

RESEARCH CAPSTONE INSTRUCTIONS AND DUE DATES

In filling out the forms, ensure that you (and your mentors) are complete and explicit to avoid delays. If you have any questions, contact Dr. Mallory.

It is critical that both you and your mentor(s) fully understand the guidelines and due dates of any project you wish to perform. When working on proposals, ensure that clear, written expectations are communicated on the forms. Start early enough to leave sufficient time to complete required paperwork before the due dates.

All forms can be found here: (http://www.marshall.edu/biology/capstone_is/forms.asp)

Checklist:

- 1. Identify a Project Mentor.**

We strongly recommend that you start to identify mentors a full year before beginning your Research Capstone project, as many labs fill up very early. Visit the Capstone web page to see a list of possible faculty mentors in the Department of Biological Sciences. Mentors outside BSC may be acceptable depending on the circumstances, contact Dr. Mallory to discuss your desire to use an outside mentor before beginning the application process, and deliver to the potential mentor the Mentor's Agreement Form to be sure that they understand their responsibilities.
- 2. Work with your project mentor to formulate a research experience.**

You must, with your mentor, write a short description of the duties, responsibilities, and opportunities of your Research Capstone. This description should make it clear to a reader exactly what activities you will be involved in. Details of the activities themselves (ie a methods section) are not necessary at this time. You must also clearly lay out the expectations for a final report or presentation.
- 3. Complete the online project proposal form.**

Enter the project description that you developed in step 2, and all requested information about you and your Project Mentor.
- 4. Receive preliminary approval, and complete paperwork for final approval.**

If your project receives preliminary approval, you must follow the instructions in the email you will receive to complete the approval process. The Notice of Preliminary Approval must be signed by your project mentor. Note, if your mentor is not BSC faculty, you must deliver to them and have them sign a Mentor's Agreement Form. Be sure that you also deliver the Mentor's Evaluation form, which is attached to the Agreement form.
- 4a. Approval withheld.**

If your project does not receive approval, you will receive an email outlining the changes required. You must address these shortcomings and resubmit your project for approval.
- 5. Return signed Notice of Preliminary Approval and Mentor's Agreement (if required).**

BEFORE the first day of class in the semester during which you plan to complete your Capstone, the signed forms must be returned to Dr. Mallory in the Biological Sciences office (Science room 350). At that time, you will receive final approval and permission to enroll in the course.
- 6. Complete your project.**

Complete at least 90 hours of research work, keeping a notebook to use as the basis for your written report or presentation.
- 7. Complete and submit your final written report or presentation.**

The final report is due to your project mentor, and then to the Biological Sciences office (Science 350) BEFORE the beginning of exam week in the semester during which the Research Capstone is performed.
- 8. Have your mentor submit the Project Mentor's Evaluation.**

Ensure that your Project Mentor has the evaluation form well before the due date. The evaluation is due in the Biological Sciences office (Science 350) BEFORE the beginning of exam week in the semester during which the Research Capstone is performed.