Checklist for Thesis, TRP, and Internship

It is the responsibility of both the graduate student and the chairperson of a capstone project to do a thorough review of the final written project paper to assure that it meets or exceeds minimal requirements for content and format. When submitting a Thesis, TRP, or Internship Portfolio to the director of SPBS for final review and approval, each component of the following checklist must be initialed by both the student and chairperson to confirm that the paper has been reviewed and meets the standards as set forth in the SPBS Expectations for Thesis, TRP, and Internship Portfolio:

_____ _____ This paper meets all Miscellaneous Style & Grammar Guidelines

_____ _____ This paper meets all requirements for Headings consistent with Thesis Guidelines

_____ _____ This paper meets all requirements for Quotations

_____ _____ This paper meets all requirements for Citing an Author or Authors

_____ _____ This paper meets all requirements for In-text Citations of Works

_____ _____ This paper meets all General Rules of References

      _____ _____ All citations in text are marked in pencil to confirm that they appear in the reference list

      _____ _____ All references in the list are marked in pencil to confirm they appear as citations in text

_____ _____ This paper meets all requirements for Statistics and Numbers

_____ _____ This paper meets all requirements for Figures and Tables

Please also confirm that all required paperwork for completion of the capstone project has been completed, signed and submitted for inclusion with the paper or in the student’s file.

_____ _____ All required components of the Thesis, TRP, or Internship Portfolio

_____ _____ Project Completion form

_____ _____ Rubric for Assessment of ALP

_____ _____ Thesis Transmittal Form (Thesis only)

______________________________  ____________________________
Graduate Student Signature       Date

______________________________  ____________________________
Committee Chairperson Signature  Date