

**MSW Program Capstone Project Proposal  
2010-11  
Minnesota State University, Mankato  
Department of Social Work**

**Instructions**

The Capstone Project Proposal is developed in consultation with your academic advisor and is submitted to your academic advisor after the project "idea" has been approved by your agency field instructor or task supervisor. Use this document as the template to create your Capstone Project Proposal following either Track 1 or Track 2. Your proposal should be typed with 12 point font, Times New Roman, with one inch margins and double-spaced. Include your last name in the heading section of each page of the proposal.

**Requirements**

1. Name of Student:	
2. Title of the Project:	
3. Name of Practicum Agency & Location:	
4. Name of Field Instructor or Task Supervisor and Email Address:	
5. Name of SOWK 665-675 Field Liaison:	
6.	<b>Track 1:</b>
<p><u>IRB Proposal</u>  <i>If your project will utilize human subjects you are required to complete an IRB Proposal and the Level 1 Review Checklist. Review the Guidelines of an Application for the Conduct of Research Involving Human Subjects (<a href="http://grad.mnsu.edu/irb/proposalguide.pdf">http://grad.mnsu.edu/irb/proposalguide.pdf</a>) and draft an IRB Proposal for your project in accordance with the guidelines. Attach a copy of the IRB Proposal (you are not required to include the attachments at this stage of the process) and Level 1 Checklist. Do not submit the proposal to the IRB. After your academic advisor has reviewed your entire proposal you will meet to discuss the level of review, and development of IRB proposal attachments.</i></p> <p><i>Attach a one page summary of the review of the methodology literature to determine evidence-based best practices for carrying out the project with your references.</i></p>	
<b>Track 2:</b>	
<p><u>Statement of the Problem/Need</u>  <i>Write a paragraph describing the problem or need that this Capstone Project proposes to address. Include references to any literature that you have reviewed that document the problem/need.</i></p>	
<p><u>Statement of Purpose</u>  <i>Write a paragraph describing the purpose and goals of this Capstone project. As applicable to your project, delineate the hypothesis being tested or the research questions</i></p>	
<p><u>Proposed Methodology for Attaining Project Goals</u>  <i>Provide a description of the methodology that you will be using to achieve the goals of your Capstone Project. Attach a one page summary of the review of the methodology literature to determine evidence-based best practices for carrying out the project with your references.</i></p> <ul style="list-style-type: none"> <li>• Describe what you are going to do.</li> <li>• Describe how you are going to collect your data. If applicable, attach existing data collection</li> </ul>	

	<p><i>instruments.</i></p> <ul style="list-style-type: none"> <li>• <i>Describe who will be participants in your project and how you will solicit involvement from participants.</i></li> <li>• <i>Describe ethical implications for conducting the project.</i></li> <li>• <i>Describe how you are going to analyze/organize the data/information collected.</i></li> </ul>
<p><u>ALL students complete the following:</u></p>	
<p>7. <u>Statement of the Issues Associated with Populations-at-Risk and/or Diverse Groups</u>  <i>A paragraph that describes the issues associated with populations-at-risk and/or diverse groups and the implications of these issues for conducting your project. Think about and identify the specific populations-at-risk and/or diverse groups. Examine how select populations are differentially impacted by the problem. Examine how select populations may benefit from project outcomes.</i></p>	
<p>8. <u>Statement of the Issues Associated with Rural and Small Communities</u>  <i>A paragraph that describes the issues associated with rural and small communities and the implications of these issues for conducting the project. Examine how rural and small communities are differentially impacted by the problem. Examine how an understanding of rural and small communities and people impacts the implementation of your project.</i></p>	
<p>9. <u>Anticipated project outcomes.</u>  <i>Write a paragraph describing the product that will be produced as a result of your project and the impact you anticipate your project will have on your agency, including clients, staff, service delivery, administration) and if applicable other systems outside of the agency.</i></p>	
<p>10. <u>Timeline</u>  <i>Attach a detailed timeline for completing your project. The timeline should include the steps involved in further design of your project, implementation of your project, analysis/organization of your data, preliminary presentation of findings/outcome to agency personnel (as applicable), writing of project reports (as applicable), creation of your poster and executive summary, delivery of your poster presentation to agency personnel, delivery of your poster presentation at the Capstone Forum.</i></p>	
<p>11. <u>References</u>  <i>Attach a copy of your references. All sources used in the development of this proposal must be properly cited following the 6<sup>th</sup> Edition APA style guidelines. You may also list sources that you reviewed or intend to use but did not directly cite in your proposal.</i></p>	

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**Academic Advisor Signature of Approval for the Capstone Project & Date**

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**Field Instructor/Task Supervisor Signature of Approval for the Capstone Project & Date**

**Evaluation of Progress toward Completing Capstone Project**  
**Students are required to submit with signatures as part of the Evaluation of Field Practicum.**  
**Multiple forms are acceptable.**

Evaluation 1: *Fulfillment of 170 hours*

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
frequently exceeds expectations	generally meets, and/or occasionally exceeds, expectations	occasionally meets expectations	does not meet expectations	not applicable (this can be awarded at end of spring semester as student moves into summer semester but MAY NOT be used at 500 hour evaluation.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Evaluation 2: *Fulfillment of between 300 and 340 hours*

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
frequently exceeds expectations	generally meets, and/or occasionally exceeds, expectations	occasionally meets expectations	does not meet expectations	not applicable (can be awarded at end of spring semester as student moves into summer semester but MAY NOT be used at 500 hour evaluation.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Evaluation 3: *Fulfillment of 500 hours*

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
frequently exceeds expectations	generally meets, and/or occasionally exceeds, expectations	occasionally meets expectations	does not meet expectations	not applicable (This rating may not be used at 500 hour evaluation.)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments: