

## Two-semester Course Capstone Experience Timeline

Note: This document was created using dates appropriate for Spring 2007. Please adjust for future semesters accordingly.

Approx. Date	CE Task or Checkpoint
September 6 <sup>th</sup>	<b>A syllabus</b> with a clear explanation of the thesis or project that is a major requirement of the course and a timeline of benchmark assignments.
Before October 30 <sup>th</sup>	<b>A major assignment</b> that will <ul style="list-style-type: none"> <li>▪ give you an indication of the students' aptitudes for the major project or thesis assignment and</li> <li>▪ give the students an indication of how you will be assessing their work</li> </ul>
<b>October 30<sup>th</sup></b>	<b>W period ends:</b> Students must decide before this date whether to commit to staying with the course for the fall semester or withdraw and make alternative CE plans.
Before December 13 <sup>th</sup>	<b>Another benchmark assignment to</b> <ul style="list-style-type: none"> <li>▪ give you and an indication of how the students respond to your guidance</li> <li>▪ give the students further indication of how you will be assessing their work</li> </ul>
January 2 <sup>nd</sup>	<b>Grades Due. Grading Implications</b> <ul style="list-style-type: none"> <li>▪ Grades should be pegged to the students achievements (A,A-B+, B, B-, ...)</li> <li>▪ INCs are for extenuating circumstances only and need to be documented on an INC contract.</li> <li>▪ "Y" grades (yearlong grading) may only be used if the course is set up this way for all of your students in advance. "Y" grades are essentially non-penalty INCs. We do not recommend Y grading because it does not give performance feedback to your students. If you choose Y grading, we strongly recommend that you have a conference with each student and, for your own protection, document each student's first-semester performance in writing (perhaps email). Also, you will need to submit fall grades on a copy of your fall SPIRE roster at the end of the spring semester along with spring grades.</li> </ul>
January 29 <sup>th</sup> (1 <sup>st</sup> Day of classes)	<b>A syllabus</b> with any revisions, a clear explanation of the thesis or project that is a major requirement of the course, and a timeline of remaining deadlines.
Prior to March 27 <sup>th</sup>	<b>Benchmark assignment/s and perhaps the 1<sup>st</sup> attempt at a draft of the final project or thesis.</b>
<b>March 27<sup>th</sup></b>	<b>W period ends:</b> Students must assess whether to remain in the second semester of the CE or withdraw.
	Multiple revisions, discoveries, and deepening
On or Before May 15 <sup>th</sup> (last day of classes)	<b>Final completely revised draft due to Instructor for title page signatures on or before the last day of CEclass.</b>
On or before May 24 <sup>th</sup> (last day of finals)	<b>Complete documentation is due to Commonwealth College on or before the last day of final exams.</b>
May 29 <sup>th</sup>	<b>Grades Due.</b> Turn in final spring grades, grades for any Y grades from fall on a copy of the fall-semester roster, and grades for fall INCs.
June 30 <sup>th</sup> *	Deadline for those who are still trying for May graduation and to whom you granted extensions
September 30 <sup>th</sup> *	Deadline for those who are trying for September graduation (still Class of 2007) and to whom you granted extensions.
February 28 <sup>th</sup> *	Deadline for those who are trying for February graduation (Class of 2008) and to whom you granted extensions.

\*These dates are well enough within the six-week grace period for clearing up problems to ensure that graduation clearance memos can be processed on time for a student's name to appear on the graduation list for May, September, or February respectively.