

# IDEAS Capstone Proposal Format Guide

Think of the proposal as drafting an outline of a course that only you are taking. Although the format of your proposal may vary depending on the subject and methodology (whether it's research-based, creative arts, etc.), it must include the following components:

1.	<b>The Project Title.</b>
2.	<b>Purpose and Objectives.</b> In 2-3 double-spaced pages, summarize the rationale for your project, the methodology, anticipated results, and conclusions you will draw from your work. Depending on the nature of the project, include: <ul style="list-style-type: none"><li>• <u>Research</u>: State the research problem and briefly explain the rationale for your project.</li><li>• <u>Creative Project</u>: Describe your creative idea, the project or products to be developed, and the rationale for your project.</li></ul>
3.	<b>Brief review of the literature</b> relevant to your chosen topic, with citations (minimally, at least one paragraph or two). At minimum, you will cite five professional or scholarly sources in your literature review (journal articles, books, artworks, etc.). Briefly describe them in your own words and how they relate to your project (one or two sentences).
4.	<b>A detailed project design or methodology</b> including the steps/procedures you will follow in completing your project. What will you do? How and where will you do it? Who will be involved? Who are your participants? How will you analyze your results? If you are doing a creative project, what do you hope to learn from the process or medium?
5.	<b>Deliverables: a description of the final product or products to be completed.</b> What is the format of the outcome of this work? What will be turned in and evaluated for credit? <ul style="list-style-type: none"><li>• If you are engaging in a writing project, what is its expected length and style?</li><li>• If you are proposing a creative endeavor, what is the specific format of the documentation that will support the work?</li></ul>
6.	<b>Exhibition/Presentation plans.</b> In addition to a final paper or product to be reviewed by your faculty advisor, how do you expect to share the results of your project? The IDEAS symposium? An exhibition? A conference? Journal submission? Off campus?
7.	<b>Bibliography.</b> It must include all scholarly sources used in crafting the proposal (especially those referenced in the literature review section). All bibliographies will be properly cited using Chicago Style, MLA Format, or another recognized citation style with attention to consistency and appropriateness.