Overview

The Capstone Seminars connect student project interests with the research, innovation, and capacity-building needs of public service organizations and public agencies. The course work for the seminar spans two quarters, winter/spring, and is assigned 8 credits toward the MPA degree.

The seminar moves each student through the stages of development of an applied research project; giving students the opportunity to learn from each other, from other research, and from the instructor’s experience. The resulting capstone integrates key learning from the Evans program while at same time meeting the needs of a client organization and promoting public service.

Expectations

The purpose of the class meetings will be to assist the student(s) in completing the final report for the partner, client or other audience. Seminar discussions will bring additional resources and the guidance of other researchers to the students. Discussions will focus on the substantive content of each student's or team's project, and students will be expected to make informal presentations of their work in progress. In addition, these discussions will seek to capture the synergy among projects, expand the use of effective research methods, and increase collective understanding of the community development and sustainability policy challenges that all clinic participants will be facing.

Seminar assignments will keep students on pace to complete the final report by the end of the spring quarter.

Course objectives:

- Develop a comprehensive research question.
- Plan the phases of a research project.
- Employ the appropriate research methodologies to address the question.
- Complete the design of the research project, including methodologies to be utilized and all aspects of data collection, presentation and analysis.
- Work with an external client to manage and meet expectations.
- Prepare a final written report that provides cogent findings and recommendations to the client.
- Present findings before an audience in a concise and engaging way.

The seminar's involvement with public and non profit agencies will assist participants in launching careers in the Puget Sound metropolitan region and beyond.
Expectations of students:

1. present work in class
2. comment constructively on the work of others
3. read assignments prior to class
4. meet deadlines
5. (optional) present at the ESO Research Symposium

Grading: Students will be evaluated in two areas

1. Capstone Project (75%) Your Capstone will be evaluated in terms of analytical rigor, usability to your client (if any), presentation and overall quality.

2. Seminar Participation (25%) Your participation will be assessed in three areas
   a. Responsibility - turning in assignments, and taking the timeline seriously.
   b. Citizenship - being present for class sessions, meetings, and being engaged by offering useful suggestions to peers.
   c. Professionalism - in dealings with client (and faculty and colleagues) and in final presentation students are expected to act in a professional manner.

April 1 & 8 – Three-way and individual meetings

Assignment

Due on Catalyst Page at noon on 4/1

1. Client comments due by April 1 or three weeks after client receives draft (post on catalyst). Three way meeting ideally includes discussion of client comments.

2. Written peer feedback and edits due on "Four Chapter Drafts" on Catalyst Page

3. Continue with development of analysis and incorporating changes to all chapters as suggested in peer and instructor comments.

4. Individual and three way meetings with instructor to renegotiate Capstone plans if necessary.

April 15 - Class Meeting (9:30-11) First "Entire Capstone Draft"

Note: First Entire Draft is read by peers and sent to agency contacts. In class we will have updates and problem solving session to address any issues that may have arisen.
Assignment

1. **Entire Capstone Project Draft** due on Catalyst page on 4/14 at noon.

2. Comment on peer drafts (the 4/14 draft), comments due April 21 at noon.

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**April 22 – Class Session - Peer Review Discussion**

**Assignment** - Post Peer Review Comments by April 21 at noon

Class Meeting Discussion: Receiving and incorporating peer and reader comments; group discussion of key issues.

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**April 29 – Work on Second Draft, Individual Meetings as Needed**

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**May 6 – Second Draft of Capstone Due (Include Official Cover Page)**

Note: Second Draft is read by peers and sent to agency contacts. This is the last chance for agency feedback. Agency feedback must be received by May 18.

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**May 13 Class Meeting 9:30-10:30 AM (individual meetings as needed) - Peer Review Assignments if directed.**

Instructor Feedback will be given in the order in which Capstone Drafts were posted and available for review.

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**May 20 – Final Full Drafts DUE**

Everyone attends ESO Research Symposium in the afternoon

**WARNING** - *in the absence of a full draft on May 20 students are not assured of graduating on time.*

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**May 27 – Class Meeting 9:30-10:30 AM CELEBRATION!**

Post Final Capstone to Catalyst Page on May 27, Title Page with instructor’s signature and entire document formatted to Evans School standards.

**NOTE** - *must post final Capstone in order to graduate on time*
Remaining week of quarter, signatures, tie up loose ends, upload to Evans School server. Nominations for Capstone Project prizes.