

*Media Arts and Science*  
**Capstone Project Presentation Overview**  
*N499*

**PURPOSE OF THIS DOCUMENT**

The purpose of this document is to provide an overview of the capstone format. This document must be provided to all students when authorization for this course occurs. The document is meant to be reviewed / read with the student's capstone advisor, in either a one-on-one or in a group session. In either case, the content of this document outlines in relative detail the purpose and means by which the capstone will be executed.

Below are answers to questions that should provide a complete picture of the capstone presentation format. Students who are not clear about any portion of this document or what their responsibilities are must communicate their concerns to their capstone advisor immediately.

**GENERAL INFORMATION**

**What is the Capstone?**

The official N499 course description states the following:

- The capstone experience is the culmination of the student's major in both knowledge and abilities of a particular area of interest in New Media. The successful execution, individually or as a team, integrates student's learning across the field.

The extended description is as follows:

- The capstone is the completion of the student's final project, which will culminate in a collective presentation of all graduating students from the Media Arts and Science (MAS) program. As an event that represents a collective exhibition of all students from the MAS program, it will demonstrate the consummate achievement of their academic career, concluding with earning their degree.

**Is the capstone project presentation required for graduation?**

Yes, it is in the very best interest of all students to finish their project at the appointed time and present their work at the capstone presentation event. Students will have a chance to have one-on-one contact with local industry representatives that may come by their presentation. All students who do not present their project at the scheduled time will receive a reduction in their final grade.

**Who will be the advisor for the capstone project?**

All students will have a capstone advisor. The capstone advisor must be a full time member of the MAS faculty. Students will submit a capstone proposal to their intended advisor the semester prior to their N499. Once the faculty member signs this document, the student will route it through student services along with a copy of the intent to graduate form. This will be the mechanism by which the student will receive approval to enroll in N499.

**When should I meet with my capstone advisor?**

All students should meet weekly or every other week with their capstone advisor. The goal of capstone meetings is to allow faculty to monitor the activity of all students.

**How will the grading be done?**

Each student will turn in two progress report forms to their advisor during the semester. Refer to the Project Timeline (Form 2) and Progress Report (Form 3). The student's advisor will evaluate their performance and quality of work to date at these benchmark times. The second progress report will determine whether a student is prepared to participate in the capstone presentation. Progress will be determined, in part, based on how well students follow the timeline they design at the beginning of the semester.

**When is the Capstone?**

Capstone presentations for fall 2008 will be held on Friday, December 5. Students should keep this entire day free on their calendar. Students will be required to set up their project areas and test their presentations on specifically assigned computer(s) early in the day (time TBD). Presentations will begin in the afternoon and run into the evening (time TBD).

**Where will the Capstone Presentations be Held?**

The capstone presentations will be held throughout the IT building in labs, the larger lecture halls, and other venues as appropriate to specific projects. Room assignments and detailed arrangements will be given to you by your advisor prior to the presentation event. Visitors will receive a printed program describing student projects and their location. In this way, they will be able to visit presentations of most interest to them.

**Who will attend the capstone?**

The capstone will be open to the public, students, friends, family and members of industry. We plan to invite all media arts and science freshman, sophomores, and juniors to this event, as well as a range of other students, faculty, and professionals from throughout the campus and the community.

**What should I wear?**

Students are to look presentable at the capstone presentation. Dress should be business casual at a minimum. If students are serious about making contact with a potential future employer they should seriously consider how they appear.

**HOW DO I GET STARTED?**

Students must submit a preliminary proposal (Form 1) to their capstone advisor the semester before their capstone. This proposal, when signed by the advisor, will be routed to student services along with the 'intent to graduate' form. These two documents will be required by student services in order to grant permission to register for the N499 class. Students will update this form prior to meeting with their capstone advisor the first week of class. This document will provide the basic information needed to give the advisor the direction of your project. Both parties must sign the document to establish that they both agree on the title and general direction of the project.

**WHAT DO I NEED TO COMPLETE FOR THE CAPSTONE PRESENTATION?**

Three items must be completed and ready to be delivered by the capstone presentation evening.

**1. Project Presentation**

- A copy of your project in executable, digital format (DVD, CD, Internet) loaded onto a computer in the assigned location. The computer(s) will be assigned to you the week of capstones. You will be required to test your projects the morning of your presentation.

**2. Poster Session**

- A graphic display on poster board will provide the following information:
  - a. Student's Name
  - b. Capstone Title and Sub-title, if relevant
  - c. Abstract Description of project (200 words max.)
  - d. Purpose/ Background
  - e. Target Audience
  - f. Media / Technologies
  - g. Timeline and Budget
  - h. Supporting details or images such as storyboards
  - i. Conclusion
  - j. Acknowledgements (advisors, colleagues, students, friends, etc.)

### **3. Final Report**

A final progress report will be turned in to the capstone advisor including the following:

- A summary of the project, including all the contents of the poster, but in more detail.
- A CD with a copy of your digital project as well as your final report to be given to your primary and secondary advisor.
- The report should also be copied onto the CD that has the project. The printed report should be professional.

### **4. Other Items to Consider**

- Copies of your resume, if seeking employment.
- Business cards