



## Sustainability Capstone Proposal Form

### Consulting with Clients for Sustainability Solutions (ENVR 599a)

After completing all other course work and degree requirements, you are eligible (if pursuing the capstone track) to enroll in ENVR 599 or ENVR 599a. In ENVR 599, you will work on an individual research project. In ENVR 599a you will complete a consulting project for a real-world organization of at least 50 employees. This proposal form is only for ENVR 599a.

Prior to enrolling in ENVR 599a, you are required to have your topic approved by the instructor, Mr. William O'Brien (WO'Brien@clarku.edu). It is important to plan this process accordingly, and have your project approved well in advance of registration for this course. Multiple discussions and revisions are needed and approval is not guaranteed for all projects. We recommend that you begin this process the semester before your capstone registration and not to make travel arrangements until the topic is approved.

The final write-up is the Sustainability Action Plan, which entails:

- Chapter I. Background & Client Requirements
- Chapter II. Recommended Initiatives (vary by client organization)
- Chapter III. Fostering Sustainable Behavior (how to modify behavior of leadership, staff and other stakeholders in support of the Sustainability initiatives)
- Chapter IV. Performance Metrics & Reporting (to measure and report results of initiatives)
- Chapter V. Recommendations: Future initiatives including business justification, as appropriate
- Chapter VI. Cost – Benefit Analysis for longer-term investments, as appropriate
- Chapter VII. Roadmap – Recommended initiatives organized chronologically

To begin the process, answer the following five questions in your email to Mr. Will O'Brien. Please include your full name, prior education, and current employment in your email. Please put "Capstone Preapproval" in the subject line.

1. Describe the areas of interest that you would like to focus on as you work with a client to develop a Sustainability Action Plan.
2. Do you have a prospective client or clients in mind for the project? If so, please list the client or clients.
3. What do you hope the project will accomplish?
4. How has your Sustainability coursework prepared you for this undertaking?  
-Please include references showing the applicability of the topic and research method.
5. Would you prefer to work with another student on this project?  
-If yes, please list the student you have in mind.

Please note: When you register for this course, you will receive a registration status of Waiting for Placement (WP). The program office must review your academic record to ensure you meet the published prerequisites. Once your proposal is approved and all other prerequisites have been satisfied, you will receive a registered (RE) status. If you are enrolled in courses in the prior term, you will not be registered (RE) until your grades are available.