



Capstone Hearing Form

Purpose: The purpose of a Capstone Hearing at Newlane University is to review a capstone project. The capstone project is a culminating project for a degree. The capstone hearing is a meeting where the student author of the project meets with two or more referees to discuss the project. At the end of the hearing, the referees make a judgment on the project, determining whether or not it is approved, and if any changes are required.

Who: The student selects two referees who make up the “Capstone Review Committee” also referred to as “capstone referees”. The capstone referees must hold advanced degrees in a relevant discipline of the degree.

When: The Capstone Hearing happens after all coursework is complete, but prior to the degree hearing. The student works with the Capstone Chair to schedule the hearing.

What: The capstone project is a culminating experience for a degree at Newlane. A capstone project may not be required for every degree at Newlane. Beyond having to meet the standards for the actual project, the capstone hearing is an opportunity for the student to reflect on their status as a scholar. Accordingly, there are more general questions in a capstone hearing than there are for a typical course project, or course hearing. This is an opportunity for the student to “stand on their own feet” as a scholar, so to speak, and respond to close readings of their project by referees who hold advanced degrees in the discipline. It is also an opportunity to articulate something about their life as a scholar. Accordingly, in addition to more direct questions about the particular project, general questions like the following would be appropriate:

- What is exciting/meaningful about this project for you?
- What parts do you feel are especially successful?
- What role does this project have to your longer term goals/aspirations?
- If you were to do a revision, which parts do you feel could use the most work? Or if you were to re-write this, would you approach it differently? If so, how would you approach it?
- Have you considered a follow up project? Are there any follow up projects that are exciting for you?

Format: The capstone hearing is typically a live video chat with the student and the two selected referees. It follows this basic format:

Pre-Hearing: All members of the Review committee have had a chance to review the project.



Open/Welcome [Capstone Chair]: Congratulate the student for reaching this point in their degree program. Review that all referees have closely read the project. Verify for all attendees that the purpose is a capstone hearing, and review any details. Importantly review the format, including that the student will first take up to 5 minutes to summarize the project, its place in the student's life as a scholar, then the committee will take up to 30 minutes to ask questions related to the project, and respond to answers the student provides, etc., then the referees will meet in a separate room to discuss their verdict, then they will return and present the verdict to the student along with a justification for their verdict.

Summary of the Capstone Project [Student]: The student summarizes the project, why they chose it, and what it means to them personally, and as a scholar.

Questions [Committee members]

Committee members ask questions about the project. They discuss the project with the student for around 30 minutes (enough to get a feel for the student's ability to respond to concerns they may have, etc.).

Jury Review:

The committee then meets for up to 15 minutes in a separate video chat room to discuss their conclusions about the project. Their conclusions can range from the following:

1. Accepted (no revisions required).
2. Accepted, with minor revisions (which can be submitted to the Chair only, through email).
3. Accepted, with major revisions (which require a follow up, abbreviated Capstone hearing)
4. Not accepted (which requires a full new Capstone hearing)

Jury's Conclusion Announcement:

The committee returns to the room with the student and announces their conclusion to the student, along with justification for their decision. They can begin to arrange next steps (which could include discussing revisions, or scheduling a degree hearing) with the student.

Close: [Capstone chair] announces that the hearing is over, and confirms that the student understands the verdict and what next steps are. Regardless of the decision, the chair communicates the committee's willingness to help the student with the next step, whatever it may be.

Date:

Student:



NEWLANE UNIVERSITY

Title of Capstone Project:

Reviewers:

Review:

Conclusion: