

## A SUMMARY OF WHAT GOES IN THE CAPSTONE PROPOSAL

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### **MAIR 294 Intercultural Project Design (2 credits) – GRADED**

For the design phase of the Capstone Project, you must complete your Capstone Project Proposal and get it approved by your committee.

### **Writing the Capstone Project Proposal**

*(Total length: 24-36 pages in 4 chapters)*

A Capstone Project in the MAIR program is designed to allow you to create a practical event (e.g., training or course) or materials (e.g., training manual, an intercultural book, or tool for assessment) to be used in your work (current or future). The following is a description of the various elements that will be a part of the initial **Capstone Project Proposal**; it will also provide the foundation on which to build the finished Capstone Project Report.

#### **Cover Page**

(see University of the Pacific *Thesis and Dissertation Guide*, which is available in the following URL: <http://www.pacific.edu/Academics/Schools-and-Colleges/Office-of-Research-and-Graduate-Studies/Graduate-Programs/Forms-Resources-and-Services/Forms.html>)

#### **Abstract (1 page)**

Summarize your proposal in one to two paragraphs. Write this when you have finished the rest of the Capstone Project Proposal.

#### **Chapter 1: Introduction (6-12 pages, depending on your style and your advisor)**

Your first task for a Capstone Project Proposal is to provide an overall description of what you plan on doing. This will begin with:

- a clear statement of your project's goals, objectives, and rationale;
- what you are going to do, and
- the reasons for doing this project.

Next you need to have a clear sense of:

- the people you are designing the project for, e.g., who will take it, read it, or use it?
- what is the value of the project for those who you intend to serve?

At the end of this chapter, you should provide a preview of the coming chapters in the proposal.

## **Chapter 2: Literature Review** *(8-12 pages, depending on your style and your advisor)*

Although you may have searched through some of the literature in your areas of interest before, this time as you examine the literature, you will be creating the context as revealed in books, articles, etc. that provide the foundation for your project. Your goal will be to present literature and explain how it has led you to choosing this Capstone Project. You will survey relevant articles, books, and other materials that show the importance of your Capstone Project, for the audience you have chosen and/or for achieving your goals and objectives. You will be focusing on the best and most relevant literature related to your project, not all the literature available.

Your review of the theoretical and research literature has two main goals. First, you want to report what relevant research has been done that will help you design, implement, and analyze the outcome of your Project. In addition, your literature review will examine the content and processes core to your Project in order to support the Project as a whole, e.g., why is the kind of Project you want to design likely to help you achieve your goals and objectives?

The second goal is to provide the theoretical foundation for your Capstone Project. Regardless of the nature of your project, you will build it upon theories, research, models, etc. that arise from your intercultural studies.

NOTE: In the Capstone Project Proposal you will provide an introduction to what you are going to review. You will be identifying the works that are important to and telling your readers why you will be reviewing them.

## **Chapter 3: Methods to Be Employed** *(6-12 pages, depending on your style and your advisor)*

Most Capstone Projects will be partially designed even before you begin the formal design process. Your employer may have a task in mind that will guide the development of the Capstone Project Proposal; you may have a long-term interest in creating some event or written material; or you may recognize a need in the field and seek to fill it, meeting both personal and professional goals.

As you move into the Capstone Project, one of the important steps is the selection of specific methods, approaches, or strategies that will be used to implement the project.

Later, in the final report on your Capstone Project, you will need to provide a step-by-step description of the tasks involved in creating the project and its final outcome. In the Capstone Project Proposal, you will identify and describe the basic methods you plan on using so your readers will have a basic sense of where you are headed.

In addition, you will describe any resources that you plan on using as part of your project (e.g., standardized tests, programmed training materials). Finally, you should discuss any challenges or limitations you foresee as you carry out your project so that your faculty advisor and area specialist may help you to manage these issues.

#### **Chapter 4: Additional Information (3-5 pages)**

In this last section of the Capstone Project Proposal, you should include a draft of your table of contents for the final project report, summary information on any tools and resources that will be used, a tentative reference list, a timeline for completing the project, and any other information that will help the faculty advisor and area specialist understand your Capstone Project and assist in your completing your Capstone.

In addition, you may briefly describe how you plan to report and analyze the outcomes of your Capstone Project when you later write the last two chapters of the capstone project report (after the Project is done). These chapters will be: *Chapter 4: Project Analysis*, and *Chapter 5: Discussion and Conclusions*. But ask your Capstone advisor if this addition is useful in your case.

#### ***Making Your Capstone Project Intercultural***

It is important to make sure your project is intercultural in nature. The term *intercultural* refers to interaction between people from different cultures. It can, however, also be viewed in such a way as to include the interaction of elements of one culture with people from another culture. For example, one student developed a tool for training American women to be more effective culturally in their work within Japanese companies. However, no matter what the final project, make sure it involves some sense of interaction between two or more cultures.

[END OF THE CAPSTONE PROPOSAL SUMMARY]