

**The Institute for the Humanities  
MA Humanities – Capstone Project Agreement**

This Capstone Project agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the following individuals:

---

**Capstone Advisor**

---

**Capstone Advisor Signature**

---

**Title**

---

**Department**

---

**Capstone Project Student**

---

**Capstone Project Student Signature**

**Capstone Project:**

The capstone project functions as the culminating project for those students who are not pursuing an academic profession but want a demonstrative and meaningful project that connects with their professional aspirations. The capstone project must include a scholarly paper (approximately thirty pages in length) combined with either a creative, experiential community event, or digital project. The length, content, and direction of the project will be determined by the student in coordination with the faculty advisor and the Director of the Institute for the Humanities. It is at the discretion of the capstone project advisor to consult a second reader with expertise in the subject. This second reader may be an internal or external faculty member or professional.

**Terms of Agreement:**

The faculty member has agreed to serve as advisor for the capstone project of the above-named MA Humanities student. The student must enroll in HUM 693 Capstone Project in their final semester in which they plan to complete and submit the capstone project. In the capacity as advisor, the faculty member will discuss with the student the frequency and modes for their meetings. The advisor will guide the student with the content and will assist them in correcting the stylistic/technical issues with the capstone to their satisfaction and based on their expertise.

The capstone project advisor may solicit the advice of an external reviewer for part of or the entire project, which is especially encouraged if some portion of an interdisciplinary project falls outside the advisor's expertise or if a practitioner's perspective would be useful. The student may suggest an external reviewer, but the decisions of whether to involve an external reviewer, who to invite to serve in that capacity, and how to take account of their input lies with the advisor. Because the external reviewer's role is merely advisory, they do not need to be a graduate-certified faculty member.

Upon the successful completion of the capstone project, the advisor must prepare the M2 form. The student should complete the top portion and include the title of their capstone project under "Working Thesis Title." The capstone project advisor must complete the certification section. Please note "Capstone Project" under "other," check Pass or Fail, and print your name, sign, and date. Under "Remarks" please note the name, title, and institution of the second reader (if applicable). Finally, please sign your name under "Committee Members' Signatures," and then, submit the form to Dr. Anne H. Muraoka, Director of the Institute for the Humanities ([amuraoka@odu.edu](mailto:amuraoka@odu.edu)), and the Humanities program and office manager, Terri Hughes ([tjhughes@odu.edu](mailto:tjhughes@odu.edu)).

The student will email their capstone project to Karen Vaughan ([kvaughan@odu.edu](mailto:kvaughan@odu.edu)) for inclusion in ODU Digital Commons.