**Applying for UCLA Capstone Certification**

Faculty who are interested in having one or more of their baccalaureate degree-granting programs certified by Undergraduate Council as a Capstone Major or Program should begin by familiarizing themselves with the UCLA Capstone Model, described here. The capstone at UCLA serves as a project-based culmination to a curriculum (a meaningful, shaped collection of courses typical of a major or minor), bringing together in a coherent way key elements of that curriculum, and also drawing, as appropriate, on other curricula and experiences such as general education, writing classes, lower-division seminars, and community-based projects. The acquisition of knowledge should lead to a specialized topic explored in a paper or project.

Capstones at UCLA range from a single seminar to a yearlong sequence and from a term paper to an honors thesis. They include either individual or team-based projects. The capstone pyramid, illustrated below, shows options that have comparatively greater degrees of engagement and agency at progressively higher levels. In some majors, there may be a “capstone” requirement that all students complete; these will be designated as “Capstone Majors”. Other majors may establish “Capstone Programs” that provide at least 60% of students with capstone opportunities.

Individual

Major\*

Honors Thesis

 or Project (e.g., 198)

Individual Project:

Upper-Division

Contract Course with paper or

project (e.g., 195, 196, 197, 199)

Senior Seminars with projects

or papers (e.g., 191); advanced product-

design or production-based courses;

advanced discovery-based science lab courses

The capstone major or program application comprises:

1. a **Cover Letter** from the department/IDP chair that details faculty involvement in reviewing and endorsing the application, including the vote to pursue certification.
2. a completed **UCLA Capstone Information Form** (attached);

Jen Hirashiki, Academic Coordinator for Shared Governance and Undergraduate Education Initiatives, (jhirashiki@college.ucla.edu) is available to answer questions and consult with department/IDP faculty throughout the application process. Examples of successful applications are available on request.

**UCLA Capstone Information Form**

The UCLA Capstone Information Form provides Faculty Executive Committee and Undergraduate Council members with the information needed to review proposed capstone experiences and certify baccalaureate-degree granting programs as UCLA Capstone Majors or Capstone Programs. To facilitate the certification process, please ensure that your responses offer sufficient detail and relevant context for those who may not be intimately familiar with your undergraduate curriculum.

|  |  |
| --- | --- |
| **Department/IDP:** | Click or tap here to enter text. |
| **Degree Name(s):** | Click or tap here to enter text. |

1. **Overview**
	1. Departmental or Interdepartmental Program Description:
	2. Degrees Granted: (Gathered from APB [website](https://www.apb.ucla.edu/menu/mainnavbar/academic-planning/mp-table))

2020–21: [ ]

2021–22: [ ]

2022–23: [ ]

2023–24: [ ]

2024–25: [ ]

2025–26: [ ]

2026–27: [ ]

1. **Capstone Experience**

|  |
| --- |
| * 1. Brief Description of Capstone Requirement:
 |
| Click or tap here to enter text. |
| * 1. Preparing Students for Successful Capstone Completion:

Please discuss the skills needed for successful capstone completion and note the preparatory courses in which these skills are addressed most directly. Please also review the course description (see 3. Capstone Course(s) below) to be certain that relevant prerequisite courses are included in the description.  |
| Click or tap here to enter text. |
| * 1. Capstone Course(s):

Please identify the specific course(s) for the capstone and provide course description(s). Indicate as well whether they are current or proposed.  |
| Click or tap here to enter text. |
| * 1. What are the Program Learning Outcomes for the degree?
 |
| Click or tap here to enter text. |
| * 1. Which of the Program Learning Outcomes are demonstrated in the capstone experience?
 |
| Click or tap here to enter text. |

1. **UCLA Capstone Criteria**

|  |  |
| --- | --- |
| **Criteria** | **How your capstone meets each criterion** |
| The project must require that the student engage in a creative, inquiry-based learning experience that deepens the student’s knowledge and integration of the discipline. | Click or tap here to enter text. |
| The project may be completed individually or by a group of peers, provided each student is given agency; each student’s contribution must be significant, identifiable, and graded. | Click or tap here to enter text. |
| The project must culminate in a tangible product that can be archived (including film, video, etc.) for at least three years by the responsible unit (department or program).  | Click or tap here to enter text. |
| The project must be part of an upper-division course or courses totaling at least four units, usually within the curriculum established for the student’s major or minor. Whenever possible, capstone courses and projects should be taught and mentored by ladder faculty.  | Click or tap here to enter text. |
| Opportunities must be available or developed for students to share their capstone products (paper, performance, or project) publicly. Examples might be a presentation to a peer audience such as a class, a departmental mini-conference, or a research group meeting; a poster at a department or campus venue or professional meeting; campus music, dance, theater, or art event; or a competition that is judged by the professional community in the discipline. | Click or tap here to enter text. |