

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, TeRP, 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, TeRP, 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, TeRP, or Internship Portfolio
- _____ Project Completion form
- _____ Rubric for Assessment of ALP
- _____ Thesis Transmittal Form (Thesis only)

Graduate Student Signature

Date

Committee Chairperson Signature

Date