



Department of Political Science and Geography

## Capstone Research Paper Coversheet

*Graduating students: this form is to be completed and submitted electronically with your capstone paper to the Department Secretary, [v1bunch@odu.edu](mailto:v1bunch@odu.edu)*

### Student Capstone Research Paper Declaration

Name and ID number: \_\_\_\_\_

ODU e-mail (required): \_\_\_\_\_

Alternative e-mail (suggested): \_\_\_\_\_

Course written for originally: \_\_\_\_\_

Major (GEOG or POLS): \_\_\_\_\_ Program: BA \_\_\_ BS \_\_\_

Expected graduation date: \_\_\_\_\_

I certify that I have read, understand, and agree to Old Dominion University's Honor Code. I understand that all Capstone Research Paper submissions are checked for plagiarism. I certify that this paper is my own work. I understand that to submit a paper that in any way is not of my own work is a violation of the ODU honor code and may result in disciplinary action by the University.

Student signature: \_\_\_\_\_ date \_\_\_\_\_

Received by the PS&G Department Secretary \_\_\_\_\_

## Scope and Purpose

Submission and acceptance of a Capstone Research Paper is a graduation requirement for a Bachelor's Degree with a major in Geography or Political Science. The paper must be the Degree Candidate's original work, originally prepared and graded for an upper divisional undergraduate or graduate course at Old Dominion University, passed with a grade of C or higher. It must meet the requirements listed below.

The Department of Political Science and Geography uses the Capstone Research Paper to assess Degree Candidates' research skills and to assess the department's curriculum. Papers must be submitted no later than 1 April for graduation in May or August, or by 1 November for December graduation.

The Capstone Research Paper is not formally graded, although it will be assessed. It will not be accepted for the Degree Candidate's file unless it clearly meets all the following requirements:

## Procedure and Guidance

- Your Capstone Research Paper must originally have been submitted for a 300/400 level course at Old Dominion University in your major.
- The paper must emphasize research and analysis, rather than simply a descriptive report.
- Not acceptable: papers for POLS/GEOG 308, book reviews, and case briefs.
- The paper must be clean, with no grades or comments. Revised versions are acceptable.
- Minimum of 10 pages of text, at least 2500 words of text, 12 point type, double spaced, with one-inch margins,
- The paper must have a title page, page numbers, and a bibliography with scholarly sources.
- Include notes, appendices, and graphics as appropriate.
- Attach this completed coversheet to your submission.
- Following assessment by the Chief Departmental Advisor, the Capstone Research Paper goes in the student's department file.

## Assessment Criteria

- *Conceptual understanding* of the subject, including literature, theories, and issues
- *Analytical and critical thinking skills*: including statement of objectives and argumentation, objectivity, clarity, creativity, reasoned judgment
- *Writing style*: mechanics, grammar, syntax
- *Organization*: subheadings, introduction, conclusion
- *Source materials*: quality and quantity, diversity, bibliographic documentation
- *Presentation*: physical appearance, title page, margins, page numbers, etc. Use and presentation of graphs and tables where appropriate