This course supports the assessments for GXT2. The course represents 3 competency units.

**Introduction**

This job aid has been designed to give you an overview of all of the tasks found in the Written Capstone Report, and to help guide you through the submissions process. If you have any questions, please visit the Graduate Capstone Community – MAME K-6, MAELL, MAES & M.Ed. 2010. There you may interact with the Community Facilitator if you have additional questions. You may also seek additional guidance from the evaluator once you have begun to submit tasks and an evaluator has been assigned.

The capstone requires that you write academically at the graduate level, adhering to APA and Articulation standards. Please bear in mind that your capstone is the culminating project of your degree program. When archived, its artifacts will become viewable to other students, faculty, administrators, and accreditors. Thus it should represent your best writing. To meet these standards WGU has prepared the following instructions and a template. Both 5th and 6th editions of the APA Publication Manual are currently acceptable.

**Placement Information**

In extremely rare cases, when students find it impossible to undertake the capstone work as directed in their course, and in consultation with their Course Instructor and Program Mentor, they may make an appeal for the Capstone Exception to meet the Capstone requirement. It should be noted that an end of term or end of a k-12 school year would not qualify for the Capstone Exception.

**Preparing for Success**

Your capstone experience will be more successful if you plan well. This requires an understanding of all capstone requirements. Below “Your Capstone Journey” are the requirements and things to keep in mind as you work through the capstone process. The number of Competency Units (CUs) assigned to the capstone assessments means that it constitutes the work of about three quarters of a graduate term. For this reason, the capstone process is equivalent to a period of 16 weeks. However, capstone work does not always allow for such continuous linear progression. In fact, completing a capstone project within this timeframe would require ideal conditions. For example, one thing that may affect such a schedule is evaluation of each task. If revisions are required after each evaluation, this will add more time to the process. Capstone work cannot be, and should not be, rushed.

**Your Capstone Journey**

You will not be able to access these tasks in Taskstream until such time as the Capstone Project assessments are locked into your term via the AAV call with your mentor. However, in order to allow you to work on the tasks as needed, they are all found in this document. Once you are enrolled in your capstone course, you will be assigned a capstone facilitator who will serve as both your course instructor and task evaluator. The capstone facilitator will also conduct the Oral Defense of your Capstone Project.

**Active Engagement**
Select Complete to show active engagement in the Course of Study.

By selecting Complete within Your Capstone Journey, you will show activity in the course and will not be moved to another course version when another is launched.

**Prospectus Task**

In this task you will briefly outline the problem that you intend to investigate, describe the participants in your study, and state your research questions. You will then describe the data you intend to collect, and the data analysis you propose to conduct once you have gathered the data. This task will need to be approved prior to your moving forward on the remaining tasks found in the Capstone Project assessment.

**Topic Selection:** MAES students have a variety of options for the type of research they conduct in their Capstone project. Students may choose to do Action Research, Quantitative Research, Qualitative Research, Experimental Research, and/or Mixed-Method Approaches.

Examples of Action Research projects might include curriculum or instructional strategy intervention in a classroom; Qualitative projects might include in-depth interviews or focus groups of teachers, parents or students; Experimental design projects might include comparing two different instructional strategies using an experimental and a control group, etc. Mixed-Method approaches might include collecting quantitative data on a particular curriculum project and also collecting qualitative data, such as journals, teacher observation, interviews, and so on. This is not an exhaustive list. Students may seek guidance in topic selection from the Capstone community facilitator.

A. Provide a brief introduction (*suggested length of 1 paragraph*) that explains the rationale for the proposed project by doing the following:
   1. Present your topic.
   2. Describe the participants in your proposed study, to include demographic information and any additional relevant characteristics of your target population such as cultural factors, learning styles, education levels, prior learning, motivation, etc.

B. Explain the problem and your proposed solution (*suggested length of 3 paragraphs*) by doing the following:
   1. Outline the problem.
   2. Describe possible causes of the problem.
   3. Describe your proposed solution to the problem.

C. Present your research question(s).

D. Describe how you intend to answer your research questions (*suggested length of 3 paragraphs*) by doing the following:
   1. Describe the data you will collect.
   2. Describe the instruments and other methods you will use to collect the data.
   3. Describe the data analysis techniques you will use to analyze the data you collect.
Once your Prospectus has been approved, you will need to acquire permission to use human subjects in your project. You will do this by submitting for approval, your proposed “Informed Consent Form,” which outlines that which you propose to do, and which will need to be signed by the participants, or, if they are minors, by their parents or legal guardians. Prior to asking for participant permission, this form must be approved by WGU. You must obtain participants’ permission prior to starting your research.

