CAPSTONE PROJECT—FINAL REPORT (Format)

*Section headings will vary depending on project approach selected. Double-spaced, 10-15 pgs. (not including references)*

**TITLE PAGE:** State the (1) Name of the student, (2) the title of the project report, (3) name of the agency/or organization where the project was completed; (4) the semester or semesters the project was completed (month/year)

**ABSTRACT:** Summarize the report in 150 to 200 words.

**TABLE OF CONTENTS:** List the starting page number for each section.

**SUMMARY STATEMENT:** Briefly describe the Practicum or the community partner agency/organization, and provide an overview statement of the purpose of the project and what the project addresses.

**OBJECTIVES:** Provide a list of project goals and objectives, specific aims and/or research questions to be addressed by the project.

**BACKGROUND:** Review of relevant literature describing previous work completed on the selected topic that led to the project undertaken. Effort should be made to place the project in a theoretical model.

**METHODOLOGY AND PROJECT DESIGN:** Include design, setting, participants, intervention (if appropriate), main outcome measures; rationale for chosen measures/design; population and sampling.

**RESULTS:** The product of the effort put forth in the culminating project should be articulated in detail.

**RECOMMENDATIONS AND CONCLUSION:** Detailed discussion of the results; strengths and limitations of the project should be discussed; further study or effort implied by the conclusions should be stated with explanation of supporting literature; dissemination of results—who is the most appropriate audience for the project.

**COMPETENCY ATTAINMENT:** Describe and evaluate the degree to which you have demonstrated mastery of selected program competencies (minimum of 3); provide specific examples of how these competencies were met; and describe any challenges you encountered with each selected competency, explain and reflect upon how you addressed these challenges.

**REFERENCE LIST:** List the references for all work cited throughout the document. Citation style and formatting should be consistent throughout the document.

**APPENDICES:** All documents such as manuals developed, promotion materials, IRB approval (if appropriate); tables, charts, graphs, timelines related to project.