Capstone Research Paper Coversheet

This sheet is to be completed and stapled to the front page of your capstone paper.

Student's Name:

Student's I.D.:

Student's e-mail:

Title of Paper:

Date Paper Submitted to:

Department Secretary:

Course for which this Paper was Originally Submitted:

I certify that I have read, understand, and agree to Old Dominion University's Honor Code. I understand that all papers will be checked for plagiarism. I further certify that this paper is my own work. I understand that to submit a paper that in any way is not of my own work is a violation of the honor code and may result in disciplinary action by the University.

Student's Signature

Date

Scope & Purpose:

- The Department uses these capstone papers in internal, annual assessment of its curriculum.
- Paper is to be submitted to Department secretary by April 1 for May or August graduation and by November 1 for December graduation.
- Submission of paper is a condition of graduation.
- The paper will not be accepted unless it clearly meets the requirements below.
- The paper will not receive a traditional letter grade, although the paper will be assessed using the criteria below.
- Following assessment, the paper will be placed in the student's academic file.

Paper Requirements:

- Paper must have been written for a 300/400 level ODU course in the student's major.
- Paper must be “research and analysis” focused rather than simply descriptive.
- Unacceptable papers include a paper written for Pols/Geog 308, book review, essay, or case briefing.
- The paper must be a clean copy with no grades or comments on it – student may submit an original course paper that has been revised.
- The paper must be in 12 point type, double spaced, have one-inch margins, and be at least 10 full pages of text.
- The paper must include a title page, page numbers, and a bibliography with a variety of scholarly sources. Include notes, appendices, and graphics as appropriate.
- Attach this completed coversheet to your submission.

Assessment Criteria:

- The following five criteria are employed in the assessment of each capstone paper.
  - Conceptual Understanding of the Subject
  - Literature, theories, and issues
  - Analytical and Critical Thinking Skills
  - Statement of objectives and argumentation
  - Objectivity, clarity, creativity, reasoned judgment
  - Writing Style
  - Mechanics, grammar, syntax
  - Organization – subheadings, introduction, conclusion
  - Presentation
  - Physical appearance – title page, margins, page numbers, etc.
  - Utilization of graphs and tables where appropriate
  - Source Materials
  - Quality and quantity, diversity, bibliographic documentation

Revised July 19, 2003