



HARVARD EXTENSION SCHOOL

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Journalism Capstone Proposal Form

The capstone, JOUR E-599, is the culminating project for journalism degree program candidates. Most students register for it at the very end of their course of study; students are permitted to register for the capstone after completing at least 9 program courses.

The capstone for the ALM in Journalism showcases skills you have developed in the program. The 5,000-word project, which may have a multimedia component, generally consists of three to five related articles.

Capstone supervisor June Carolyn Erlick (jerlick@fas.harvard.edu) must approve your capstone proposal before you may enroll in JOUR E-599. To help ensure a productive advising session regarding your project, we ask that you complete the following steps:

1. Notify Jody Clineff (clineff@hudce.harvard.edu) in the Writing Programs Office of your intention to start your capstone project
2. Submit the Tentative Capstone Project Plan via e-mail to June Carolyn Erlick and Jody Clineff (see below)
3. Schedule a phone, Skype, or in-person meeting with June Carolyn Erlick to discuss the project. Advising may also be done by e-mail

Once the capstone supervisor has approved your project, you will be assigned a capstone director, who will guide you during the reporting and writing process. The director will also grade the capstone. Although the final decision about who will serve as director must be made by the Writing Program Office, you are welcome to request a particular instructor that you have worked with in the program. Final work is due to the director and to the program office by the last day of the semester's final exam week.

Because a large number of projects must be approved, proposals must be submitted well in advance of the beginning of the semester during which you would like to complete the capstone. Capstone proposals must be approved by July 15 for the fall term and November 1 for the spring term.

Tentative Capstone Project Plan

Create a WORD document that

- explains, in about a page, what topic you would like to pursue;
- outlines each of the articles, including topic, scope, and sources;
- describes the multi-media component if you're planning to include one;
- specifies exactly how you expect to arrange an interview with each of your major sources. (Public figures, for example, can be difficult to access; it is important to develop a plan, early in the process, for interviewing them);
- offers your suggestions regarding a capstone director; and
- identifies a possible publisher for your article (e.g., the Boston Globe, your community newspaper, an online magazine).