

CAPSTONE PROJECT GUIDELINES

The completion of a capstone project will result in a 5th unit in a 4-unit course. With the approval and advisement of the lecture instructor, the capstone project must be completed within the length of the course. It is the responsibility of the student to develop a research project according to the instructor's specified recommendations and guidelines. The instructor will then act as advisor; overseeing the integrity and accuracy of the student's independent work, and ensuring that the completion of the capstone project reflects the academic format indicated by the following guidelines and requirements:

The capstone project is an opportunity for the student to pursue his/her individual learning goals within an agreed upon framework with the instructor's approval. The educational objective is to deepen and integrate new and meaningful knowledge that broadens the content of the course, incorporating real life experiences that foster the student's interest in lifelong learning. Although the student is free to explore a variety of topics and pursue a variety of approaches, the capstone project must provide the student with hands-on experience utilizing the scientific method and academic writing conventions.

4-Unit ISP courses that offer a 5th unit capstone project:

- a. BIO 201 & 202 – Anatomy & Physiology I and II
- b. CHEM 304 – Biochemistry
- c. CHEM 101 & 102 – General Chemistry I & II
- d. BIO 301 – Microbiology
- e. CHEM 201 & 202 – Organic Chemistry I & II
- f. PHYS 101 & 102 – Physics 1 & II

How to register for the Capstone Project:

1. A student who is interested in pursuing a 5th unit must register online during the application process. Additionally, the student must fill out the "Capstone Project Registration and Plan of Study" (Annex 1) in collaboration with his or her lecture instructor. This must be submitted no later than the *Tuesday after the 1st weekend of class*.
2. After completing and signing the "Capstone Project Registration" form, the student must also acquire the approval and signature of his or her instructor. Once the form is complete, please fax to 1-877-203-5588

Capstone Project Content Guidelines:

1. Topics must be related to the course in which the student is registered, and must broaden and deepen the scope and discussion of the subject matter in a way that is relevant to the scope of the course syllabus. The instructor must approve the student's chosen topic.

2. At the instructor's discretion (which must be clearly communicated to the student), the capstone project may be a literature review, a research paper (that may or may not include experimentation), or a combination of the two.
3. All capstone projects must adhere to academic writing conventions following the American Medical Association (AMA) Manual of Style, 10th edition. The paper must have a minimum of 10 pages, but no more than 12 pages, excluding the cover page.

Capstone Project Assessment:

1. The instructor is required to show evidence of at least two (2) formal measures of student performance. Exams (written or oral) and a capstone presentation are just some of the possible assessments available at the instructor's discretion. It is recommended that the student be tested in writing halfway prior to the project's deadline as one of the two required assessments of student performance.
2. The final paper must be graded based on the clarity and comprehensiveness of the content, and adherence to the conventions of academic writing following AMA standards and guidelines.
3. Total points for the capstone project (including the two formal assessments outlined above) should not exceed twenty percent (20%) of the total lecture portion of points.
4. The instructor must submit an electronic copy of the graded final paper to ISP administration for proof of the student's independent work.

Please print and fill out the following form using a black pen (or typed directly into each field) and fax it to 1-877-203-5588.

Please be aware that you cannot save data typed into this form; we strongly recommend you print and keep a copy for your records.