## Course Project Review Form

#### Part 2: Capstone Approval, Professional Product

The first step in the capstone process is the capstone topic approval. This document closely mirrors the Capstone Topic Approval form. This form is designed to help you learn to think and write in a way that will facilitate approval of your capstone project proposal. The School of Education currently permits two categories of capstones, each of which has two options:

* Research paper.
* Professional product.

In Units 1–5, you will complete Course Project Review Form: Part 1 for approval of a research paper.

In Units 6–9, you will complete Course Project Review Form: Part 2 for approval of a professional product

**Please make sure you are using the correct form!**

You will need to use the following resources for completion of both Part 1 and Part 2. (All resources can be found on [iGuide: Research in the School of Education](http://campustools.capella.edu/redirect.aspx?linkid=2693).

* EdD Capstone Project Guide.
* EdD Programs of Professional Practice.
* Capstone deliverable guides.

Complete each section of the form as it is assigned in the separate units. Submit the entire form each time (even though many sections are left blank) so that your instructor can mark each section as complete and provide feedback you with on it. In **Unit 9**, you will review and revise the entire form for clarity, brevity, and alignment, and then **submit it as Part 2 of your project, for the professional product capstone option**.

By working with the form in this course with a fictitious scenario, you will have the opportunity to develop and practice the disciplined way of writing that will be invaluable to you when writing your full capstone proposal. In your next-to-last course, you will have the opportunity to develop this form on your own topic, which will be invaluable to you when writing the full proposal in your final course.

#### Do’s and Don’ts

* Do prepare your answers in a separate Word document. Editing and revising will be easier.
* Do copy and paste items into the **right-hand fields of the form** when they are ready (that is, when they **exactly** meet the instructions in the left sidebar).
* Do read the item descriptions and their respective instructions carefully. Items request very specific information. Be sure you understand what is asked. Include all of what is requested and **only** what is requested.
* Do not delete the instructions in the left sidebar. They are there to let your instructor see if you have followed them.
* Do not lock the form. That will stop you from editing and revising within the form.

#### Professional Merit

The purpose of the review will be to evaluate whether the study meets the requirements for a capstone project appropriate to your Specialization. The following criteria will be used in this evaluation:

* The proposed project expands knowledge and informs practice within the specialization through scholarly inquiry and critical analysis.
* The proposed project applies literature-based practical strategies to find solutions to specific localized problems encountered in practice.
* The proposed project contributes to individual, organizational, institutional, or community change.
* The proposed project includes completing a report and appropriate accompanying artifacts/deliverables that meet both relevant scholarly standards and professional criteria of best practice.

Please insert your answers directly into the boxes that have been provided. Do not exceed the allotted space.

### [Complete Sections A, B and C in Unit 6 of EDD8304]

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| **Section A. Researcher Information** | Name: Laide AlexanderE-mail:  |

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| **Section B. Specialization Scenario**Insert the full description of the scenario you have chosen. Briefly comment about why you chose it. | Scenario CCuyahoga has always served adult learners and has developed a well-deserved reputation for creating an excellent student experience. Its faculty members are committed to serving the current and new students and, with a strong and active faculty union, are generally satisfied with their role in the governance of the institution. As Cuyahoga grows and becomes more diverse, as new faculty join the ranks, and as experienced faculty begin to confront a new generation of students, the need for faculty development becomes ever more pressing. Improving the faculty development process at Cuyahoga has become a strong priority. I have chosen this scenario because: I chose this scenario because my interest and intended thesis has been on "systems, systems thinking and systems leadership. However, the need for on-going faculty development is paramount not only in imparting knowledge, but understanding the behavior and learning patterns of adult learners, enhancing the art of *“andragogy”*. With this in mind, interpersonal skill becomes a much needed skill, as well as the ability to utilize non-cognitive skills to develop non-cognitive skills in the adult learners. |

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| **Section C. The Topic**Write a **brief** statement of the topic (or issue) in general terms: 4–12 words.The topic is generalizable and extends beyond your specific intuition. **Example**: The topic is developing faculty skills in teaching online. | The topic is to focus on enhancing “andragogy”, the education of adults. |

###  [Complete Section D in Unit 7 of EDD8304]

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| **Section D: How Does the Topic Fit My Specialization?**Review the Topic Selection Criteria for your specialization in the **Programs of Professional Practice document**. Choose a minimum of two topic criteria and answer the following question in a clear and concise paragraph (up to 100 words per criterion):* What is the relevance of your topic to your specialization at Capella?
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| Specialization |
| Educational Leadership and Management |
| Criterion 1 *[insert criterion name here from Professional Product document]* |
| Definition - The relevance of the topic is to develop strategies that will aid faculty development process. With this goal in mind, it is important to develop a system that supports the faculty development during the whole of their career; from initial recruiting through improvement and growth. It is imperative to ensure that a system that identifies challenging areas in meeting teaching standards are made available so as to provide teachers with the opportunity to continuously make improvement on not just teaching the students, but also inspiring them to learn.: |
| Criterion 2 *[insert criterion name here from Professional Product document]* |
| Purpose - The relevance of the topic is that this strategic system is intended to provide continuing of faculty support based on faculty’s competence to meet teaching guidelines and the career level of the faculty member; the system must focus on the faculty’s outcome with the students – which is evaluated by the success of the students, the system must be intensive and continuous, the system must be collaborative in nature – so that the faculty can have a “buy in” in improving the system based on routine and timely feedback. |

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###  [Complete Section E and Section F in Unit 8 of EDD8304]

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| **Section E. The Purpose**Part 2 of the Project addresses **professional product capstone project**.Please complete the purpose statement using your topic. Consider the following questions:Why are you conducting this research?What do you hope to accomplish?**Example:** The purpose of this capstone professional product is to design a faculty development workshop on teaching online. | The purpose of this capstone professional product is to *[insert the topic here; write only 1 sentence]*. |

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| **Section F. The Project**There are two **deliverable** types acceptable under the research paper category: * Curriculum (product)
* Change Management (Plan)

In this section you will: 1) identify your deliverable 2) briefly describe (no more than 200 words) the process you will use to conduct your research project.**Example:** The deliverable will be the “curriculum” type. The process tp design of a workshop for faculty will be based on research of best practices. The content will include (more). The materials will include (more) .  | Below is information from the Programs of Professional Practice document on the capstone category of professional product:

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| **Category** | **Professional Product** |
| **Definition** | Application of research to create activities and materials to bring about educational improvement or organizational change at a specific organization. |
| **Purpose** | Foster improvement and/or change in an organization. |
| **Deliverable Type 1** | **Curriculum**The design and development of one course in a curriculum. Or a detailed description of a complete curriculum for a specific subject.  |
| **Deliverable Type 2** | **Change Management Plan**A detailed project PLAN to implement a change project in a school or organization. |

[Complete the following] The deliverable will be: [Describe the process you will use here in 200 words or less]: |

### Unit 9 Review

In Units 6–9 you have worked through the Course Project Review Form: Part 2, for the professional product capstone option and received instructor feedback.

In Unit 9, you will do a thorough review to ensure all feedback has been incorporated and each section aligns. Go through each section (A–F) and do the following:

1. Read the instructions in the first column carefully. Go through your draft and be sure that you have included:
	* Everything that is asked for.
	* Nothing that is not explicitly asked for. No extra words, explanations, definitions, or comments.
2. Give the whole form one last reading as if you were the external reviewer.

Submit your form to the assignment area in Unit 9.