CAPSTONE INFORMATION SESSION 2017
CAPSTONE CO-DIRECTORS

- **Erica Foldy**, Associate Professor of Public and Nonprofit Management; Director of Public and Nonprofit Management and Policy Program

- **John Gershman**, Clinical Professor of Public Service

- **Elizabeth Larsen**, Director of Academic Development
GOALS

- Be clear on the purpose of Capstone
- Understand Capstone process and what to expect in class
- Know how to request registration for Capstone
CAPSTONE IN CONTEXT OF EMPLOYERS

Employers test employees very early on the following*:

- Getting up-to-speed quickly on their organization, external landscape, programming, politics

- Help them win on something important to them

- Making order out of chaos: project management within real world context

*John Isaacson
CAPSTONE IN CONTEXT OF EMPLOYERS

Top Personal Qualities/Skills Employers Seek*:

1. Work in a Team Structure
2. Make Decisions and Solve Problems
3. Plan, Organize, and Prioritize Work
4. Verbally Communicate with Persons Inside and Outside the Organization
5. Obtain and Process Information
6. Analyze Data

* National Association of Colleges and Employers, 2014
CAPSTONE IN CONTEXT OF EMPLOYERS

They love it! It’s in sync with what they’re looking for:

- Getting up-to-speed, helping client win on something important, managing a complex project
- Teams, problem solving, organizing work, communication, gather/process info, analysis
CAPSTONE IN CONTEXT OF ACADEMICS

- Unique learning opportunity

- Most learning at Wagner
  - Comes in the form of packaged problems
  - With a defined universe of solutions

- Capstone is different
  - Students have to define the problem
  - Students must search for where to find potential solutions
ACADEMICS, CON’T.

- Capstone is a messy, real-world experience
  - With a structure for learning and reflection -- your class
  - With resources -- your professor, teammates, classmates, client
COURSE BASICS

- Capstone is a course, like any other course.

- It is two semesters (fall and spring).

- Students are placed in Capstone sections based on program and specialization.
CAPSTONE LEARNING GOALS

Capstone enhances learning in three areas:

- A content or issue area
- Process skills, including team, client, and project management
- Research skills, including conducting literature reviews, collecting and analyzing data, and report writing and presentation
NOTE ABOUT LEARNING GOALS

Capstone’s purpose is not to get on a project for an organization you want to work for.

That’s what internships are for.
PROJECT SELECTION AND TEAM FORMATION

- Projects will be presented in your first few classes in September.

- After all projects are presented, students fill out a form which asks for project preferences as well as work and volunteer experiences, courses taken, special skills (e.g., languages), etc.

- Professor creates teams based on a combination of requirements of the project and student preferences.
RECRUIT YOUR OWN PROJECT

You can recruit your own project and create your team:

- Client organization must be involved/endorse project
- Client organization submits application by May 26
- Project must fit within academic parameters
- Cannot be a project for your employer/internship provider
- Confer with Elizabeth Larsen on development
COURSE MILESTONES

- Initial client meeting
- Client contracting
- Project work
- Draft report and rehearse oral presentation
- Presentation to client
- Final report to professor and client
- Capstone Expo!
COURSE ACTIVITIES

- Project selection
- Skill building activities, etc.
  - Project management
  - Consulting process
  - Team building
  - Data collection
  - Data analysis
  - Report writing
  - Presentation skills
- Team reports and updates
- Team meeting time
- Rehearsal of final presentations
RESEARCH CAPSTONE

- No client
- Student teams develop research projects based on common interests, availability of data, and time constraints
- Research involves advanced statistical analyses of large datasets
- Students experience entire research process: developing research question, literature review, developing hypotheses, finding relevant datasets, running analyses, writing up findings
CAPSTONE ELIGIBILITY

As noted on each Program Requirement Checksheet, to be eligible for Capstone, all students must have:

- Earned at least a 3.0 cumulative GPA
- Completed all Capstone prerequisites for program and specialization
- Declared specialization
- Commenced the Professional Experience Requirement (if required)
- Completed additional Research Capstone prerequisites if Research is first choice
CAPSTONE REGISTRATION

- Students **cannot** register for Capstone without a permission number!

- To request a permission number for Fall 2017, students must complete the online **Capstone Registration Request Form**

- Form **opens** on April 24 at 9:00am
- Form **closes** on May 1 at 5:00pm
REGISTRATION REQUEST FORM

At **9:00am on Monday, April 24**, link to form will be posted on the Capstone website:

wagner.nyu.edu/portal/students/academics/courses/capstone

Information required on the form:

- N#
- Degree, program, specialization
- Whether the Research Capstone is your first choice
- Which prerequisites you have completed
- Which prerequisites you have waived
- Which (if any) prerequisites you are completing in Summer
REGISTRATION TIME LINE

- **April 24:** Registration Request Form opens (first day of fall registration)

- **May 1:** Registration Request Form closes (one week after opening)

- **June:** Program Advisors check each student’s eligibility once spring grades are posted.

- **July 1:** Academic Services emails all students who submitted the form. Eligible students receive a permission number to use for Albert registration.
NOTE ABOUT PRE-REQUISITES IN SUMMER

If you are completing Capstone prerequisites (school core, specialization courses, PER) in Summer 2017, Academic Services will reserve a seat for you in a Capstone section.

You will not be issued a permission number until you email Academic Services with proof that all requirements have been completed (e.g. copy of transcript with summer grade posted, PER confirmation email from OCS, etc).

[The email you receive on July 1 will also explain “next steps” for you.]
CAPSTONE MEETING TIMES AND SECTIONS

Mondays, 6:45-8:25pm
- MPA-PNP
- MPA-Health
- MUP
- International
- Research Capstone

Tuesdays, 4:30-6:10pm
- EMPA-Nurse Leaders

Students must be available during that time period every week for both fall and spring semesters and cannot register for conflicting courses.
DISTRIBUTION OF CREDITS

- Capstone is a 1.5-credit course in fall and a 1.5-credit course in spring.

- Some students may need half-time or full-time equivalency for financial aid purposes. After your fall schedule is finalized (July at the earliest), you may request equivalency.
IF YOU HAVE QUESTIONS...

- About recruiting your own group project, project selection, or other questions:
  
  **Capstone Project Q&A Session**
  April 4, 5:00-6:00pm, Mulberry Conf Room

- About your eligibility or the registration process:
  
  **Registration Info/Q&A Webinar**
  April 13, 5:30-6:15pm, webinar [RSVP](#)
  April 19, 12:30-1:15pm, webinar [RSVP](#)

- Relevant Capstone documents are posted on the [Capstone website](#)