



Master of Administration

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**APPLICATION FOR THE CAPSTONE PROJECT
ADM 689 CAPSTONE PROJECT**

Spring 2010, Summer 2010, Fall 2010

STUDENT'S NAME: _____ NAU ID# _____

EMPHASIS AREA _____ CUM GPA _____

Guidelines/Requirements/Application Process

- The Capstone Project is the final course in the program and is preferably the only course taken in a student's final semester.
- The Capstone Project is a three credit hour course that requires a minimum of 150 hours of work.
- Students should refer to the syllabus for specific expectations and requirements for the Capstone Project.
- Students should contact the faculty coordinator for their emphasis to discuss securing a Faculty Mentor 3-6 months prior to the semester they will enroll in the capstone.

Emphasis Coordinators:

Community Planning: Alan Lew (Alan.Lew@nau.edu)
 Construction Management: Tom Rogers (Tom.Rogers@nau.edu)
 Custom Emphasis: Alex Steenstra (Alex.Steenstra@nau.edu)
 Health Sciences: Bill Wiist (Bill.Wiist@nau.edu)
 Leadership: Alex Steenstra (Alex.Steenstra@nau.edu)
 Professional Writing: John Rothfork (John.Rothfork@nau.edu)
 Project Management: Tom Rogers (Tom.Rogers@nau.edu)
 Public Management: Zachary Smith (Zachary.Smith@nau.edu)

- Students should discuss with the Emphasis Coordinator possible Capstone Project ideas. It is the student's responsibility to develop and propose a Capstone Project.
- The Emphasis Coordinator might either serve as the faculty supervisor for your Capstone Project or they may recommend another faculty member who has expertise in the area of your Capstone. Students are also encouraged to directly contact faculty who they feel might be appropriate capstone faculty supervisors. If a student directly contacts a faculty member, they should inform the Coordinator for their emphasis area.



- Students must fill out, submit, and receive approval of the “Application for the Capstone Experience” during the semester before seeking to enroll in the Capstone course. This is usually done 3-4 months before beginning the Capstone. Complete the application in

consultation with the faculty member who has agreed to supervise your Capstone course. The faculty member and the student will communicate and finalize the application proposal, and overall plan for the completion of the Capstone. After the Faculty Mentor approves the final application they will submit the application to the Director of the Master of Administration Program for final approval. Upon approval, the student will be enrolled in ADM 689.

Attach your current transcript to this application (can be obtained from LOUIE)

SEMESTER HOURS COMPLETED BEFORE THE CAPSTONE IS TAKEN: _____

SEMESTER AND YEAR OF THE CAPSTONE: _____

PROPOSED TITLE OF CAPSTONE: _____

FACULTY SUPERVISOR: _____

Attach a 2-3 page document addressing these 4 items:

1. **GOAL OF THE CAPSTONE:** What do you hope to gain from your capstone? What outcome do you hope the capstone may produce?
2. **LIST SPECIFIC OBJECTIVES:** List specific, measurable, and achievable objectives or “deliverables” that you expect to produce.
3. **CAPSTONE ACTIVITIES/WORK:** List activities or work that you will do to accomplish your objectives and produce your “deliverables.”
4. **PROPOSED TIMELINE:** Create a timeline with specific dates for the activities or work that you plan to do.

Student’s Signature: _____ Date: _____

Approvals

Supervising Faculty Mentor Signature: _____ Date: _____

Advisor Signature: _____ Date: _____



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Program Director Signature: _____ Date: _____