APPLICATION FOR CAPSTONE DIRECTED STUDY IN LIBERAL STUDIES
Framingham State University

This application is for matriculated degree-seeking undergraduate Liberal Studies Majors attending the University in the Day Division or Continuing Education Department. This completed form (including all of the required signatures) must be submitted in its entirety within the Course Add/Drop period of the semester to the appropriate Liberal Studies Program Coordinator. Please review the policy (on second page) regarding eligibility before completing the request form.

Day Division students should submit the form to Dr. Kelly Matthews, May Hall 26.
Continuing Education students should submit the completed form to Dr. P. Bradley Nutting, Dwight Hall 202.
The form must be submitted to the Office of the University Registrar, located in the Student Services Center, McCarthy 515.

Please Print Information

Name: ___________________________ FSU Student ID#: ___________________________
Last First M.I.

Major 1: Liberal Studies

FSU Student Email address: ___________________@student.framingham.edu
Every matriculated Framingham State University student is given a "@student.framingham.edu" e-mail account that is intended for use in all official correspondence among students, faculty, and staff. Students are responsible for checking it on a regular basis. Students are also expected to use this e-mail account when conducting business with the University and in communicating with faculty, and staff.

Anticipated Semester/Year of Graduation: _____________________________ Check Appropriate Box: [ ] Day Division [ ] DGCE

DIRECTED/INDEPENDENT STUDY COURSE INFORMATION:

Course Number: INTD 491 Semester to be taken: _____________________________

Title of Project: ____________________________________________ (Required – Will appear on academic transcript)

DESCRIPTION OF PROJECT:
The project should be fully described in a typed proposal and attached to this complete form. The proposal should be at a minimum of 200-250 words (one page double-spaced) and include a preliminary bibliography.

DESCRIPTION OF HOW PROGRESS OF THE PROJECT WILL BE ASSESSED AND FINAL GRADE DETERMINED:
(To be completed by the Supervisor of the Independent Study – may attach syllabus)

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Signature of Student Date

Signature of Directed Study Supervisor Date Please Print Faculty Supervisor’s Name

Signature of Liberal Studies Program Coordinator Date Please Print Coordinator’s Name

DGCE use only:

Office of the Registrar use only:
1. The Capstone experience is the final course taken to complete the Concentration portion of the Liberal Studies major. It may not be taken earlier in the student’s program. It may, however, be taken concurrently with the student’s fifth concentration course.

2. A Liberal Studies major enrolling in a Capstone experience should first obtain the form “Application for Capstone Directed Study.” The form is available from the University’s website.

3. A Liberal Studies major must have a minimum overall grade point average of 2.00 in order to be eligible to register for the Capstone Directed Study.

4. A Liberal Studies major should contact faculty from within their concentration core courses to develop an acceptable project and request an appropriate faculty supervisor. The supervisor would normally be of the student’s choice. Supervisors are not assigned by the Liberal Studies major coordinator. The student’s project should be fully described in a typed proposal and attached to the “Application for Capstone Directed Study.” The proposal should be at a minimum of 200-250 words (one page double-spaced) and include a preliminary bibliography. For most subject areas a research paper of some 25 pages including notes and bibliography would be expected. Other types of projects are however more appropriate for certain disciplines, e.g. Art. Because capstones are completed in many different academic departments the guidelines are meant be flexible.

5. This completed form (including all of the required signatures) must be submitted in its entirety within the Course Add/Drop period of the semester during which the Capstone experience will take place to the appropriate Liberal Studies Program Coordinator. Day Division students should contact Dr. Kelly Matthews, May 206, for final approval. Continuing Education students should contact Dr. P. Bradley Nutting, Dwight Hall 202, for final approval. The proposal and bibliography must be attached to the form. The student will be registered for the course shortly after the Coordinator has given final approval. The students will be registered for the course through the Office of the University Registrar in the Student Services Center, McCarthy Center 515.

6. At the conclusion of the semester, the project is to be graded by the faculty supervisor and submitted electronically during the time frame for final grade submission.

7. Any questions concerning completion of the Capstone experience should be directed to the appropriate coordinator, either Dr. Kelly Matthews at kmatthews@framingham.edu or Dr. P. Bradley Nutting at pnutting@framingham.edu.