Computer Information Science, Information Technology Leadership and Economic Crime Forensics Capstone Timeline Considerations

Event/Activity	Date
Submit Executive summary, including timeline, , plagiarism statements	Last CLASS Day of semester PRIOR to capstone being completed. Director upon acceptance of materials registers student(s) for course. The Executive summary will be circulated to faculty for review and comments.
Start Research	First Day of Semester for Project.
Finish Initial Research Submission—Prepare Bibliography. Remember the bibliography needs to include Peer-Reviewed Sources.	Determined in conjunction with Advisor
Prepare some type of "draft" for research/project This may be an outline or some format decided between team and advisor. The draft should reference research sources.	Determined in conjunction with Advisor
Provide a fairly complete draft for review by advisor.	Sometime near middle of semester
Advisor reviews and consults with students Advisor decides if draft is ready for a review by the faculty reviewers. Reviewers decide themselves to read or wait until a more completed version.	Within one week of receiving draft from students
Advisor continues to receive draft from students. Advisor may limit number of full drafts that will be reviewed.	Determined in conjunction with Advisor
Student(s) provides a "final" draft to advisor for review.	Based on WHEN student(s) expects to complete and hold presentation. Advisor provides final decision to move project forward to reviewers.
Upon acceptance of "final" draft submission, advisor submits it to reviewers and asks director to schedule presentation.	Reviewers need 2 weeks to review document. During this time period, reviewers' questions may put a hold on the presentation if there are many major issues or questions.
Reviewers submit comments	Student(s) receives comments
Director schedules presentation.	Presentation may be scheduled for the end of the review process.
Presentation is held	Presentation and final comments are completed.
Student(s) meets with advisor to finalize draft	Student(s) needs about one week to make final changes.
Student(s) submit draft to advisor for COMPLETE/FINAL approval	Advisor needs a max of one week to approve final submission.
After receiving advisor approval, student(s) submit CD copy to Director for inclusion in library files.	Student(s) needs to prepare CD copy and send to director.
Director submits final grade for capstone as assigned by advisor	Upon receipt of CD copy, director submits grade from Advisor If student intends to complete program during this semester, all these steps need to be completed by end of semester date for final

	grade submission. This is usually January 5 for Fall Semesters, About May 23 for Spring Semesters and about August 18 for summer semesters. Students should use the last day of finals when planning the timeline for the project.

Student(s) and advisor need to include a plan for meeting/conferencing during the timeline. This is not included in the outline above, but needs to be addressed in conjunction with the plans for successful completion. If the project is a team initiative, the entire team is expected to participate fully and equally in preparing, researching, writing, reviewing and presenting the capstone. Open communication between the student(s) and the advisor are critical to successful completion of the project. If during the research there is a change in the original direction, the advisor should be consulted about the change.

Sample Capstone Timeline for Fall/Spring Semesters—Summer semesters are 11 weeks, so the timeline is shorter. You need to assume week 11 is same as week 15 and backup the timeline.

Activity	Date
Research Conference call advisor—week 1	Week 1-2
Provide bibliography to Advisor Conference call with advisor week 3	Week 3
Continue Research, Develop Outline of paper components. Submit outline with direct links to research bibliography to advisor for review Conference call with advisor week 5	Week3-5
Work on preparing draft. Review draft Conference call with advisor week 8	Weeks 6-8
Submit first draft to advisor for review	End Week 8
Review advisor/reader comments. Update draft continue working on completing final draft Conference call with advisor week 11	Weeks 9-12
Submit final draft to advisor/readers for review	End Week 12
Schedule and prepare for presentation Conference call with advisor week 13	Week 13-14
Finish final updates to document and submit to advisor for final review Final conference with advisor week 15	Week 15