**IRB Task**

After your Prospectus has been passed, you will address the issue of Human Subjects in Research. This includes completing an Informed Consent Form that explains how your research will deal with issues concerning human subjects.

A. You will download and complete the Informed Consent form. Then submit it here for review and approval.

   *Note: The vast majority of these forms are usually approved, provided they have been filled out completely. However, on occasion, we may require further information from you. In that case, you will be notified, and asked to complete task B, below.*

B. Only if the review of the form in task A indicates that further explanation is required, will you be asked to fill out the IRB worksheet. You DO NOT need to download and complete it now.

Once you have obtained your participants’ consent to be in your study, you will then need to submit the first 3 chapters of your Written Capstone Report. These 3 chapters cover the following topics: 1) an introduction to your topic; 2) an explanation of the problem; and 3) a literature review that summarizes the existing research pertaining to your topic. The idea here is to contextualize that which you intend to study. You need to describe the problem, your intended solution, and cite existing research that supports why you believe that your proposed intervention will be successful. You will also want to detail potential difficulties that others have encountered, and describe ways in which you will avoid similar issues. Your submission will be graded not only for content – that is, have you provided an appropriate level of detail so that reviewers understand what it is you are doing, but also, your submission will be graded against the APA format for formal papers. If you have not already purchased the APA Style Manual, you may wish to do so. Else, here are two useful APA format website you may wish to consult:

* Purdue OWL and Vanguard University.*

**First 3 Chapters (Introduction, Problem Statement, and Lit. Review) Task**

In this task, you will provide an introduction to the problem that you have identified, and that you
intend to research during your Capstone Project. You will also state and provide the context for your research questions, via a review of relevant literature.

A. Provide an introduction (*suggested length of 4–6 pages*) that explains the rationale for the project by doing the following:
   1. Present your topic.
   2. Explain why you chose the topic.
   3. Discuss why the project is important to your discipline.

B. Explain the problem (*suggested length of 3–5 pages*) by doing the following:
   1. Outline the problem.
   2. Provide background information of the problem.
   3. Discuss possible causes of the problem.

C. Present your research questions.

D. Create a well-organized literature review of 15–20 professional sources by doing the following:
   1. Outline research for best practices for your topic.
   2. Summarize the professional literature relevant to the topic you have chosen.
   3. Provide a conclusion that interprets how the literature applies to the problem being investigated.

E. Provide your preliminary reference list.

F. Include all in-text citations and references in APA format.

Once this task has passed both the content grading and the APA grading, you may proceed to implement your study and gather your data. Once you have finished doing so, you will need to write up what it is that you did, how you did it, and why you did it that way. After that, you will need to summarize your data, analyze it, and present your results. How does the data you collected allow you to answer your research questions? What additional issues or questions does it raise? You will then reflect upon the project, and make recommendations as to what you might do differently if you were to implement it again in the future. You will then also reflect upon your entire degree program, discuss what you’ve learned, and how you’ll use that in your future endeavors.

**Last 2 Chapters (Methodology, Data Analysis, Results, and Conclusion) Task**

A. Discuss the methodology you used for your project by doing the following:
   1. Discuss the evaluation methods and tools you used.
      a. Discuss the reliability and validity of the evaluation methods and tools you used.
   2. Discuss how the integrity of data and data use will be maintained.
   3. Discuss your research design.
   4. Explain your research methods.
      a. Explain why you adopted these research methods.
   5. Describe the participants.
   6. Describe how you obtained any needed permissions.

B. Present the results of your project by doing the following:
1. Outline how results will be organized and presented.
2. Provide a data-driven general statement of the results.
3. Analyze each set of data.
   a. Create visual aids (e.g., tables, charts, graphics) to display results.
C. Discuss the results of your research project by doing the following:
   1. Provide an overview of the project that restates the general purpose of your research.
   2. Summarize your findings.
      a. Explain how the results of your research were obtained.
   3. Recommend possible solutions to your research problem based on your results.
   4. Discuss implications and limitations of the project by doing the following:
      a. Discuss strengths of the project.
      b. Discuss weaknesses of the project.
      c. Discuss problems you noted with your project.
      d. Discuss any factors that may have skewed your findings.
5. Discuss how the study could be improved.
   a. Recommend areas of your topic that could be further investigated.
6. Critique your master’s degree experience by doing the following:
   a. Reflect on your master’s degree experience.
   b. Reflect on how the experience and skills you have gained can apply in your work environment.
D. Develop a reference list of all the references you cited in your capstone report.
E. Create an appendix for your project that includes the following:
   1. Materials and exhibits important to the project that are referenced in the report.
   2. Data-gathering instruments (e.g., surveys, questionnaires).
F. Include all in-text citations and references in APA format.

