



Addendum 1
Department of Social Work, MSW Program
Capstone Project Protocol
****NOTE that in summer 2009 students will be working with the SOWK 669: Advanced Social Work Evaluation faculty to complete this assignment.**

Time Frame	Student Responsibility	Faculty Responsibility
Early in Fall	Initiates discussion with academic advisor regarding Capstone Project (CP). Meets with academic advisor as needed to explore interests and options.	Academic Advisor: Orient student to Capstone Project
Fall	Meets with SOWK 665 field liaison and completes paperwork and interviews as directed in field manual for practicum placement, including a preliminary discussion of CP.	SOWK 665 field liaison: Begin placement process, finalize placements
Early Spring semester	Participates in Project Dialogue Groups (PDGs) as part of SOWK 665 Seminar and come prepared to discuss: CP possibilities in practicum sites, incorporation of the CP into the Learning Contract, direct practice and indirect practice projects, how to develop a Capstone proposal, determination of need for IRB approval, project design and implementation, creating a timeline for completion. Note: Student will consult with academic advisor between PDG to discuss purpose, problem and design/protocol.	SOWK 665 field liaison: Convenes Seminar, facilitates the CP process, discusses project possibilities, development of project proposal, oversees the development of the Learning Contract, and provides form for approval signatures from academic advisor, field instructor, facilitate 3 Project Dialogue Groups (PDGs) in consultation with SOWK 661 faculty and other faculty as warranted. Note: Spring/Summer 2009 consults with SOWK 669 faculty.
Early Spring semester	Meets with field instructor to discuss the Capstone Project, including the 1) purpose and problem the project aims to address and 2) design or protocol for conducting the project.	Field Instructor: Consults on the project to ensure that the project is feasible and beneficial to the agency. Provides written approval for the Capstone Project as one component of the Learning Contract.
Early Spring semester	Participates in field seminar and presents proposal to SOWK 665 field liaison.	SOWK 665 field liaison: Provides approval for the CP, provides instruction on developing timeline for CP completion that coordinates with Learning Contract and practicum evaluations at 150 and 300 hours. Provides instruction on how to use D2L to document fulfillment of the requirements of the project. Reviews and provides feedback on D2L posting

Time Frame	Student Responsibility	Faculty Responsibility
Early Spring semester	Meets with academic advisor after getting feedback from field instructor and SOWK 665 field liaison to discuss: 1) purpose and problem the project aims to address and 2) design or protocol for conducting the project. Note: Students will need to meet with academic advisor one or more times to finalize the purpose, problem and design/protocol.	Academic Advisor: Provides oversight on project to ensure that the CP is feasible, approves design/protocol, signs IRB application (if applicable), and meets other CP requirements; provides written approval for the CP after approval has been given by field instructor and SOWK 655 field liaison.
Early Spring semester	Submits a timeline for completing the project and incorporates the CP into the Learning Contract. Implements appropriate steps of CP and provides on-going updates on the status of CP using D2L	SOWK 665 field liaison: Reviews and approves the timeline as part of the Learning Contract.
Spring semester	Consults with academic advisor on implementation of the project as needed.	Academic Advisor: Provides feedback and guidance on implementation of the Capstone Project. Reviews and provides feedback on D2L postings.
Spring semester	Consults with field instructor on implementation of the project as needed.	Field Instructor: Provides feedback and guidance on implementation of the Capstone Project as part of supervision. May review and provide feedback on D2L postings.
Spring Semester	Provides update on implementation of CP as part of mid-term evaluation.	Field instructor and SOWK 665 field liaison: Evaluates progress made on CP as part of mid-term review. SOWK 665 field liaison consults with academic advisor as warranted.
Summer semester	Enrolls and participates in SOWK 661 and 675. Note: Summer 2009 enrolls and participates in SOWK 669.	SOWK 661 faculty: Convenes SOWK 661 and provides instructions on how to prepare and conduct a poster presentation. SOWK 675 field liaison: Convene seminar and oversees final steps of CP. Schedules and facilitates 2 PDGs to discuss the process of completing the CP.
Summer	CP completed by Week 6, final D2L posting completed. Creates a poster presentation that meets the requirements of the poster presentation and SOWK 661.	SOWK 675 field liaison: Reviews final D2L postings SOWK 661 faculty: Oversees final poster preparations. Note: Summer 2009 SOWK 669 faculty oversees poster presentation.

Time Frame	Student Responsibility	Faculty Responsibility
Summer semester	Conducts a poster presentation at the practicum agency.	SOWK 675 field liaison in consultation with field instructor: Evaluates the process for developing and implementing the project to ensure that the requirements for the project have been met, in consultation with academic advisor.
Summer Semester	Submit Capstone Project for grading as outlined in the course syllabus.	SOWK 661 faculty: Evaluates poster presentation as one part of course grade. Note: Summer 2009 SOWK 669 faculty evaluates poster presentation.
Summer semester	Conducts a poster presentation at the Department's MSW Capstone Forum.	SOWK 661 faculty: Provides information about participating in the MSW Capstone Forum. Note: Summer 2009 SOWK 669 faculty provides information.
Summer semester	Completes remainder of field practicum hours and assignments.	SOWK 675 field liaison: Evaluates CP as one part of assessing successful completion of SOWK 665/675.