

Capstone Planning for MAIR Program

| Fall Grad | Spring Grad | Tasks | Notes |
|------------|-------------|-----------------------------|---|
| March-June | Aug.-Nov. | Decide on Topic | Confer w/ Advisor |
| | | Establish Basic Plan | Determine what you hope to accomplish. If an organization will be involved. Be sure to spend enough time developing a relationship so that they understand and commit to your engaging them for 6-9 months and writing-up the project in 5 full chapters. If no organization is involved, what other support systems are needed to complete the Project. |
| | | Invite Committee | 2 people, at least 1 with a Doctorate who serves as chair. If they are new to MAIR/UOP, discuss the person with your advisor and get resumes or CV for advisor and committee chair. |
| | | Draft Proposal | Work with your advisor to draft your proposal. Then submit to the full committee for review and recommendations. Develop completed proposal for final review and approval by the entire committee Allow 3-4 weeks for review, recommendations, and approval. |
| June-Aug. | Nov.-Jan. | Complete Project Activities | Once your proposal is approved, begin the activities you have identified in your proposal. Conduct a literature review to provide the context for you project. Conduct a needs assessment, evaluate preexisting data, complete observations, begin design process, carry out training, etc. Be sure you are clear on what is needed, how an intercultural perspective can be of service, and who the key stakeholders are in the success of your project. This step always takes more time than originally planned. It rarely starts on time and even more rarely ends on time! |
| | | Complete Chapters 1-3 | Once your proposal is approved and your activities are underway, complete these chapters and have them read/approved by your advisor. Your committee members can read them too if they have agreed in advance to do this. |

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| July-Sept. | Dec.-Feb. | Analyze Completed Project | This is another step that always takes more time than planned. <i>NOTE:</i> It helps to decide upon how you intend to analyze and assess your project before it is complete, or the process may be complex and laborious. |
| Sept.-Oct. | Feb.-March | Write-up Chapters 4-5 | Submit these chapters to your Advisor and possibly your committee member(s) if they agreed to read them. |
| Oct.-Nov. | March-April | Committee Reads Paper | <ul style="list-style-type: none"> • Pull all 5 chapters, the reference sections, and appendices together into one document Clean it up so the grammatical errors have been corrected and it is appropriately formatted using Pacific's Thesis & Dissertation Format Guide. Use the format templates located in this Guide. • Give your committee at least one month to do this read ... maybe longer – ASK them what their preference is! • Make the edits/improvements your committee suggests |
| | | Polishing for formatting | Take this month to go through the full thesis with a fine-tooth comb and polish it to perfection <i>Note: If this is NOT your skill – hire it out (In other words, your committee and advisor are NOT your editors nor your formatting coaches!)</i> |
| 2-3 week of Nov. | 2-3 week of April | Formatting Requirements | If your Advisor asks for formatting changes, make them. |
| | | Submit to ICI Library | Send your final version to ICI in BOTH WORD and PDF format for archiving. |