Once the above task has been passed you are asked to compile the entire Capstone Written Report into a single document, and to provide an abstract that succinctly describes your project in 150 words or less. You will also include, in the Appendices, all of the materials you used in the completion of your project. This includes any curricular materials you developed, any assessments used, survey or interview protocols, etc. You will then be asked to submit a release form that authorizes WGU to use your project as an sample for others to reference and as sample student work for accreditation purposes.

**Final, Complete Written Report Task**

In this task you will create a single document that contains your entire Written Capstone Report, including appendices to contain any curricular materials you designed; any assessments; all data collection instruments and other materials used.

A. Provide an introduction that explains the rational for the project by doing the following:
   1. Present your topic.
   2. Explain why you chose the topic.
   3. Discuss why the project is important to your discipline.
B. Explain the problem by doing the following:
1. Outline the problem.
2. Provide background information of the problem.
3. Discuss possible causes of the problem.

C. Create a well-organized literature review of at least 25 scholarly sources by doing the following:
   1. Outline research for best practices for your topic.
   2. Summarize the professional literature relevant to the topic you have chosen.
   3. Provide a conclusion that interprets how the literature applies to the problem being investigated.

D. Present your research questions.

E. Discuss the methodology you used for your project by doing the following:
   1. Discuss the evaluation methods and tools you used.
      a. Discuss the reliability and validity of the evaluation methods and tools you used.
   2. Discuss how the integrity of data and data use will be maintained.
   3. Discuss your research design.
   4. Explain your research methods.
      a. Explain why you adopted these research methods.
   5. Describe the participants.
   6. Describe how you obtained any needed permissions.

F. Present the results of your project by doing the following:
   1. Outline how results will be organized and presented.
   2. Provide a data-driven general statement of the results.
   3. Analyze each set of data.
      a. Create visual aids (e.g., tables, charts, graphics) to display results.

G. Discuss the results of your research project by doing the following:
   1. Provide an overview of the project that restates the general purpose of your research.
   2. Summarize your findings.
      a. Explain how the results of your research were obtained.
   3. Recommend possible solutions to your research problem based on your results.
   4. Discuss implications and limitations of the project by doing the following:
      a. Discuss strengths of the project.
      b. Discuss weaknesses of the project.
      c. Discuss problems you noted with your project.
      d. Discuss any factors that may have skewed your findings.
   5. Discuss how the study could be improved.
      a. Recommend areas of your topic that could be further investigated.
   6. Critique your master’s degree experience by doing the following:
      a. Reflect on your master’s degree experience.
      b. Reflect on how the experience and skills you have gained can apply in your work environment.

H. Develop a reference list of all the references you cited in your capstone report.

I. Create an appendix for your project that includes the following:
   1. Appendices and exhibits important to the project that are referenced in the report.
2. Data-gathering instruments (e.g., surveys, questionnaires).

J. Create an abstract (*suggested length 120–150 words*) that is self-contained, concise, and coherent by doing the following:
   1. Discuss the problem that led to your research question.
   2. Describe the participants.
   3. Discuss methodologies for data gathering and analysis.
   4. Summarize the results.
   5. Propose next steps in relation to the problem.

K. Submit the release form.

*Note: Please save word-processing documents as *.rtf (Rich Text Format) files.*

Congratulations! Once this final task has been passed, you will be able to prepare for and then schedule the Oral Defense of your Capstone Project. The Oral Defense will consist of your creation of a slide show presentation that outlines your project. The slide show will provide an overview such topics as: the problem you investigated; your research questions; a brief summary of the literature you reviewed; the participants in your study; your methodology; the data you collected; the results of your data analysis; and your conclusion. You will then present your slide show to an evaluator via teleconference. Further details can be found in the Capstone Oral Defense COS, found under the link that is the code for that assessment in your AAP.

**The Capstone Archive**

Western Governors University has established the Capstone Archive for students to examine capstone projects to aid them in preparation of this culminating degree task. WGU has taken great care to ensure that safeguards are in place to secure the academic authenticity and prohibit the exposure of sensitive information within these examples, and you must adhere to WGU’s code of conduct to not copy others’ work. These two Archives will be of most value to you in developing your capstone: the Model Capstone Archive and the Capstone Excellence Archive.

The **Model Capstone Archive** contains a few solid examples of student work in each of the current capstone models upon which students can pattern their work. Besides final documents, it often contains preliminary exhibits such as project plans, proposals, permission forms, contextual material, and so forth.

The **Capstone Excellence Archive** contains a growing number of capstones from each College that were selected as exemplars of excellence in various degree areas because they represent top work in their expression of ingenuity, exhibition of mastery, or creation of exceptional value to others. These exemplars only contain final documents, mainly of current capstone models. If you would like to have your capstone selected for this award please speak with your Capstone Course Instructor.