

POLICY – Capstone Projects

- I. Introduction
- II. Roles and Responsibilities
- III. Definition
- IV. Policy Statement
- V. Policy Principles
- VI. Policy Procedures
- VII. Policy History

- a. : The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. : The purpose is to set forth a policy for AUK students that outlines the minimum qualifications, requirements and procedures required for completing Capstone Projects.
- c. : This policy applies to AUK students, Admissions and Registration Department (ARD), Provost’s Office, Deans/Heads of departments and academic advisors.

- a. : Provost
- b. : Admissions and Registration Department
- c. : Office of Provost and Office of Admissions and Registration

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student at AUK, and provides faculty |

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1. The Department forms a committee of at least two and up to three Faculty including the supervisor(s) of the two Capstone semesters and other Faculty. An external representative from the public or private sector(s) may attend the final student's defense.
2. Students would choose to work individually or they are divided into random groups of 2 to 5 member teams based on the number of students, number of projects available, and the number of available Faculty.
3. If the Capstone extends over two semesters, the Department designates a Faculty for the first Capstone semester which involves the formulation of the research proposal, and a second Faculty to supervise the execution of the project in the second semester. The Faculty of the first semester and the second semester will be members of the Department's Committee to assess the student's defense of the bachelor's degree Thesis.

The proposal is a crucial component of the Capstone since the project cannot proceed until the proposal has been reviewed and approved by the Department's allocated Capstone Committee. The proposal is the student's "research roadmap", detailing what will be done, how it will be done, and what resources will be needed for its execution.

While the student's proposal is undergoing review, the Supervisor may greenlight the student to begin gathering data/information related to the prospectively approved topic(s). The Supervisor will not, however, allow the student to move forward with the development and writing of the Capstone paper or presentation until the proposal receives final approval. The student should address feedback from the supervisor in a timely manner. If there are questions, students need to take the initiative to get answers and make the requisite corrections. Communications are an essential part of this labor intensive process.

1. The student includes the required components of the project.
2. The student's proposal reflects/addresses the learning outcomes and POs.
- 3.

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appropriate POs through the application of the higher order of Bloom's (1956) learning skills, namely, analysis, evaluation, and synthesis.

Furthermore, the students will also show in the Thesis evidence of achieving the general education PO's through the practical skill of critical thought, communicating concepts in cogent written and oral presentation; demonstrate their information literacy through showing evidence of meaningful research, including gathering information from primary and secondary sources; and incorporating and documenting source material properly. Students will also demonstrate their scientific literacy through showing evidence of analyzing scientific data and quantitative reasoning as it relates to the physical world, as well as its interrelationship with human values and interests as indicated in analysis of survey data.

The Capstone thesis is required to be formatted in and follow the writing rules of the current edition of the Publication Manual of the American Psychological Association (otherwise referred to as the APA manual) including being written in the third person and meeting required spacing requirements

Chapter 1, Introduction

Chapter 2, Review of Literature

Chapter 3, Project Description

Chapter 4, Results and Discussion

Chapter 5, Conclusions

References

Appendix

The Faculty member will guide the stud