

Capstone Protocol

Capstone Proposal:

All students must submit a written rough proposal to their advisor the second semester of their Junior year, by October 15th or March 30th depending on which semester is their second. Following review with their advisor, students must present a final proposal to the faculty and staff on the Monday of the 13th week of the semester. The faculty and staff will, as a group, determine whether or not the proposed capstone project is a valid culmination of the student's work. Any capstone that does not receive this approval will not be allowed to go forward, and students will be de-registered from or will fail the course.

Proposals should outline, in detail, the project, its connection to the student's training and future goals, a timeline for completion, and the appropriate faculty/staff mentor. In thinking about your project, keep in mind that full productions of any kind will not be approved. Exceptions to this policy will be made only after review by the full Faculty/Staff.

Use the format below to ensure your proposal is formatted correctly, and contains all of the necessary information. Your proposal should be between 2- 6 pages in length

1. Introduction
 - a. What is the specific project being proposed?
 - b. What are your goals in relation to this project?
 - c. What do you hope to learn from this project, and why does it excite you?
2. Resources
 - a. What resources are required for your project to succeed?
 - i. Venue
 - ii. Technical Elements
 - iii. Personnel
 - iv. Budget
 - b. How are you going to procure the resources needed to complete the project?
 - c. Please look at the Theatre department's online schedule. How does your project fit within the Department's mainstage schedule? Are there any conflicts? If so, how will you resolve the conflict?
3. Project
 - a. What is your plan for organizing and structuring your project?
 - b. In what way will your goals contribute to the success of the project?
 - c. How is this project a culmination of the training you received at SUNY Oswego?
 - d. How will this project build upon and synthesize the knowledge and skills you have already acquired within your track?
 - e. In what way will this project help you achieve your future goals?
4. Timeline
 - a. In which semester are you planning to complete your project?
 - b. What is your proposed timeline for completion of your project?

c. Any performance-based capstone needs to be scheduled through the theatre department office. None of these projects can occur during the run of the honor's or mainstage production. The date(s) of the capstone must be approved by the department and cannot conflict with previously scheduled department events. Failure to comply will result in a failure of the capstone.

5. Additional Information

- a. Is there any additional information regarding your capstone that the faculty and staff need to know?
- b. Who is the faculty or staff member who will serve as the mentor for this project?
- c. How will you measure the success of your project, based on your learning objectives?

Capstone Project:

The capstone project should be completed during the Fall or Spring semester of the student's senior year or the summer prior to their senior year, and should be a culmination of the work done in the area of concentration.

While the project can be a position within a mainstage production, there needs to be clear justification for how that position effectively culminates the experience for that student.

In the event that an actor is planning to use a mainstage show as their capstone, they must prepare a secondary idea that could be developed further, as needed, in the event they don't get cast in a role that appropriately culminates their experience. Additionally, for actors who are using a mainstage production as their capstone, there needs to be further discussion with their mentor regarding what additional steps or research they need to show as a further exploration of their character.

Capstone Paper:

The capstone paper must be submitted to the faculty and staff for review, no later than three weeks following the completion of the capstone project or the end of classes for the semester, whichever comes first. In the event the capstone project is completed in the week before graduation, the paper must be completed and submitted at least one day prior to the capstone presentation.

The capstone paper should be neither a research paper, nor "experience" reflection paper; it should describe the project professionally, drawing on ideas and knowledge culled from both course and production work. Therefore, students should reference these concepts appropriately.

The capstone paper should connect the capstone project to foundation, intermediate, and advanced coursework in the student's specialized track.

The student should discuss theatre training within the department outside of their specialized track that informed their work in the major and, more specifically, their capstone project.

Any related course outside of the Theatre department, or theatre work outside of SUNY Oswego, should be discussed. As we are housed in a liberal arts institution, there should naturally be connections between some of your general education course work and your conceptual understanding and experience of theatre. Likewise, as production is a significant

element of our department, any production experience a student may have outside of departmental offerings should also be relevant.

The student should discuss how the capstone project will move them forward into the professional world.

The paper should be in Times New Roman font, 12 point, standard margins, MLA formatting, numbered pages, and include a bibliography. Page limit: 8-12 pages exclusive of bibliography.

Some thinking points:

- Ø Discuss what factors led to your decision to do this project
- Ø Discuss the focus of your project
- Ø Explain the necessary steps you took in planning this project
- Ø Discuss how your classwork or previous experience had prepared you to undertake this project
- Ø Explain the ways in which you were surprised by the things you discovered
- Ø Did you achieve your goals as outlined in your proposal?
- Ø How has the liberal arts background better prepared you to take on a project of this scope?

Student Portfolio/Audition

All technical/design and directing students must submit a portfolio for review at their capstone presentation. The specifics of the information to be included in the portfolio should be discussed with the mentor for that area of specialization.

All acting students must have an up-to-date, properly formatted acting resume and a portfolio of monologues available for review at the final presentation.

Capstone Presentation

The capstone presentation is a 10 minute oral presentation of the capstone project. This is neither a rehashing of the capstone paper, nor a play-by-play of the project itself. This time should be spent discussing the successes and hardships encountered during the process, and how the work done in the years leading to the capstone project prepared you to overcome issues, and complete the project. This presentation will be timed, and must be concise enough to be completed within the ten minute window.

There will be a 10 minute exit interview following the presentation. This will be an opportunity for the faculty and staff to respond to the presentation, look over portfolios, as well as to ask questions regarding the student's future plans.

Presentations will be scheduled for a night during finals week, dependent on the schedules of the students presenting. Presentations will be open to any students who would like to observe the process.

Additional Considerations:

- Any project that is not part of a Department Mainstage production must have a faculty advisor/mentor who is kept up-to-date with the status of the project.
- Projects should be of a manageable scope.
- Students and their advisors/mentors will create a regular meeting schedule that must be adhered to.
- Any additional specifics per area should be discussed with the advisor/mentor: i.e. maintaining a journal, creating a website, preparing a reel, etc
- Capstone presentations will be done in a room with smart capabilities.

Capstone projects that do not follow departmental protocols will result in a failing grade and possibly prevent students from graduating in a timely fashion.