**Directing a WRTC Internship Capstone (Quick Guide)**

Student’s First Year

**March**

Students will attend mandatory meeting of full first-year cohort to discuss Graduate Capstone Guidelines, procedures for choosing a capstone chair, etc. The Grad Director will help students identify possible advisors based on expertise and equitable workload distribution among faculty.

**March – April**

Immediately following Spring Break, students will contact prospective advisors and arrange to discuss their idea/direction for the project. Please inform students as quickly as possible of your willingness/ability to chair. (***Note:*** Each faculty member should agree to advise only one capstone unless previously agreed upon with the Grad Director.)

**May**

Before the end of the semester, please hold at least one meeting with your advisee to set goals and directions for the advisee’s independent summer work to draft the capstone proposal. You and the student should also identify two additional committee members for the project at this point. For the internship, one of these members should be graduate faculty. We also recommend (but do not require) that the other reader be in an industry related to the internship. However, this member cannot be in the organization the student is working with.

**June – August**The student will work independently on the **internship proposal**. You can determine the best method for communicating and working with the student on drafts during this period. Requirements for the internship proposal, proposal approval meeting and portfolio defense**, along with sample proposals,** can be found in the *WRTC Graduate Capstone Advisor Handbook.*

Student’s Second Year

**September**The student will provide you with a completed draft of the **internship proposal**. Once you have provided revision suggestions, the student should submit the proposal to the entire committee by mid-September.

The student should become familiar with the TGS Degree Requirements Checklist. Find this and additional information at the Graduate School Website: <https://www.jmu.edu/grad/grad-community/index.shtml>.

**October**Schedule a **proposal approval meeting** with the student and committee no less than two weeks after you have received the **internship proposal**. The proposal approval meeting (~60 minutes in length) provides the committee the opportunity to ask the student questions about the project, provide feedback to the student regarding the project, and offer suggestions/make stipulations for changes. This meeting is meant to be a heuristic for strengthening and clarifying the goals and plans for the student’s 240 hours of work. The committee can either vote to accept the proposal as is, accept it with revisions to be sent only to the advisor, or request revisions be sent to the full committee before the student proceeds with their project. If major modifications are required to the project, you can have the student revise the proposal and schedule an additional proposal approval meeting later in the semester.

Once the committee is then satisfied with the modified project, you can instruct the student to begin work on the internship. Please inform the Graduate Director when the student’s proposal has been approved.

**November**

The student should **file the Application for Graduate Degree** with TGS.

After the student has successfully completed their proposal approval meeting, the Graduate Director will see that a section of WRTC 701 is created for the student. Each faculty member should **submit an official syllabus for each section of WRTC 701: Internship** that you oversee. See the *WRTC Graduate Capstone Advisor Handbook* for a syllabus template.

**January – March**

The capstone chair can determine the best method for communicating and working with the student on portfolio drafts during this period, but advisors should meet with students at least twice a month.

**March**

When you feel the student’s internship materials (internship deliverables, portfolio draft, etc.) are ready to be reviewed and defended, the student should supply the committee with a final draft of the internship, at least two weeks before the scheduled **internship defense**. Internship defenses should be scheduled no later than the first week of May. As soon as the student and committee have determined a date and time they can meet for the defense, inform the Graduate Director.

**April**At the **internship defense**, the student will present his/her **internship portfolio** to the committee in a closed meeting. If the committee decides the student has passed the defense (with or without revisions), each member of the committee should individually **complete an Internship Capstone Rubric** (see WRTC Grad website “Forms” tab); the capstone chair should then submit all copies to the Graduate Director.

If the student is unable to complete the thesis before the April deadline, please talk to the Graduate Director to discuss steps that need to be taken to have the student complete the work during the summer or the following semester.

**May**

When the student has successfully completed the internship portfolio, let the Graduate Director know. Submit a grade of “S” or “U” for the student’s capstone grade.