



## Senior Capstone Preparation Guidelines

### Registration for AL 4950 Senior Capstone Requires A Permit

- This course is to be taken in your final semester of study. It may be taken with other courses, just like any other semester.
- Contact your academic advisor for a permit to register
- You must enter the CRN for the appropriate section of AL 4950 in your registration worksheet; the checkbox method of registering will not work as this is a closed course

### Preparing for AL 4950

- It's a good idea to start thinking about your topic for study at least 1-2 semesters before your final semester.
- Your topic should be related to your concentration area of study in your degree.
- Students may complete a thesis or portfolio project to satisfy the requirements of AL 4950. You can discuss ideas with your advisor in preparation for the final semester. You should also discuss ideas and plans with your instructor when you register for the course.
  - Students in the ALS program generally complete a thesis
  - Students in the Professional Studies and Individualized programs have the option of completing a thesis or special project for portfolio
  - Students may also substitute AL 4940 Internship/Field Experience for their capstone requirement. This requires an application and proposal process. Please see your academic advisor if you would like more information on this option.
  - Students pursuing departmental or college honors must complete a thesis

### What is the difference between a thesis, a portfolio or an internship or field experience?

- A thesis as applied to this course is a research paper in the form of a written academic essay, average about 25 pages with 8-10 sources, usually in APA format.
- An educational portfolio is a compilation of student work that demonstrates competencies and that the learning outcomes of the course are met. It may also take the form of a special project. It also is supported by research, average of 4-6 sources, in APA format.
- An internship is a new learning experience or first exposure to an industry, whereas a field experience is a special project in one's current industry. Completion of an internship or field experience requires reflective journaling, a time log, on-site supervisor evaluation and a final portfolio supported by 3-5 research sources. Please see your advisor for more information.

### Completing AL 4950

- There is not a formal class to attend as this is considered independent study; however, there may be items for completion within the online Blackboard course site.
- There is an instructor assigned to every section of AL 4950; however, you may also use a specific faculty mentor or subject expert. Please inform the assigned instructor and your academic advisor if you are using a faculty mentor.
  - The faculty member should forward your final letter grade to the assigned instructor and your academic advisor at the end of the semester.