|  |  |
| --- | --- |
| Student name | Email |
| Advisor name | Email |
| Working title of project |
| Brief description of project |
| Student role | include agreements such as “initiate meetings” or “email reminders to advisor” |
| Advisor role | include agreements such as “contacting colleague” |
| **Proposed Timeline of Major Tasks/Activities Associated with Project**Use approximate dates, eg, “late spring 2020” |
| Date | Task/Activity |
|  |  |
| **CSD Course Deadlines & Proposed Communication Dates\*****Bold** report nameindicates report will be reviewed by Capstone Faculty Committee (CFC)\*subject to minor change |
| **MS2 (FOM2)** | **MS3 (CCE)** | **MS4 (AS)** |
| Communicate by | CSD Deadline | Communicate by | CSD Deadline | Communicate by | CSD Deadline |
|  | **Dec 15: FOM2 Fall Project Proposal & Advisor Selection** |  | **Nov 1**: CCE Fall Project Update &Draft Introduction |  | **Oct 1**: AS Fall Project Update & Draft Results |
|  | **Apr 15**: FOM2 Spring Project Update |  | **Apr 1:** CCE Spring Project Update & Draft Methods  |  | **Dec 31: Final Project Write-up** |
|  | **March (Match Week): Capstone Presentation Day** |
| **Communication Methods and Frequency** |
| Preferred communication (e.g., preferred methods, frequency, process for scheduling meetings) |
| Other points we think are important: |
| **With our signatures, we acknowledge our agreement to provide regular feedback to each other to facilitate our relationship and achieve agreed upon goals. [electronic signature** |
| Student Signature and Date | Capstone Advisor Signature and Date |

Attach the completed form to the student **Project Update submission**; remember to keep copies for your records.

Updated 12.21.18 | *cjb*