

Capstone Experience Guidelines

- 1) You must speak with at least 3 faculty members in the Department of Chemistry before choosing your research advisor. When you have selected your advisor, turn in a completed application to the secretary. This should be completed the semester prior to beginning your research. This requirement is not waived for students pursuing an internship. You will need to fill out a departmental internship application form and submit it to the department chair. This form is due prior to the semester you begin your internship. When speaking with faculty members about their research tell them in advance that you plan to pursue an internship. Also, speak to the internship advisor before finalizing an internship to make sure it is acceptable. This requirement will be waived for students performing their Capstone research at another university; however you must receive a waiver in advance from the Chemistry department chair at Marshall. Students wishing to do their Capstone project at the medical school (Biomedical Science Program) may do so and may include signatures of medical school faculty in place of Department of Chemistry faculty. You should speak to the Chemistry department chair prior to exercising this option.
- 2) You should plan to commit at least 50 hours of actual time (about 4 hours per week) for each credit hour you sign-up for if you have an unpaid position. The majority of your work should be done early in the semester or over the summer, if possible. Do not procrastinate as both students and professors have time constraints late in the semester that may prevent efficient work being done at that time.
- 3) In general students will be asked to participate in projects that professors have ongoing in their laboratories. You, in learning the techniques, instrument operation, literature status of the project, etc., must do a considerable amount of the startup work. You should expect to do as much as you can on your own to master these topics. There undoubtedly will be times when you will need close supervision and instruction and your research advisor will provide that as well.
- 4) A large amount of time and energy goes into preparing for a research project, both for you and your research director. For that reason we strongly encourage you to think carefully about whom you choose to be your research mentor. Moving to a new advisor disrupts this process and will detract from your learning experience. Changing advisors should happen only infrequently and under unusual circumstances. Being able to contribute meaningfully to a project requires a time investment that occurs over the long term.
- 5) Both an oral and written report must be completed at the end of your project when you take CHM 432. Oral reports will be presented at the normal seminar times. Be aware that either CHM 490 (Chemistry Internship) or CHM 491 (Capstone Experience) is a prerequisite for CHM 432, so plan ahead to be sure you graduate on time.

6) Suggestions for how to prepare for your presentation and written report may be found on the seminar webpage.