



**Addendum 4**  
**Department of Social Work,**  
**MSW Program**  
**Capstone Completion Timeline Worksheet**

**Detailed Timeline:** Think through your Capstone Project (CP) carefully and plan-fully. Insert the tasks you anticipate completing in the appropriate week using the guidelines provided in Addendum 1 *Capstone Project Protocol* and information provided at the PDG. You will be expected to report on your project, using this as your guide, at regular intervals to your academic advisor and the SOWK 665/675 field liaison using D2L. Your field instructor will also have the opportunity to review the D2L postings.

*The following is offered ONLY AS AN EXAMPLE – you must retain the overall schedule and must modify it to reflect your own project.*

**Capstone Project Title:**

**Field Practicum Agency:**

**Student:**

| <b>Semester/due dates for Practicum</b> | <b>Detailed list of Tasks</b>   |
|---|---|
| <b>Week 1 (Beg. Spring Semester)</b>    | a. Begin discussion with FI re: project<br>b. examine opportunities that are available<br>c. determine preliminary focus of CP  |
| <b>Week 2</b>                           | a. Continue Week 1<br>b. Report on progress – D2L   |
| <b>Week 3</b>                           | a. Project Dialogue Group (PDG): Possibilities<br>b. Meet with FI, FL, & A.A. to determine feasibility of proposed project  |
| <b>Week 4 – Learning Contract Due</b>   | a. Complete the <b>Capstone Project Proposal Approval Form</b><br>b. Meet with FI, FL, & A.A. for signatures  |
| <b>Week 5</b>                           | a. Complete and Upload Detailed Timeline to D2L site<br>b. Begin literature review for best practice, ethical issues, population-at-risk, rural/small community issues<br>c. Determine best practice for carrying out CP; consult AA, FI, FL as needed<br>d. Report on progress – D2L |
| <b>Week 6</b>                           | a. Define details of design or protocol for conducting CP<br>b. Have details of design or protocol approved by academic advisor<br>c. Submit IRB proposal (if applicable)<br>a.<br>b.<br>c.   |

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|   | <ul style="list-style-type: none"> <li>d.</li> <li>b. Report on progress – D2L</li> </ul>  |
| <b>Week 7</b><br><b>140-150 field hours – Evaluation with FI and FL</b> | <ul style="list-style-type: none"> <li>a. Meet with PDG in seminar: Methodology</li> <li>b. Define details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> </ul> </li> </ul>  |
| <b>Week 8</b>   | <ul style="list-style-type: none"> <li>b. Implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> <li>b. Report on progress – D2L</li> </ul>   |
| <b>Week 9</b>   | <ul style="list-style-type: none"> <li>a. Continue implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> </ul>   |
| <b>Week 10</b>  | <ul style="list-style-type: none"> <li>Continue implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> </ul>  |
| <b>Week 11</b>  | <ul style="list-style-type: none"> <li>a. Meet with PDG – methodology implementation</li> <li>b. Continue implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> <li>c. Report on progress – D2L</li> </ul> |
| <b>Week 12</b>  | <ul style="list-style-type: none"> <li>a. Continue implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> </ul>   |
| <b>Week 13</b>  | <ul style="list-style-type: none"> <li>a. Continue implementation details of design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> </ul> </li> </ul>   |
| <b>Week 14</b><br><b>300 field hours – Evaluation with FI and FL</b>    | <ul style="list-style-type: none"> <li>a. Conclude implementation design or protocol for conducting CP <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> </ul> </li> </ul>  |

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|  | d.<br>Report on progress – D2L   |
| <b>Week 15 (End Spring Semester)</b>                                       | a. Review progress and prepare to develop poster presentation<br>a.<br>c.<br>d.                |
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| <b>Week 1 (Beg. Summer Semester)</b>                                       | a. Prepare / develop poster presentation<br>a.<br>b.<br>c.                                     |
| <b>Week 2</b>  | a. Prepare to develop poster presentation<br>a.<br>b.<br>c.<br>b. Report on progress – D2L     |
| <b>Week 3</b>  | a. Meet with PDG: Sharing Outcomes<br>b. Prepare/develop poster presentation<br>a.<br>b.<br>c. |
| <b>Week 4</b>  | a. Prepare/develop poster presentation<br>a.<br>b.<br>c.                                       |
| <b>Week 5</b>  | a. Prepare/develop poster presentation<br>a.<br>b.<br>c.<br>b. Report on progress – D2L        |
| <b>Week 6 (Project Deadline)</b>   | a. Schedule Presentation of Capstone Project in the Agency<br>a.<br>b.<br>c.                   |
| <b>Week 7</b>  | a. Meet with PDG: Reflections  |
| <b>Week 8 - 10<br/>500 field hours –<br/>Evaluation with<br/>FI and FL</b> | a. Submit all paperwork for successful completion of practicum.                                |

**\*\*NOTE that in summer 2009 students will be working with the SOWK 669: Advanced Social Work Evaluation faculty to complete this assignment.**