

RST_290: CAPSTONE PROPOSAL

1. A student must obtain permission to undertake the Capstone Project the semester before registering for **RST_290: Capstone Proposal**. The Capstone Project Proposal must be completed by the end of this course.
 - a. The student is required to take RST_220: Theories & Methods (3u), *before* undertaking the writing of the Capstone Project.
 - b. Final approval of the Capstone Proposal must be given by the Capstone Director and the Director of the Graduate Religious Studies Program.
2. The student should choose a Capstone Director on the basis of the director's academic field and its relation to the proposed topic. Both the Capstone Director and the Second Reader must be approved by the Director of the Graduate Religious Studies Program. Ordinarily the Capstone Director and the Second Reader are members of Mount St. Mary's College's Religious Studies faculty.
3. In dialogue with the Capstone Director the student focuses the topic and formulates an initial title for the essay.
 - a. This is the student's "working title." It will probably change during the course of your research and writing. The final title should tell the reader exactly what you are writing about and what your goal is. It should be clear and concise.
4. In the course of the semester you compose the documents mentioned below: Summary of essay, outline, and initial bibliography. In the process remember that all of your research and writing must conform to the guidelines related to Academic Integrity as found in the MSMC Catalog. Please remember that the use of an idea, a quotation or any type of material not your own if presented as part of your paper must be referenced. If you fail to do this you are plagiarizing and will receive an "F" for the work you have done.
5. In addition to the Capstone Director, the Second Reader and the Program Director will give final approval of the Capstone Proposal.
6. After the capstone proposal is completed and approved the student is ready to register for **RST_291 Capstone Research, Analysis, & Presentation (2)**.
 - a. A student has four (4) semesters in which to complete the research, analysis, and presentation of the Capstone Project, RST_291ABCD: Capstone Project Continuation (1.0 unit/each).
 - b. **Unforeseen Circumstances:** The student must file a "Leave of Absence" form with the Registrar's Office and the student will receive an "IP" and the end of the semester.

RST_290: Capstone Proposal (1u)

Student Name: _____ units completed

Date submitted

Date accepted

Proposed Capstone Completion Date

Essay Topic: _____

Attach the following to this form:

- Summary of Essay: The initial title, what you intend to accomplish, why this topic is relevant, method/s you intend to follow
- Outline: Parts (sections), Chapters, Paragraphs
- Preliminary bibliography indicating only primary and secondary sources that you will use. Make this as detailed as possible.
- Language in which you intend to write the essay. (Read GRST Policy on language of essay.)*

Signature

Date

Enter Name Here

Capstone Director | 1st Reader

Enter Name Here

2nd Reader

Enter Name Here

Director, Graduate Religious Studies

N.B. The student completes this form, furnishes the information requested, and submits it to the Capstone Director, the Second Reader, and the Director of the Graduate Religious Studies Program for approval within the semester this course is taken. The entire process must be completed before the student is allowed to register for RST_291: Capstone Research, Analysis, and Presentation (2).