

CAPSTONE PROJECT PROGRESS FORM

Mandatory Mid-Semesters Meeting

INFORMATION	
Student Name	Today's Date
Capstone Chair	Capstone Mentor
Third Committee Member (if determined)	Expected Date of Graduation (Semester / Year)

CAPSTONE TIMELINE AND PROGRESS		
<p>Review the actual due dates on the Canvas Site (Standard Track) or your personal Alternate Track Worksheet. Enter both the due date and the date that you actually submitted the assignment. For assignments not due yet, enter N/A for the submitted date. Please be precise to ensure a frank discussion of your ability to stay on your selected timeline.</p>		
<input checked="" type="radio"/> Timeline	<input type="checkbox"/> Standard	<input type="checkbox"/> Alternate
Submitted Assignments	Due	Submitted
<input checked="" type="radio"/> Authorization Packet		
<input checked="" type="radio"/> Proposal - Outline		
<input checked="" type="radio"/> Proposal - First Draft		
<input checked="" type="radio"/> Proposal - Second Draft		
<input checked="" type="radio"/> Proposal - Final Draft		
<input checked="" type="radio"/> Report - First Draft		
<input checked="" type="radio"/> Report - Second Draft		
<input checked="" type="radio"/> Report - Nearly Complete Draft		
Data Acquisition and Analysis	Percent Complete	Completion Date
<p>For each Aim of your Project, indicate the estimated percentage of data that you have collected and your anticipated completion date for each Aim of the Project.</p>		
<input checked="" type="radio"/> Specific Aim 1		
<input checked="" type="radio"/> Specific Aim 2		
<input checked="" type="radio"/> Data Analysis		
<p>Additional Notes and Comments</p>		

CONFERENCE

If you plan to request travel funds from MHA, be sure fill out the Registration Authorization Form prior to submitting an abstract and/or registering for the conference.

1. Do you Plan to Attend a Conference?

☐ Yes

☐ No

2. If yes, do you plan to request for funding from MHA?

☐ Yes

☐ No

Name of Conference

Abstract Deadline

Conference Date

Additional Notes and Comments

COURSE REQUIREMENTS

1. Do you need any assistance in finding **electives** to fulfill your nine credit hours ?

☐ Yes

☐ No

2. Have you satisfied your **teaching requirements** for the program?

☐ Yes

☐ No

Additional Notes and Comments

AIM TRACK / TEACHING CERTIFICATE

1. Select Relevant track; otherwise, leave this section blank:

☐ AIM

☐ Teaching

2. Are you on target to complete the course requirements of the track?

☐ Yes

☐ No

3. Are you on target to complete Capstone Requirements of the track?

☐ Yes

☐ No

Description of your Capstone Component

Additional Notes and Comments

ADDITIONAL INFORMATION			
Is there anything else your Advisor should know to better advise you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Notes and Comments			
SUMMARY			
<p>The Chair should assess the following indicated items. For any items the Chair feels unable to agree to, the Chair and the Student should discuss and develop an action plan to address the issue. This should serve not as a final evaluation, but rather as a progress report that informs the student of their current performance and provides clear guidance for improvement, as needed. Note: these items are very similar to the final evaluation items that the Chair will use to grade the Capstone Project.</p>			
Chair Attestation			
<p>My advisee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibits Independence and a strong understanding of their Capstone Project <input type="checkbox"/> Is on track in their Capstone Project and will remain on their current Capstone Project timeline. <input type="checkbox"/> Has found a Third Committee Member <input type="checkbox"/> Is on track to complete all MHA requirements necessary to graduate <input type="checkbox"/> Regularly apprises me of progress on their Capstone Project and other MHA requirements <input type="checkbox"/> Is professional and punctual in all forms of communication <input type="checkbox"/> Handles constructive feedback professionally 			
Action Plan, Comments, Notes			
Capstone Chair Signature			Date
Student Signature			Date