



HARVARD EXTENSION SCHOOL

Office of Degree Candidate Advising and Program Administration, 51 Brattle Street, Cambridge, MA 02138

MUSE E-599 Capstone Proposal Form

Capstone Projects in Museum Studies (MUSE 599)

After completing all other course work for the program, degree candidates in the Museum Studies Program register for MUSE 599 Capstone Projects in Museum Studies as their final degree requirement.

Prior to enrolling in MUSE 599, you are required to have your capstone topic approved by Kathy Jones (kjones@dcemail.harvard.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.

Most capstones are between 30 and 40 pages.

To begin the process, create a WORD document that answers the following five questions and include pertinent references, then email the document to Kathy Jones. Please include your full name, prior education, and current employment in your email. Please put "Capstone Preapproval" in the subject line.

1. What is the working title?
2. Why was this topic chosen?
3. What research methodology is to be utilized?
4. What do you hope the project will accomplish?
5. How has your Museum Studies coursework prepared you for this undertaking?

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.