstones in English Department Office Bates 103)

2. 150-word abstract

3. Brief description of the critical approach applied to the text

4. Scholarly essay approximately 5000 words in length and a Works Cited page

5. Annotated bibliography of at least 20 primary or secondary sources

Rev. 5/13

Sample of one professor’s schedule:

**English 647 Capstone Project SCHEDULE**

Prof. Michael Filas - Inject/Abject: Jim Carroll and the Literature of Addiction

**Course Description:**

Development and completion of capstone essay, including supporting documentation, about American poet and musician Jim Carroll.

**Meeting schedule, Mondays at 5:00:**

|  |  |  |  |
| --- | --- | --- | --- |
| **wk** | **date** | **Meeting focus** | **Work due per deadline** |
| 2 | M 9/12 | Review and discuss introduction | Brief prospectus, including work schedule; completed annotated bib.; completed thesis; first complete draft of introduction including explanation of abject/Burroughs/DeQuincey explained; first draft of critical method description. |
| 3 | M 9/19 | Discuss draft section explaining Carroll’s descent into abjection | Report on meetings with Prof. Brewster on Kristeva/abject |
| 4 | M 9/26 | Discuss draft section explaining abject as it relates to Jim Carroll, specifically lack of aversion to death and bodily fluids |  |
| 5 | M 10/3 | Discuss draft section explainingthe abject as it relates to Carroll’s fear and rejection of religion; discuss revision/refinements to thesis | Precise thesis of 5k word essay in draft form |
| 6 | M 10/10 | ———no meeting——— | Columbus Day holiday |
| 7 | M 10/17 | Discuss writing concerns |  |
| 8 | M 10/24 | Discuss revision concerns, and critical method description | Draft completed, incl. folio with discussion of critical method and annotated bib. |
| 9 | M 10/31 | Discuss revision concerns |  |
| 10 | M 11/7 | Discuss revision concerns | Schedule paper presentation |
| 11 | M 11/14 | Discuss revision concerns |  |
| 12 | M 11/21 | Discuss publication and presentation concerns | Revised/completed paper and supporting docs due to Profs. Todd, Sandidge, and Filas. |
| 13 | M 11/28 | Practice presentation |  |
| 14 | M 12/5 | Discuss publication submission |  |
| 15 | M 12/12 | Celebrate completion of master’s degree! |  |